

LYNNE CAULEY REAL ESTATE MANAGEMENT INC  
1374 US HWY 395 GARDNERVILLE, NV 89410  
P.O. BOX 672 MINDEN, NV 89423  
PHONE: 775-782-4646  
FAX: 775-783-3532  
B. 0012928-CORP



TO PROCESS APPLICATION:

COMPLETE APPLICATION  
PROOF OF INCOME  
APPLICATION FEE

**RENTAL APPLICATION GUIDELINES**  
**TO APPLY, THE FOLLOWING IS REQUIRED**

1. The rental application must be filled out and signed by all applicants over the age of 18. Each applicant must provide at least two current pay check stubs/proof of income when submitting the application. All information provided on application must be reliable and current.
2. Lynne Cauley Real Estate Mgt. will obtain a consumer credit report for each applicant. **A \$40.00 non-refundable fee will be charged to applicant.** Married couples with joint credit pay only one fee. Lynne Cauley Real Estate Mgt. Inc is not legally permitted to provide you with a copy of your credit report.

**POLICIES AND PROCEDURES**

1. Fair Housing: Lynne Cauley Real Estate Mgt. Inc abides by all federal fair housing Laws. We do not discriminate on the bias of race, color, creed, national Origin, sex, Familial status, physical or mental disabilities. (\_\_\_\_)
2. Qualifying is based on income, landlord history and/or ownership, and credit report information. (\_\_\_\_)
3. If your application is approved, you will be required to pay a holding fee equal to the amount of the security deposit in order of us to hold the property off the market. We will only hold the property for up to two weeks vacant before we start collecting rent. Our office will continue to advertise and take applications until the holding deposit is received. The holding fee is non- refundable if applicant decides to not take the property for any reason after we have taken it off the market. Upon moving into the property this holding fee will be credited to your account towards rent or deposit. IF the property is re-rented, a pro-rated amount may be refunded if applicant backs out after paying the holding fee. (\_\_\_\_)
4. All funds (security deposit and first month's rent included) must be paid in secure funds. **Cashier's Check, Money Order or [REDACTED]**. Partial rent will be pro-rated at the time of move-in. **No personal checks will be accepted until after you have moved into the property.** Two separate payments are required, one for the rent and the other for the security deposit. Please do not get one money order or cashier's check in the full amount of the rent and security deposit or it will not be accepted. (\_\_\_\_)
5. It is hereby understood that upon vacating the property, the carpets must be professionally cleaned no matter how long the duration of your occupancy. Tenants may have the option of having the carpets professionally cleaned, or we will have them cleaned and the cost deducted from the security deposit. A copy of the carpet cleaning bill must be turned in with the keys to the unit, showing that the carpets were done professionally. (\_\_\_\_)
6. Applicant hereby acknowledges that the property is in good condition and accepts the property without any defects. Unless otherwise noted in writing to Lynne Cauley Real Estate Mgt. Inc with-in 3 days of move-in. (\_\_\_\_)
7. It is understood that the owner's insurance does not cover the tenant's personal property or improvements. Tenants are advised to obtain renter's insurance. (\_\_\_\_)
8. Please be advised that it is the tenant's responsibility to disconnect hoses from any outside hose bibs in freezing weather conditions. If this is not done, and a break occurs any repair will be at tenant's expense. (\_\_\_\_)
9. It is the responsibility of the applicant to transfer all utilities required by contract into their name prior to moving into the property. (\_\_\_\_)
10. Tenant understands that upon vacating the property, **they are required to turn keys back into our office.** If not turned in or left on property tenant may be charged with a locksmith bill. Also, you may be charged with rent beyond your 30-day notice until the day we get your keys. (\_\_\_\_)
11. Please **do not** touch timer or sprinkler system. We have landscapers who will be by to turn on/off each season. Tampering with sprinklers may result in repairs at your expense. (\_\_\_\_)

I understand and agree to the able state criteria. I further understand that the landlord/owner has the right to either accept or reject this application.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY APPLYING FOR: \_\_\_\_\_

