



525 W. Williams Ave – Fallon, Nevada 89406
(Office) 775-423-2131 (Fax) 775-423-3209

RENTAL POLICY AND RENTAL APPLICATION REQUIREMENTS

Wallace Realty Staff DOES NOT provide transportation when showing rentals. Showings are by appointment only, if you are 15 minutes late for your appointment, you will have to re-schedule for the next available opening.

Wallace Realty Staff DOES NOT meet potential tenants or buyers at properties, all potential tenants and buyers will meet at the Wallace Realty Corp. office.

1. One application for each applicant, 18 years or older
2. **A non-refundable \$35.00 application/credit report fee per application to be paid in cash/money order prior to processing.**
3. Rent may not exceed 1/3 of applicant's verifiable net income.
4. Verification of applicant's employment and income is required.
5. Verification of a minimum past (3) three years of rental history is required. If you were a home owner provide verification of ownership for past 3 years.
6. Credit reports are required for all rental units.
7. Upon application and approval a holding fee will be required within 24 hours to hold property. **PROPERTIES WITHOUT A HOLDING FEE WILL NOT BE HELD.** Holding fees are to be paid in cash or money order.
8. The holding fee is non-refundable should the applicant fail to take occupancy.
9. The tenant will be given credit for all holding fees towards the security deposit at the time of lease signing and taking occupancy of the held property.
10. The holding fee and the first months rent will be paid in cash, cashiers check, or money order. **NO PERSONAL CHECKS WILL BE ACCEPTED FOR MOVE-INS.**
11. Move-ins are by appointment only. If you are more than 15 minutes late for the appointment, you will have to re-schedule for the next available opening. At the time of your move-in you are required to have funds to pay any remaining balances due on deposits, your rent, and utility services. You are also required to contract for utility services and provide proof of such service at the time of your scheduled move-in.
12. Availability dates are not always firm. If the prior tenant has left the unit with damages, etc., or has failed to vacate, we will do our best to make the unit available as soon as possible.

\$35.00 Per Person, 18 years or older Application & Credit Report Fee (CASH/MONEY ORDER ONLY)

1. **Rent cannot exceed 1/3 of Applicant's verifiable net income.**
2. Verification of employment and income.
3. Verification of a minimum of current and past (3) years rental history, or home ownership.
4. Credit reports are required for all rental units.
5. All application fees and fees to hold properties are non-refundable.

The undersigned hereby makes application to rent:

APPLICANT

Full Name _____ Date of Birth _____
 SS # _____ Driver's License _____ State _____
 Contact Number(s) _____ E-mail address _____

PLEASE GIVE RESIDENCE HISTORY FOR PAST (3) YEARS (beginning with most current)

Current Address: _____ City _____ ST _____ ZIP _____
 Mo. & Yr. Moved in: _____ to _____ Monthly payment: _____ Own _____ Rent _____
 Reason for leaving _____
 Owner or Agent _____ Phone _____

Previous Address: _____ City _____ ST _____ ZIP _____
 Mo. & Yr. Moved in: _____ to _____ Monthly payment: _____ Own _____ Rent _____
 Reason for leaving: _____
 Owner or Agent _____ Phone _____

Previous Address: _____ City _____ ST _____ ZIP _____
 Mo. & Yr. Moved in: _____ to _____ Monthly payment: _____ Own _____ Rent _____
 Reason for leaving: _____
 Owner or Agent _____ Phone _____

(If additional rental history is required please use the back of this page)

Current Employer: _____ Date Employed: _____
 Title: _____ Supervisor: _____
 Phone: _____ Net Salary \$ _____ per _____ (wk, mo, yr)
 Address: _____

If employed by above less than 1 year, please list prior employment.

Employer: _____ Dates Employed: _____
 Title: _____ Supervisor: _____
 Phone: _____ Net Salary \$ _____ per _____ (wk, mo, yr)
 Address: _____

Any other sources of income you would like us to consider

Amount \$ _____ Source: _____

Personal References (Name, Address & Telephone numbers)

1. _____
2. _____

Emergency Contact _____ Relationship: _____
 Phone _____ Address _____

CO-APPLICANT

Full Name _____ Date of Birth _____
SS # _____ Driver's License _____ State _____
Contact Number(s) _____ E-mail address _____

PLEASE GIVE RESIDENCE HISTORY FOR PAST (3) YEARS (beginning with most current)

Current Address: _____ City _____ ST _____ ZIP _____
Mo. & Yr. Moved in: _____ to _____ Monthly payment: _____ Own _____ Rent _____
Reason for leaving: _____
Owner or Agent _____ Phone _____

Previous Address: _____ City _____ ST _____ ZIP _____
Mo. & Yr. Moved in: _____ to _____ Monthly payment: _____ Own _____ Rent _____
Reason for leaving: _____
Owner or Agent _____ Phone _____

Previous Address: _____ City _____ ST _____ ZIP _____
Mo. & Yr. Moved in: _____ to _____ Monthly payment: _____ Own _____ Rent _____
Reason for leaving: _____
Owner or Agent _____ Phone _____

(If additional rental history is required please use the back of this page)

Current Employer: _____ Date Employed: _____
Title: _____ Supervisor: _____
Phone: _____ Net Salary \$ _____ per _____ (wk, mo, yr)
Address: _____

If employed by above less than 1 year, please list prior employment.

