

We have prepared these guidelines to help you, the rental applicant, understand the rental application process. In these guidelines, we address fair housing, the steps you need to take to apply for and secure a rental property, how we ensure your information is kept private, credit and background reports, and some limitations you should be aware of. Please read this document before you apply and contact us with any questions you may have.

Agency Disclosure

Realty Boulevard is a full service real estate brokerage engaged in real property buying, selling, and rental transactions. As a Property Manager under the brokerage, Realty Boulevard represents the property's owner and acts on behalf of the owner as the landlord.

Fair Housing

Realty Boulevard abides by the Federal Fair Housing Act and Nevada Fair Housing Law. We do not evaluate applicants, modify our standards, or base our decisions on race, color, national origin, ancestry, religion, religious creed, age, sex, sexual orientation, gender identity or expression, familial status, or disability.

Federal Equal Credit Opportunity Act

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the ability to enter into a binding contract), because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Protection Act. The federal agency which administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

Confidentiality and Security

Your privacy is important to you and to us. We treat all information you provide us and all information about you that is provided to us by your references, credit agencies, and other sources as confidential. We will only use your information as necessary to process your *Tenant Application, Lease Agreement*, and related activities. We will not sell or rent this information to anyone.

The computers, servers, and files in which personally identifiable information is stored are kept in a secure environment. Computers and servers are password protected. Your information is accessed on a "need to know" basis by the individuals who are processing your *Tenant Application* and *Lease Agreement* and supporting your rental experience. Every Realty Boulevard employee undergoes a background check and signs a nondisclosure agreement. All paperwork with personally identifiable information is shredded before secure disposal.

Identification

Government issued photo identification, such as a driver's license, is required for viewing and applying for rentals. We will retain a copy of your photo ID on file. If you are a U.S. citizen, you will also be required to provide your social security number on the rental application.

Rental Property Limitations

Number of Occupants: As a general guideline the maximum number of occupants per rental is determined by the number of bedrooms. For a studio unit (with no separate bedroom), the maximum occupancy is 2 people. For rentals with bedrooms, the maximum occupancy is 2 people per bedroom plus 1 additional person. For example, a one-bedroom rental would have a maximum occupancy of 3 people (2+1), a two-bedroom rental would have a maximum occupancy of 5 people (4+1), etc.

This is only a guideline, however. Properties with septic systems or other infrastructure limitations might have a lower occupancy limit, while those with large bedrooms or configurations that support additional people might allow for a higher occupancy limit.

Smoking: Smoking is prohibited at all rental properties. No smoking of any product is permitted inside. Rules for smoking outside are described in our *Lease Agreement*.

Drug Free Housing: The *Drug Free Housing Addendum*, which forms a part of the *Lease Agreement*, describes prohibited drug-related activities. In all cases, Federal law supersedes state and local laws and ordinances related to controlled substances. This is true for all controlled substances, including medical and recreational marijuana.

Pets: Some of our properties prohibit pets altogether, and some will consider pets on a case-by-case basis. The property owner will decide whether to approve pet(s) and whether to charge a pet deposit (refundable), a pet fee (nonrefundable), and/or additional pet rent. The *Pet, Service Dog, Emotional Support Animal Application* is part of the *Tenant Application*. Approved pet owners must acquire and maintain Pet Liability Insurance (not the same as pet health insurance) and provide proof of the same.

Viewing Our Rentals

Viewing Rentals Online: All rentals available from Realty Boulevard are shown on our website, www.realtyblvd.net. Note that inventory changes frequently. Some properties are rented very quickly once they are posted online. If you see a rental you might like to rent, you should arrange to view it in person soon to determine whether you would like to apply for it and potentially put a Hold Fee (optional) on it to “reserve” it.

