

Dear Prospective Tenant,

It is important that you read and fill out the attached forms correctly. Anything that is left incomplete will delay the approval process. The application process can take up to 5 business days to verify so any delays will push the approval process further out (business days = Monday-Friday and exclude holidays). Our office will contact you as soon as the application and credit has been completed and the application has been approved by management.

When you return the completed application, you will need to pay a **NON-REFUNDABLE** administrative fee in the form of a money order or cashier's check for the exact amount, if fee is required. Please understand this fee is **NON-REFUNDABLE** regardless of acceptance, denial or cancelation of the application. Please keep in mind if you are currently on a lease and have not fulfilled your lease term or have not given proper notice we will not be able to complete your application.

Every occupant over the age of 18 must go through our full credit and background check and is still required to pass our screening process even if they are going to be on the lease as an additional occupant. Please note that if you are applying with (1) or more individuals you are prohibited from removing an applicant while in the application process and the application will be denied as a whole.

**STOP! PLEASE MAKE SURE YOU READ THE FOLLOWING:**

**\*IF YOU HAVE EVER BEEN EVICTED, OWE ANY RENTAL PROPERTIES MONEY, HAVE A CRIMINAL BACKGROUND, HAVE FILED FOR BANCROPTCY THAT HAS NOT BEEN DISCHARGED FOR A FULL 2 YEARS, AND/OR HAVE ANY UTILITIES OR CHECK CASHING PLACES IN COLLECTION YOUR APPLICATION WILL BE AN AUTOMATIC DENIAL AND YOU WILL NOT BE ABLE TO REAPPLY FOR 30 DAYS.\***

When verifying the application and credit, our credit company will verify the following:

- Last 2 consecutive years of rental history
  - We need to verify with the legal landlord and/or owner
  - We need to be able to obtain proof of ownership
- Current Employment
  - We need the 2 most recent pay stubs or letter from your employer if new hire
  - If self-employed we will need the most 2 recent 1099's.
- Overall Income needs to meet or exceed 2.5 times the amount of monthly rent
- Credit collections, Tradelines, Judgements and Criminal history

If your application and credit should be accepted, we look forward to having you as a new resident.

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Applicant Signature                      Date

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Applicant Signature                      Date

**ROSEWOOD PARK APARTMENTS APPLICATION FOR RESIDENCY**

4500 Mira Loma Drive  
Reno, NV 89502  
Phone: (775)826-8660  
Fax: (775)826-2910

**APPLICANT #1 INFORMATION**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
Email: \_\_\_\_\_ Drivers License # \_\_\_\_\_

**ADDITIONAL OCCUPANTS**

Name: \_\_\_\_\_ D.O.B \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship \_\_\_\_\_  
Name: \_\_\_\_\_ D.O.B \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship \_\_\_\_\_  
Name: \_\_\_\_\_ D.O.B \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship \_\_\_\_\_

**RENTAL HISTORY (LAST 2 YEARS IS REQUIRED)**

**CURRENT ADDRESS**

Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip code \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Landlord Name \_\_\_\_\_ Landlord Phone: \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

**PREVIOUS ADDRESS**

Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip code \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Landlord Name \_\_\_\_\_ Landlord Phone: \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

**PREVIOUS ADDRESS**

Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip code \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Landlord Name \_\_\_\_\_ Landlord Phone: \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

How did you hear about us? \_\_\_\_\_ When would you like to move in? \_\_\_\_/\_\_\_\_/\_\_\_\_

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**APPLICANT #2 INFORMATION**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
Email: \_\_\_\_\_ Drivers License # \_\_\_\_\_

**ADDITIONAL OCCUPANTS**

Name: \_\_\_\_\_ D.O.B \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship \_\_\_\_\_  
Name: \_\_\_\_\_ D.O.B \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship \_\_\_\_\_  
Name: \_\_\_\_\_ D.O.B \_\_\_\_/\_\_\_\_/\_\_\_\_ Relationship \_\_\_\_\_

