



RENTAL APPLICATION

- Equal housing opportunity. Salt Valley Property Management does business in accordance with the Federal Fair Housing Law. It is illegal to discriminate against any person because of race, color, national origin, sex, religion, familial status, marital status or disability in the rental of housing. If you feel you were denied, or subjected to different terms or conditions for, rental, on the basis of prohibited discrimination, you may contact the Commission on Human Rights at (402) 441-7624.
- A non-refundable application fee will be charged upon completion of this application. The application fee is \$30.00 (**no cash accepted**) for every person of legal contractual age, as designated by the state (as of this writing, 18 years or older - See <http://nebraskaaccess.ne.gov/agemajority.asp>). Cashiers check, personal check or money order only. **No cash accepted.**
- **First month's rent, prorated rent, pet rent, security deposits, and other fees due must be paid by certified funds. This will be a cashier's check from a bank, or a draft check from a credit union. Checks will be verified with the bank or credit union.**
- You must provide some form of identification. Applicants may provide a driver's license, military ID, passport, international identification card, work/student visa verification, permanent resident card, temporary resident form, employment authorization card, or arrival/departure record.
- Tenant is **REQUIRED** to maintain personal property and liability insurance (Renters Insurance).
 - Proof of insurance will be required at lease signing by providing a copy of the declaration page.
 - Salt Valley Property Management LLC (SVPM) will need to be named as an additional insured entity as Landlord for liability purposes on your renters insurance during your residency with SVPM.
 - We require a minimum of \$300,000 liability insurance.
- Jeff Graham is the General Manager and part owner of Salt Valley Property Management LLC, and is a licensed real estate broker in the State of Nebraska.

LEGAL NAME

First Middle Last

Soc Sec # _____ DOB _____ Dr Lic # _____

State _____

Applicant Phone # H (_____) _____

W (_____) _____

C (_____) _____

E-Mail Address _____

1. CURRENT ADDRESS Address/Zip Code

Dates Occupied (from) _____ (to) _____

Landlord/Mortgage Lender _____

Landlord Phone # (_____) _____

Landlord Address _____

Reason for Moving _____

Was proper notice been given? Yes No

2. PREVIOUS TWO ADDRESS

a. Address/Zip Code _____

Dates Occupied (from) _____ (to) _____

Landlord/Mortgage Lender _____

Landlord Phone # (_____) _____

Landlord Address _____



Reason for Moving _____

Was proper notice been given? Yes No

b. Address/Zip Code _____

Dates Occupied (from) _____ (to) _____

Landlord/Mortgage Lender _____

Landlord Phone # (_____) _____

Landlord Address _____

Reason for Moving _____

Was proper notice been given? Yes No

3. INCOME

- a. We require monthly income of 3 times the amount of your monthly rent. Income must be verifiable through recent paycheck stubs, employer contact, recent bank statements, recent tax records, or some other verifiable means. Combined income of the rental applicants will be considered for income verification. **We are not currently accepting state or federal aid, nor program aid from any assistance entities.**

Current Employer _____

Employer Address/Zip _____

Phone # (_____) _____

Job title _____

Date Employed _____

Name of Supervisor _____

Gross Income per year \$ _____ per month _____

Other Income source _____

Per year \$ _____ per month _____

4. PERSONAL HISTORY

Are you a registered sex offender? Yes No



Have you ever been charged with, or convicted of a felony? Yes No If yes, what year? _____

Have you been asked to move out or been evicted? Yes No If yes, what year? _____

5. LEGAL NAMES OF ALL PEOPLE THAT WILL OCCUPY UNIT INCLUDING YOURSELF AND MINORS

Name	Relationship	Age
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6. IN CASE OF EMERGENCY NOTIFY:

Name	Address	City	State	Zip	Phone
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7. VEHICLE(S)

Only vehicles such as automobiles, pickup trucks, or small vans that are specifically for personal use are authorized in the parking lots. Large commercial trucks, tractor trailer trucks, mobile homes, recreational vehicles, boats, jet-skis, three/four wheel ATV's, trailers, and vehicles that have been altered such as "big wheels" and the like are not acceptable. With the exception of reserved parking for the handicapped, parking is not assigned or reserved. There is no parking in front of the garbage areas. Vehicles parked more than 3 days may be towed at the owner's expense. See the Lease for complete details.