Viewing a Rental in Person: We strongly recommend that you view the rental in person before applying, or that you have a trusted representative view the rental on your behalf. Be aware that if you put down a Hold Fee (described below) or sign a *Lease Agreement* for a rental you have not seen in person, you remain contractually obligated to fulfill the terms of the *Hold Fee Addendum* and/or *Lease Agreement*.

For security reasons, we require government issued ID and a credit card on file before you can view a rental in person. Most of our vacant rentals have controlled access lockboxes on them, which will allow you to set up a showing via a smart phone or other connected mobile device. Instructions on entering the property with a controlled access lockbox is posted at the property itself. Some vacant rentals and all occupied properties require that you schedule a showing with us.

Applying for and “Reserving” a Rental

Who Needs to Fill out an Application: Each proposed adult tenant (18 years of age or older, or between the ages of 16 and 18 with a decree of emancipation) must submit a separate rental application. Co-signers must be adults, and each co-signer must complete a separate application. Each applicant must provide all required information and supporting documents.

Our application processing fee is **\$35.00** per application, due when you submit your application. **This fee is non-refundable.**

Your application is valid for 30 days after you submit it. Detailed application requirements are documented in the *Tenant Application* itself.

Complete and Truthful Information: You must provide all required information and supporting documents. If you do not do so, your application will be declined. Providing false or misleading information will result in your application being declined. If we discover that you provided false information after you are approved, your application status will change to “declined.” If we discover that you provided false information after you have moved into a property, you will be evicted.

Optional Hold Fee (“reserving” a rental): The Hold Fee is optional and is solely the applicant’s decision. You can fill out a *Hold Fee Addendum* and put a Hold Fee on a rental at any point in the application process. Applying a Hold Fee means that we will consider the rental no longer available to others--we will stop marketing it and will not accept any further applications for it. Your application will be processed before anyone else who has already applied for the same rental. The Hold Fee is non-refundable unless you are declined for any reason except if you are declined because you provided false or misleading information. If you are approved, your Hold Fee will be used toward your security deposit.

Processing Your Application

Application Forms, Supporting Documents, and Fees: We must receive your completed application, the application fee, and all required documents to process your application. Processing takes approximately 3 business days. During processing, we may encounter missing, unclear, or conflicting information, or we may not be able to verify information on the application or in supporting documents. If this occurs, we will contact you for additional information and/or documents.

If you are applying as a group (two or more adult tenants) and/or applying with one or more co-signers, each application will be processed separately. We will not make a decision until all applications for the group have been processed.

First Come, First Served: We process rental applications on a first-come, first-served basis, with priority given to an applicant who has put a Hold Fee on a property. It is important that your application is complete, your application fee paid, and required supporting documentation provided to us. We will not start processing your application until the application fee has been paid. We will not be able to finish processing your application until we have all required information and supporting documents. If someone else puts a Hold Fee on a property you have applied for, you may apply for a different property at no additional charge.

Background Checks and Verifications: We welcome all responsible individuals into our rentals and understand that some responsible individuals may have issues from their past that could negatively affect our decision. If your application is declined based on the content of your application or the results of our checks and verifications, you may appeal our decision.

We conduct background checks and verify all information provided on the application and in supporting documents. We obtain information from a consumer reporting agency as well as other outside sources. You may request a secure copy of your credit and background check report(s) we received. We will not release this information to anyone else.

The kinds of checks and verifications we conduct include identity, housing, credit, employment/income/available funds, personal references, and criminal history.

