



APPLICATION CHECKLIST

Thank you for your interest in making your home with ERGS Properties. **In order to begin processing your application, please provide the following items:**

- Completed Application
 - Separate applications required for individuals that are not legally joined.
- Copy of a Valid Driver's License or Government Issued ID
- Proof of Income
 - If you are employed:
 - Copy of 2 most current pay stubs.
 - If you are starting a new job:
 - Copy of your offer letter stating your start date and salary.
 - If you receive alternate income:
 - Last 6 months of bank statements showing a balance and/or deposits.
 - Award Letter with monthly amount.
 - If you are self-employed:
 - Copy of most recent tax return or W-2
- Non-refundable Application Fee- Cashier's Check or Money Order
 - Single Applicant- \$35
 - Legally Joined Couple- \$45
 - Additional Applicants/Occupants 18 years and older-\$20 each
 - Cosigner(s)- \$35
- \$150 Non-refundable Admin Fee- Separate Cashier's Check or Money Order

BEFORE YOU MOVE IN

- Contact NV Energy at (775) 834-4444 to set up power and gas in your name. Provide ERGS Properties with confirmation number that service will start as of your move in date. This must be done prior to move in date.
- If you have an approved animal, provide shot records to ERGS Properties prior to move in date.





Statement of Rental Policy

Thank you for your interest in becoming a resident with ERGS Properties. When renting our apartments, we consistently abide by the following guidelines:

ERGS Properties is an equal opportunity housing provider. ERGS Properties fully complies with the federal Fair Housing Act, and does not discriminate against any person because of race, color, religion, sex, handicap, familial status, national origin, sexual orientation or ancestral heritage. ERGS Properties also complies with all state and local fair housing laws.

Age Requirements. Lease holder(s) must be 18 years or older. All occupants 18 years and older must complete an application for a background check.

Occupancy Guidelines. Two (2) persons per bedroom plus one (1) maximum occupancy.

Application Process. Once a completed rental application and the appropriate application fees are received, a credit report and background check will be run and income and rental references will be verified. Based on the information received, a point value will be assigned to the following rental criteria: credit, income, and rental history. The applicant's overall score (0-10) will determine whether the applicant is approved/denied, requires an additional security deposit or co-signer, or qualifies for a move-in special (if offered at that time).

Accommodation/Modification. At any time during your residency with ERGS, you may request an accommodation and/or modification of our rules and/or property when necessary. All requests must be submitted in writing. It is the responsibility of the resident to submit such requests. Office staff is available to assist in filling out these forms upon request. (e.g.- shower grab bars, service/assistance animals, etc.)

Rental Criteria. All applications will be scored based on the following criteria:

Criminal History. A criminal background check is required for all persons 18 years and older. Applicants who have a criminal history of sexual misconduct will be denied. Felonies and other criminal convictions regarding violent crime, theft, and drug sales and/or manufacturing will be evaluated by management, and may be grounds for denial in the interest of keeping our communities safe.

Credit (0-5 points). Point values for credit are determined by the applicant's FICO score. If there is more than 1 applicant the FICO scores will be averaged. Applicant(s) will be denied if they owe any monies to a utility company, landlord, or property management company.

Income (0-3 points). Point values for income will be determined by monthly gross income. Applicants must provide documented proof of income. Wages earned, social security/pension disbursements, other income and child or alimony supports are considered income. Income values below two (2) times the rent will result in denial of application or request for 6 months of rent paid in advance.

Rental History (0-2 points). Rental history must be obtained from a landlord, property management company, or mortgage company. Rental verifications may not be given by a relative. A minimum of six month's good rental history is required. Applicants with a history of evictions or outstanding balance owed to a landlord will be denied.

Co-signer All co-signers must pay the \$35 application fee and undergo the same application process. A co-signer must have an overall score at least 8 points based on the above rental criteria. No exceptions!





ANIMAL POLICY

ALL THE FOLLOWING MUST BE VERIFIED BY THE LEASING OFFICE PRIOR TO YOUR LEASE SIGNING, NO EXCEPTIONS.

Cats are allowed in **all** apartments on all properties.
Pet dogs are **only** allowed in designated buildings at the Sierra Sage and Silver Lake communities.
Pet dogs are **not** allowed at Angel, Oak Manor, Peavine Peak, Vale Apartments/Townhomes.

Dogs and cats are treated the same. Maximum of 3 pets allowed per unit, 2 max per species. (i.e.- 1 dog + 2 cats OR 1 cat + 2 dogs.) There is a non-refundable fee of \$150 for all pets.

