



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.





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 persons per bedroom plus one 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 if the applicant is approved/denied, requires an additional security deposit or co-signer, is required to pay 6 months in advance, or qualifies for a move-in special (if offered at that time).

Denial. In the event an applicant does not qualify, the admin fee is refundable. Should the applicant fail or refuse for any reason (other than caused by ERGS) to occupy their assigned apartment by the agreed upon date, ERGS will retain the admin fee. Should an applicant be denied based on inability to qualify, the entire application is denied, including any co-applicants. There is a waiting period of 90 days before you are eligible to reapply.

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 (one) applicant the FICO scores will be averaged. Applicant(s) will be denied if they owe any monies to a landlord or property management company. Applicant(s) will be denied if an eviction exists on their credit history.

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 times the rent will result in denial of application.

Rental History (0-2 points). Rental history must be obtained from a landlord, property management company, or mortgage company. Credit given is based on the most recent 24 months of verifiable rental history. Verifications provided by a relative will not be awarded credit. Applicants with a history of evictions or outstanding balance owed to a landlord will be denied.

Cosigner Applicant must meet minimum qualification to be offered a cosigner. All cosigners must pay the application fees and undergo the same application process. Cosigners will be a responsible party for the entire tenancy of all residents in the household. A cosigner cannot be in a current lease agreement with ERGS. A cosigner 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.

Pet dogs are allowed in all buildings at the North Peak Apartments.

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

- Three (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.





leasing@ergsinc.com
www.ergsinc.com

North Peak Apartments
8001 Military Road PH: (775) 328-7111
Reno, NV 89506 FX: (775) 622-4562
Sierra Sage Apartments
6060 Silver Lake Road PH: (775) 972-4800
Reno, NV 89506 FX: (775) 972-4885
Silver Lake Apartments
7350 Silver Lake Road PH: (775) 971-3100
Reno, NV 89506 FX: (775) 971-3104

LEASEHOLDER APPLICATION FOR RENTAL

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	

List ALL additional occupants AND leaseholders living in the household. (Age 18 or over- separate application required.)

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:
Name:	Date of Birth:	Age:

Rental / Criminal History - Have you, or anyone living in the household ever:

been evicted or asked to move out? Yes No If so, when and why?

moved out of a dwelling before the end of a lease term? Yes No If so, when and why?

been sued for rent or property damages? Yes No

lived with ERGS Properties before? Yes No If yes, when and where?

been required to register as a sex offender in any state? Yes No

been convicted of a crime? Yes No If yes, please provide charge and date:

What kind of animals will be living with you, and how many?

None	Cat(s) #	Dog(s) #	Reptile(s) #	Bird(s) #	Other:
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If you are bringing a dog(s), please provide further information. (Dogs must be one year or older.)

Breed:	Age:	House Broken	Yes	No
Breed:	Age:	House Broken	Yes	No

How did you find out about us? Referred by a resident? If so, provide name & apt. number.

Resident Referral	Apartments.com	Craigslist	Work in Area	Sign	
ForRent.com	ApartmentGuide.com	ERGS Website	Live in Area	Drive By	

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 one-time non-refundable admin fee of \$150. This fee will hold the 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.

Signature of Applicant _____ Date of Application _____

Agent for ERGS _____ Date Application Received _____

Office Use Only

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