Employer: _____ Dates Employed: _____
Title: _____ Supervisor: _____
Phone: _____ Net Salary \$ _____ per _____ (wk, mo, yr)
Address: _____

Any other sources of income you would like us to consider

Amount \$ _____ Source: _____

Personal References (Name, Address & Telephone numbers)

- 1. _____
- 2. _____

Emergency Contact _____ Relationship: _____
Phone _____ Address _____

IN ADDITION TO APPLICANT(S), OTHER PERSONS TO BE RESIDING AT PREMISES:

Name:	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE ANSWER ALL QUESTIONS, IF ANSWERED YES PLEASE EXPLAIN:

- Has any Applicant ever willfully refused to pay rent when due? Yes No
- Has any Applicant ever been evicted? Yes No
- Has any Applicant ever filed bankruptcy? Yes No
- Has any Applicant ever been convicted of a gross misdemeanor or felony? Yes No
- Is any Applicant or occupant required to register or has been convicted as a sex offender? Yes No
- Does anyone in the household smoke? Yes No
- How long of a lease are you wanting? _____
(Our houses require a 1-year lease, apartments 6 months, unless noted otherwise)
- Do you have any pets? Yes No

Number of Dogs _____	Cats _____	Other _____				
Breed _____	Weight _____	M/F _____	Spayed/Neutered _____	Yes	No	
Breed _____	Weight _____	M/F _____	Spayed/Neutered _____	Yes	No	
Breed _____	Weight _____	M/F _____	Spayed/Neutered _____	Yes	No	
Breed _____	Weight _____	M/F _____	Spayed/Neutered _____	Yes	No	

APPLICANT VEHICLES:

Make _____	Model _____	Color _____	License# _____	ST _____
Make _____	Model _____	Color _____	License# _____	ST _____
Make _____	Model _____	Color _____	License# _____	ST _____
Make _____	Model _____	Color _____	License# _____	ST _____

APPLICANT(S) PLEASE READ:

We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support affirmative advertising and marketing programs in which there are no barriers to obtaining housing because of race, color religion, sex, handicap, familial status or national origin.

I recognize that as a part of your procedure for processing my application, an investigation consumer report may be prepared whereby information is obtained through personal interviews with my friends, neighbors, and others whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I

understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

I understand that any discrepancy or lack of information may result in the rejection of this application and that this is an application for an apartment/home and does not constitute a rental agreement in whole or part.

THIS INFORMATION, TO THE BEST OF MY KNOWLEDGE, IS TRUE AND CORRECT.

Signature of Applicant Date _____

Signature of Co-Applicant Date _____

PLEASE DO NOT WRITE BELOW THIS LINE: OFFICE USE ONLY

Date of Application: _____	Application fee paid: <input type="checkbox"/> Yes <input type="checkbox"/> No
Verification of Employment: <input type="checkbox"/> Yes <input type="checkbox"/> No	Verification of Rental History: <input type="checkbox"/> Yes <input type="checkbox"/> No
Credit Report <input type="checkbox"/> Yes <input type="checkbox"/> No	Eviction Filed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Rent Amount \$ _____	Deposit Amount \$ _____
Verified Net Income Amount \$ _____	
Percentage of Income vs. Rent _____	
APPROVED <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE _____ BY _____



525 W. Williams Avenue, Fallon, NV 89406

Phone 775 423-2131 Fax 775 423-3209

Info@wallacerealtycorp.com

VERIFICATION OF EMPLOYMENT

Applicant Name: _____
Company Name: _____ Supervisor: _____
Phone#: _____ Fax #: _____
Email Address: _____

I hereby authorize my employer to furnish information requested regarding my employment status to Wallace Realty Corp.

Date Signature

EMPLOYER ONLY BELOW THIS LINE

To Whom It May Concern:
One of your employees (named above) has applied to rent one of our properties. Please verify the following information below and return to our office as soon as possible. Your cooperation is greatly appreciated. If you have any questions, please do not hesitate to contact the Property Manager listed below.

