



## **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 each individual.
- 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
  - Each Applicant- \$40
  - Occupant Only Applicant- \$20
  - Cosigner (Applicant must meet minimum qualification to be offered a cosigner.)- \$40
- \$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.