- **Identity:** We will verify that you are who you say you are and that your government issued ID is valid and issued to you. For U.S. citizens, we will verify that your stated social security number is valid and issued to you.
- **Housing:** We will check for a history of mortgage default, rental eviction, and late payments. We will contact prior landlords about your payment history, lease compliance, and general information about their experience with you as a tenant. If you owe unpaid rent, utilities, taxes, other property related fees, or have been evicted from a rental within the past 3 years, your application will be declined.
- **Credit:** We will run a credit check that will include your overall credit score (also known as FICO score) and your credit, collection, lien, and court judgment history. Your credit score, history of late payments, and history of collections, liens, and/or judgments may impact our decision to rent to you or the amount of security deposit we require.
- **Employment/Income/Available Funds Verification:** We will review the supporting documents you provide us, such as paychecks, pension and social security income statements, and bank and other financial institution statements. We will verify your employment, income, and/or your funds available to pay deposits, rent, and fees.
- **Personal References:** If we are unable to contact your references within 3 days of receiving your application, we will ask you for alternate references.
- **Criminal History:** Criminal history is not necessarily a reason for us decline an application, with some exceptions. If you have a criminal history, please understand that your history might impact our decision to rent to you or affect which properties you can apply for. Government laws and ordinances may constrain where individuals with certain criminal history may live.

Our Application Decision

Your application will be approved, conditionally approved, or declined.

For individual applicants, after we review and verify your application and supporting documents (including additional information and documents if requested during processing), we will send you a letter informing you of our decision. If your application is conditionally approved or declined, the reason(s) will be identified in the letter. We will not release this information to anyone else. If your application is approved or conditionally approved, your letter will include the security deposit, pet deposit, and pet fee (as applicable). Note that for conditionally approved individual applications, the security deposit might be a higher amount than the standard deposit.

For group applications, after we review and verify all individual applications, we will evaluate the group as a whole and send a letter with our decision to all applicants. If your group application is conditionally approved or declined, the letter will identify the reason(s) but will not identify which individual application(s) led to the group application being conditionally approved or declined. If your group application is approved or conditionally approved, your letter will include the security deposit, pet deposit, and pet fee (as applicable). Note that for conditionally approved group applications, the security deposit might be a higher amount than the standard deposit.

Appealing Our Application Decision

If your application is conditionally approved or declined, you may appeal our decision within 5 business days of notification. You may do this by modifying the application with additional information and/or documents related to the reason(s) for our decision; by adding a co-signer; or by changing the makeup of a group application. We will evaluate additional information/documents and/or changes and notify you of our decision. There is no extra charge for this re-evaluation. Please note that the original rental you applied for might not be available, in which case you may apply for a different rental when you resubmit. Your application and changes are valid for 30 days after your original application was submitted.

Fair Credit Reporting Act

Under the Fair Credit Reporting Act, you have the right to obtain a free credit report within sixty (60) days of receiving your letter with your Rental Application Status. You also have the right to dispute the accuracy and completeness of the information in your credit file. To obtain a credit report before you apply, you may call (877) 322-8228 or go to the link www.annualcreditreport.com.

Next Steps after Application Approval

You will be required to sign a *Lease Agreement* and pay all monies due (rent, deposit, etc.) within 15 calendar days after application approval if the property is ready to occupy. If the property is not ready at that time, you will be required to sign the lease and pay all monies due as soon as the property is move-in ready.

For approved group applicants, all applicants, including co-signers, will be required to sign the *Lease Agreement*. Please note that every tenant and co-signer is equally and fully responsible for fulfilling the lease requirements.

Lease Signing & Rent Proration

At lease signing, you will need to pay rent, deposits, and fees using certified funds (cashier's checks or money orders only). You will always need to pay rent and fees for your move-in month. This amount is prorated based on your lease signing/move-in date. If your lease signing/move-in date is on or after the 20th, you will also need to pay next month's rent and fees when you sign the lease. We will give you a planning sheet with estimated lease signing costs before you sign the lease.

Proof of Renter's Liability Insurance and Utilities Transfer

All tenants are required to acquire and maintain Renter's Liability Insurance. You may do this through us for a small monthly fee or through your own insurance agent. If you acquire your own, proof of insurance will be required at lease signing.

Most rental properties require that some or all utilities be transferred in your name. Proof of utility transfer is required at lease signing.

Additional Information

Please contact us with any questions you may have or if you would like to preview documents associated with applying for a rental property.