- 1 pet- \$300 (\$150 non-refundable fee/\$150 refundable security deposit)
- 2 pets- \$400 (\$150 non-refundable fee/\$250 refundable security deposit)
- 3 pets- \$500 (\$150 non-refundable fee/\$350 refundable security deposit)

\$25 pet rent per month- 1 pet
\$40 pet rent per month for 2 or 3 pets

DOGS

- Breed restrictions – Pit Bull, Doberman Pinscher, Rottweiler, Akita, Alaskan Malamute, American Staffordshire Terrier, Bull Mastiff, Chow Chow, Presa Canario, Staffordshire Bull Terrier, Wolf Hybrid prohibited. Any dog mixed with these breeds are prohibited.
- One (1) year or older.
- Proof of current rabies shots.
- Must be house broken.

CATS

- Proof of current rabies shot.
- Must be house broken.

OTHER PETS

- 3 animal maximum applies to all pets.
- Ferret – treated as cats (see above).
- Fish – no tanks larger than 10 gallons.
- Birds – case by case basis at our sole discretion -- \$100 refundable deposit.
- Snakes – case by case basis at our sole discretion -- \$100 refundable deposit.
- Other – case by case basis at our sole discretion.

* Service animals are welcome at all ERGS Properties’ communities with proper documentation. Resident is required to complete an accommodation request in writing and submit to office for approval.



Rental Application



Applicant Full Name (as shown on govt. issued ID)		Phone		Email		
Social Security Number		Date of Birth		Driver's License Number / Identification Card / State		
Current Street Address		City		State	Zip Code	
Name of Landlord		Landlord's Phone Number	Rent Amount	How Long?	Reason for leaving	
Previous Street Address		City		State	Zip Code	
Name of Landlord		Landlord's Phone Number	Rent Amount	How Long?	Reason for leaving	
Present Employer		Employer's Address				
Employer Phone		How Long?	Gross Monthly Income		Supervisor's Name	
Secondary Employer / Additional / Misc. Income		Employer's Address				
Employer Phone		How Long?	Gross Monthly Income		Supervisor's Name	
Spouse's Full Name (as shown on govt. issued ID)		Phone		Email		
Social Security Number		Date of Birth		Driver's License Number / Identification Card / State		
Current Street Address		City		State	Zip Code	
Name of Landlord		Landlord's Phone Number	Rent Amount	How Long?	Reason for leaving	
Previous Street Address		City		State	Zip Code	
Name of Landlord		Landlord's Phone Number	Rent Amount	How Long?	Reason for leaving	
Present Employer		Employer's Address				
Employer Phone		How Long?	Gross Monthly Income		Supervisor's Name	
Additional Occupants under the age of 18 (over 18 requires separate application and fee)						
Name:		Date of Birth:		Age:		
Name:		Date of Birth:		Age:		
Name:		Date of Birth:		Age:		
Name:		Date of Birth:		Age:		
Name:		Date of Birth:		Age:		
Rental / Criminal History - Have you, your spouse, or any occupant ever:						
been evicted or asked to move out?		<input type="checkbox"/> Yes <input type="checkbox"/> No	been sued for rent or property damages?			<input type="checkbox"/> Yes <input type="checkbox"/> No
moved out of a dwelling before the end of a lease term?		<input type="checkbox"/> Yes <input type="checkbox"/> No	been required to register as a sex offender in any state?			<input type="checkbox"/> Yes <input type="checkbox"/> No
been convicted of a crime?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain.			
What kind of pets will be living with you?			If you are bringing a dog(s), please provide the following information:			
None <input type="checkbox"/>	Cat(s) #	Reptile(s) #	Breed:	Age:	House Broken <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dog(s) #	Bird(s) #	Other	Breed:	Age:	House Broken <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you find out about us?				Referred by a resident? If so, provide name & apt. number.		
<input type="checkbox"/> For Rent	<input type="checkbox"/> Apartment	<input type="checkbox"/> Craigslist	<input type="checkbox"/> Work in Area	<input type="checkbox"/> Sign		
<input type="checkbox"/> ForRent.com	<input type="checkbox"/> ApartmentGuide.com	<input type="checkbox"/> ERGS Website	<input type="checkbox"/> Live in Area	<input type="checkbox"/> Drive By		
<p>Application fees are non-refundable. Applicant agrees to a credit/background check which may include, but is not limited to, contacting employers, creditors, landlords, law enforcement and any additional person or entities deemed necessary by ERGS Properties, and to obtain a Consumer Credit Report and to utilize information to approve or disapprove this application for residency. Applicant verifies all information on this application is to be true. Any false statements may lead to rejection of application or termination of lease, and any other legal remedy.</p> <p>Applicant agrees to pay a one-time non-refundable admin fee of \$150. This fee will hold assigned apartment until the agreed upon date below. If the applicant fails or refuses for any reason (other than caused by ERGS Properties) to occupy said apartment by _____, ERGS Properties will retain \$150 admin fee.</p>						
Signature of Applicant _____			Signature of Spouse _____			
ERGS Agent _____			Date of Application _____			

Office Use Only

Property/Apt#	_____	Total Deposit	_____	Move-In Special	_____	Application Fee	_____
Move-In Date	_____	Length of Lease	_____	Admin Fee	_____	Approved by	_____