



APPLICATION PACKET

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
- 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
- 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
- \$100 Holding Deposit- Separate Cashier's Check or Money Order





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).

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 involving felonies or any history of sexual misconduct will be denied.

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 dispersions, other income and child or alimony supports are considered income. Income values below 1.75 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 months good rental history is required. Applicants with a history of evictions 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 9 points based on the above rental criteria. No Exceptions!





Pet Policy

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

DOGS

Dogs are only allowed in designated buildings at the Sierra Sage and Silver Lake communities. Dogs are not allowed at Oak Manor, Angel, Peavine Peak, or the Vale Townhomes.

- \$400 Dog deposit -- \$200 refundable.
- \$20 a month pet rent.
- Breed restrictions – Pit Bull, Chow, Doberman, Rottweiler, as well as any dog with a mix of these breeds are prohibited.
- One (1) year or older.
- Two (2) Dogs allowed per unit MAXIMUM.
- Proof of renters insurance.
 - ERGS Properties listed as an interested party.
 - Minimum coverage of \$300,000 liability & \$5,000 medical.
- Proof of current rabies shots.
- Must be house broken.

CATS

- \$275 Cat deposit / all non-refundable fee.
- Two (2) Cats allowed per unit MAXIMUM.
- Proof of current rabies shot.
- Must be house broken.

MULTIPLE ANIMAL DEPOSITS

- \$500 deposit total- \$200 refundable.
- Three (3) total animals per unit (i.e. 2 Dogs +1 Cat or 2 Cats + 1 Dog).
- All other above policies apply.

OTHER PETS

- Ferret – treated as Cats (see above).
- Fish – ten (10) gallon and more tanks require proof of renters' insurance with ERGS Properties listed as an interested party.
- Birds – case by case basis -- \$100 refundable deposit.
- Snakes – case by case basis -- \$100 refundable deposit.
- Other – case by case basis.





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 ?	been sued for rent or property damages?
moved out of a dwelling before the end of a lease term?	been required to register as a sex offender in any state?
been arrested / charged / convicted of a felony?	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	Cat(s) #	Reptile(s) #	Breed:	Age:	House Broken
Dog(s) #	Bird(s) #	Other	Breed:	Age:	House Broken
How did you find out about us?			Referred by a current resident? If so, please provide name.		

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.

Applicant agrees to pay a holding deposit of \$100 to be applied toward Applicant's initial move-in cost. If the applicant fails or refuses for any reason (other than caused by ERGS Properties) to occupy said apartment by _____, ERGS Properties will retain \$100 holding deposit.

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 _____	Holding Deposit _____	Approved by _____