8. PETS

We do accept pet dogs only. You must be able to show proof that pets have received appropriate vaccinations. The monthly rental charge for each pet is \$25 with a maximum of two pets. There are no pet deposits or additional pet fees. Companion or service animals are not considered pets and the pet rent is waived. If you are requesting reasonable accommodation of the animal under housing laws, please provide a



letter from you doctor, therapist or other provider which prescribes or discusses the need for the animal as defined under the ADA, Fair Housing Act, or the Rehabilitation Act of 1973 and explains how the requested accommodation will be helpful to your needs. We reserve the right to reject any pet(s) and/or consent for housing a pet at any time.

Do you have a pet? Yes No

- a. Description: Type _____ Weight _____ Age _____
Color _____ Name _____
- b. Description: Type _____ Weight _____ Age _____
Color _____ Name _____

9. REFERRAL

Did a current resident refer you to Salt Valley Property Management? Let us know who it was so we can thank them!

Current Tenant Name:

First

Last



Applicant understands that by signing this application, management will remove this rental unit from the rental market. A letter will be sent, informing the applicant of approval or denial of the application. If you're approved, and with your paid rental deposit, Salt Valley Property Management (SVPM) will hold the unit for you, up to 30 days. After 30 days, you will forfeit your deposit. See the approval letter for details. If you decide not to take the unit after paying the rental deposit, Salt Valley Property Management will retain 25% of the deposit for each week we have held the unit for you, regardless of how many days have passed within a particular week. For instance, you paid your deposit on the 1st, and decided not to take the unit on the 10th. SVPM will retain 50% of your rental deposit. 1-7 days = 25%, 8-14 days=50%, 15-21 days=75%, 22-30 days=100% of your deposit will be retained. You must inform SVPM in writing if you decide not to take the unit. The date we receive the letter (based on the postmark or hand delivered date) is the date SVPM will use to determine the percentage of deposit refund. **Please recall we cannot accept cash.** Money orders, cashier's checks, certified checks, or personal checks are fine.

I declare that all of my responses are true and complete and I authorize Salt Valley Property Management LLC to verify above information through a consumer-reporting agency. This agency is Tenant Data Services, Inc. (402) 934-0088. The function of this agency is to track and maintain various records, such as rental performance history, and resident conduct. Tenant Data Services, Inc. will obtain (but not limited to) criminal and credit reports on all applicants, and criminal reports on additional persons 18 years or older. As a client of Tenant Data, we will report standard information to Tenant Data's database having to do with our experience with you as a resident. This information will include items such as late payments, noise complaints, unauthorized pets, damages and other relevant information regarding your residency. You may have the peace of mind in knowing that all residents are being screened with equal care and the quality of our properties are being maintained as a result of these standards. I also understand that **PETS ARE NOT ALLOWED UNLESS WITH WRITTEN CONSENT FROM THE LANDLORD.**

I authorize current/previous employers and landlords to release information as requested by Salt Valley Property Management LLC for purposes of this application. Any false information or statement on this application can lead to rejection of the application or immediate termination of your lease.

I acknowledge Salt Valley Property Management LLC, owner of real estate and potential Landlord (Landlord), has disclosed to me a credit report on my credit history may be obtained as a part of the leasing process. The legitimate business end to which the consumer credit report is requested is to verify my ability to meet the rental and other charges agreed upon. I acknowledge Landlord has made a full and complete disclosure of this to me pursuant to 16 CFR Part 601, Appendix C (as amended July 1, 1997 and thereafter).

I voluntarily and fully authorize Landlord to obtain a consumer credit report on me as a part of the leasing process.

Cashiers check, personal check, or money order only. **No cash accepted.**

Signature _____ Date _____



Office Use

Received by _____

Date _____

Time _____

App fee Paid _____

Deposit Paid _____

Possession Date _____





RESIDENCY VERIFICATION FORM

To Whom It May Concern:

This letter gives you permission to disclose the following information to Salt Valley Property Management, LLC. This form is necessary for the completion of my application. I would appreciate your cooperation in returning this information as soon as possible.

Thank you.

Applicant's Signature _____ Date _____

----- **OFFICE USE ONLY** -----

Applicant's Name _____

Applicant's Address (Street, City, State & Zip) _____

Street	City	State	Zip
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Lease Start Date _____ Lease End Date _____ Proper Notice given? Yes No

Amount of rent paid by applicant? _____ Is tenant being evicted? Yes No

Rent paid on time? Yes No If late, how many times in the last 6 months? _____

Any outstanding balance owed? Yes No Amount _____

NSF's? Yes No If yes, how many? _____

Pets? Yes No

Were/Are there any lease violations or complaints about this tenant? Yes No If yes, please explain:

Given the opportunity, would you rent to this tenant again? Yes No If no, please explain:

Are you related to the applicant? Yes No

Name of verifier or position held _____

****PLEASE RETURN AS SOON AS POSSIBLE****

THANK YOU!