**RENTAL HISTORY (LAST 2 YEARS IS REQUIRED)**

**CURRENT ADDRESS**

Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip code \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Landlord Name \_\_\_\_\_ Landlord Phone: \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

**PREVIOUS ADDRESS**

Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip code \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Landlord Name \_\_\_\_\_ Landlord Phone: \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

**PREVIOUS ADDRESS**

Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip code \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Landlord Name \_\_\_\_\_ Landlord Phone: \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Reason For Leaving \_\_\_\_\_

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**EMPLOYMENT HISTORY**

**APPLICANT #1**

Company Name \_\_\_\_\_  
Manager Name \_\_\_\_\_ Manager Phone # \_\_\_\_\_  
Employment Start Date \_\_\_\_\_ Gross Monthly Pay \_\_\_\_\_

**APPLICANT #2**

Company Name \_\_\_\_\_  
Manager Name \_\_\_\_\_ Manager Phone # \_\_\_\_\_  
Employment Start Date \_\_\_\_\_ Gross Monthly Pay \_\_\_\_\_

**ADDITIONAL INCOME**

Income Source \_\_\_\_\_ Amount \$ \_\_\_\_\_  
Verify With \_\_\_\_\_ Phone # \_\_\_\_\_

**PERSONAL REFERENCES**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**PET INFORMATION**

Type of pet \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_  
Type of pet \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_

**ADDITIONAL INFORMATION**

Have you ever been convicted of a crime? NO\_\_\_ YES\_\_\_, I was convicted of \_\_\_\_\_.

Have you ever been evicted or declared bankruptcy? NO\_\_\_ YES\_\_\_, If you have filed for bankruptcy, when was it discharged? \_\_\_\_\_ Has applicant(s) ever broken a lease? NO\_\_\_ YES\_\_\_.

Has applicant(s) ever moved owing rent or damaged an apartment? NO\_\_\_ YES\_\_\_

If yes, has the balance been paid off in full? NO\_\_\_ YES\_\_\_

Is the total move-in amount available now (rent and deposit)? NO\_\_\_ YES\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (initials) I agree to the following statement - I represent that the information provided in this application is true, complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for denial of the application.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (initials) I agree to the following statement - I understand that the information provided might be used by landlord to determine whether to accept this application. I authorize Landlord to verify all information given in this application, including past rental information, personal references and employment information provided. I authorize the landlord to obtain a current credit and criminal background check.

Applicant #1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant #2 Signature \_\_\_\_\_ Date \_\_\_\_\_

**CRIME FREE LEASE ADDENDUM**

In consideration for the execution or renewal of a lease of the dwelling unit identified in the lease, Manager or Owner and Resident agree as follows:

Resident, any member(s) of the resident's household, a guest or any other person affiliated with the resident at or near the resident premises:

1. Shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use an illegal or controlled substance (as defined in Section 102 of the Controlled Substance Act {21 U.S.C 802})
2. Shall not engage in any act intended to facilitate criminal activity.
3. Will not permit the dwelling unit to be used for, or to facilitate criminal activity.
4. Shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of an illegal or controlled substance as defined in N.R.S 453.566 and N.R.S 453.321 at any locations, whether on or near the dwelling unit premises.
5. Shall not engage in any illegal activity, including but not limited to:
  - A: Prostitution as defined in N.R.S 201.295;
  - B: Criminal street gang activity as defined in N.R.S 193.168;
  - C: Assult and battery as prohibited in N.R.S. 200.471 and N.R.S. 200.481, including domestic battery;
  - D: The unlawful discharge of a weapon on or near the dwelling unit premises, as prohibited in N.R.S Chapter 202;
  - E: Any breach of the lease agreement that jeopardizes the health, safety and welfare of the landlord, his agents, or other tenant, or involving imminent or actual serious property damage.
6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPERABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be a good cause for immediate termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Manager or Owner and Resident.

\_\_\_\_\_  
Applicant Signature      Date

\_\_\_\_\_  
Applicant Signature      Date

\_\_\_\_\_  
Applicant Signature      Date