RENT AMOUNT: \$ \_\_\_\_\_ SEC. DEPOSIT: \$ \_\_\_\_\_ MOVE-IN DATE \_\_\_\_\_

TERM OF LEASE: \_\_\_\_\_ ADDL DEP IF APPLICABLE: \$ \_\_\_\_\_

PRORATED RENT AMOUNT: \$ \_\_\_\_\_ UTILITIES PAID BY TENANT: \_\_\_\_\_

# APPLICATION TO RENT OR LEASE

Please use separate sheet for each applicant. Premises \_\_\_\_\_  
Requested Occupancy Date: \_\_\_\_\_

## PERSONAL INFORMATION

Name \_\_\_\_\_ S.S. Number \_\_\_\_\_ Drivers License No. \_\_\_\_\_  
Present Address \_\_\_\_\_ Email \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_ Since \_\_\_\_\_  
Present Landlord/Agent \_\_\_\_\_ Landlord Phone \_\_\_\_\_  
Previous Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Previous Landlord/Agent \_\_\_\_\_ Landlord Phone \_\_\_\_\_  
Other Occupants: Number \_\_\_\_\_ Relationship \_\_\_\_\_ Smoker  Yes  No  
Pets: Number \_\_\_\_\_ Type \_\_\_\_\_ Animal Weight \_\_\_\_\_  
Car Make \_\_\_\_\_ Year \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License No. \_\_\_\_\_  
Will you require modifications to the premises to accommodate a disability?  YES  NO  
Do you require use of a certified service or companion animal?  YES  NO

## EMPLOYMENT INFORMATION (if employed less than two years, please provide same information on prior occupation)

Present Occupation \_\_\_\_\_ Bus. Phone \_\_\_\_\_  
Employer or d.b.a. \_\_\_\_\_ Supervisor \_\_\_\_\_  
Business Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Type of Business \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_  
Prior Occupation \_\_\_\_\_ Bus. Phone \_\_\_\_\_  
Employer or d.b.a. \_\_\_\_\_ Supervisor \_\_\_\_\_  
Business Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Type of Business \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_  
Other Sources of Income \_\_\_\_\_ Amount \_\_\_\_\_

## CREDIT REFERENCES

Applicant requests credit check be obtained and provides date of birth for this sole purpose: Date of Birth \_\_\_\_\_  
Bank \_\_\_\_\_  Checking  Savings Acct. No. \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Credit Reference \_\_\_\_\_ Acct. No. \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Purpose of Credit \_\_\_\_\_ Acct. Opened \_\_\_\_\_ Closed \_\_\_\_\_

## PERSONAL REFERENCES

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Length of acquaintance \_\_\_\_\_  
Nearest Relative \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Relationship \_\_\_\_\_

Have you ever filed a petition of bankruptcy? \_\_\_\_\_ Have you ever been evicted from any tenancy or had an eviction notice served on you? \_\_\_\_\_ Have you ever willfully and intentionally refused to pay any rent when due? \_\_\_\_\_ Have you ever been convicted of a misdemeanor or felony other than a traffic or parking violation? \_\_\_\_\_ Are you a current illegal abuser or addict of a controlled substance? \_\_\_\_\_ Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? \_\_\_\_\_ If yes to any of the above, please indicate date of occurrence: \_\_\_\_\_

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF A CREDIT REPORT. Permission is granted to all employers, banks, rental providers, credit providers and other agencies to provide personal information concerning wages and income, employment, rental, bill paying histories, and any other information pertinent to the granting of credit or approval of this rental application to the Owner and/or Property Manager. I agree to pay to the Landlord a non-refundable screening fee of \$40.00. I understand that I am entitled to a copy of any consumer credit report obtained by the Landlord. I further agree that the Landlord may terminate any agreement entered into in reliance on any misrepresentation made above.

Applicant Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

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Rental

## RELEASE OF INFORMATION

I HEREBY AUTHORIZE LYNNE CAULEY REAL ESTATE MANAGEMENT TO VERIFY ALL INFORMATION PROVIDED BY ME PERTAINING TO MY RENTAL APPLICATION.

RELEASE OF INFORMATION APPROVAL:

DATE: \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_