Date of Employment
Hired Date: _____ Termination Date: _____
Employee is paid: Hourly \$ _____ Salary \$ _____
Hours per week: _____
Frequency: Weekly _____ Bi-Weekly _____ Monthly _____

Signature Print name and title

Please return completed form to:

Wallace Realty Corp
Kori Brown, Property Manager
525 W Williams Ave
Fallon, NV 89406
775-423-2131 Fax 775-423-3209
Info@wallacerealtycorp.com



525 W. Williams Avenue, Fallon, NV 89406

Phone 775 423-2131 Fax 775 423-3209

Info@wallacerealtycorp.com

RENTAL VERIFICATION

Applicant(s) Name:

Landlord Email Address: _____ Fax#: _____

I hereby authorize release of former occupancy information requested regarding my tenancy to Wallace Realty Corp.

Signature _____ Date _____ Signature _____ Date _____

LANDLORD ONLY BELOW THIS LINE

To Whom it May Concern:
Please verify the following information regarding your former tenant, _____
Who resided at: _____

Date moved in: _____ Date moved out: _____

Monthly rent: _____ Lease or month to month? _____

Was rent ever late? [] No [] Yes If yes, how many? _____

Any NSF? [] No [] Yes If yes, how many? _____

Deposit refunded? [] No [] Yes Comments: _____

Was proper notice to vacate given? [] No [] Yes Comments: _____

Condition property left in? [] Excellent [] Good [] Fair [] Poor Comments: _____

Do they owe any money? [] No [] Yes If yes, how much for rent? _____ Damages? _____

Did they have any pets? [] No [] Yes What kind: _____

Would you rent to the Tenant(s) again? [] No [] Yes

Other comments: _____

Thank you for your time.

PLEASE FAX BACK TO 775-423-3209, OR EMAIL TO INFO@WALLACEREALTY CORP

Kori Brown, Property Manager

DUTIES OWED BY A NEVADA REAL ESTATE LICENSEE

This form does not constitute a contract for services nor an agreement to pay compensation.

In Nevada, a real estate licensee is required to provide a form setting forth the duties owed by the licensee to:

- a) Each party for whom the licensee is acting as an agent in the real estate transaction, and
- b) Each unrepresented party to the real estate transaction, if any.

Licensee: The licensee in the real estate transaction is _____ whose license number is _____.

The licensee is acting for [client's name(s)]: _____,

who is/are the Seller/Landlord Buyer/Tenant.

Broker: The Broker is Milton Wallace,

whose company is Wallace Realty Corp.

Are there additional licensees involved in this transaction? Yes No **If yes, Supplemental form 525A is required.**

Licensee's Duties Owed to All Parties:

A Nevada real estate licensee shall:

1. Not deal with any party to a real estate transaction in a manner which is deceitful, fraudulent or dishonest.
2. Exercise reasonable skill and care with respect to all parties to the real estate transaction.
3. Disclose to each party to the real estate transaction as soon as practicable:
 - a. Any material and relevant facts, data or information which licensee knows, or with reasonable care and diligence the licensee should know, about the property.
 - b. Each source from which licensee will receive compensation.
4. Abide by all other duties, responsibilities and obligations required of the licensee in law or regulations.

Licensee's Duties Owed to the Client:

A Nevada real estate licensee shall:

1. Exercise reasonable skill and care to carry out the terms of the brokerage agreement and the licensee's duties in the brokerage agreement;
2. Not disclose, except to the licensee's broker, confidential information relating to a client for 1 year after the revocation or termination of the brokerage agreement, unless licensee is required to do so by court order or the client gives written permission;
3. Seek a sale, purchase, option, rental or lease of real property at the price and terms stated in the brokerage agreement or at a price acceptable to the client;
4. Present all offers made to, or by the client as soon as practicable, unless the client chooses to waive the duty of the licensee to present all offers and signs a waiver of the duty on a form prescribed by the Division;
5. Disclose to the client material facts of which the licensee has knowledge concerning the real estate transaction;
6. Advise the client to obtain advice from an expert relating to matters which are beyond the expertise of the licensee; and
7. Account to the client for all money and property the licensee receives in which the client may have an interest.

Duties Owed By a broker who assigns different licensees affiliated with the brokerage to separate parties.

Each licensee shall not disclose, except to the real estate broker, confidential information relating to client.

Licensee Acting for Both Parties:

The Licensee

MAY [_____ / _____] **OR** MAY NOT [_____ / _____]

in the future act for two or more parties who have interests adverse to each other. In acting for these parties, the licensee has a conflict of interest. Before a licensee may act for two or more parties, the licensee must give you a "Consent to Act" form to sign.

I/We acknowledge receipt of a copy of this list of licensee duties, and have read and understand this disclosure.

Seller/Landlord: _____ Date: _____ Time: _____

Seller/Landlord: _____ Date: _____ Time: _____

OR

Buyer/Tenant: _____ Date: _____ Time: _____

Buyer/Tenant: _____ Date: _____ Time: _____