

# HOME

**TEXT ONLY** 702-249-1494

## Instruction Page

1. Complete an application for each adult (18 years and older) . Print out the instruction sheet and application, gather your documents and schedule your appointment. You will bring everything to the appointment.
2. Must meet income criteria and be approved.
3. TEXT ONLY when u have \$100 application fee, money order or cashiers check for each adult (18 years old and older), your complete application along with all required documents listed below. Do NOT leave any blanks in your application as we do not review any applications that are not completed in their entirety. TEXT to inquire about availability of vacancies. Plan on spending 45 minutes to 1 hour going over your documents. Please do not bring small children.
4. No pets
5. Each applicant over 18 years of age must obtain a background check from the Metropolitan Police Department 400 S. Martin Luther King Building C or any substation for \$10.
6. All monies must be paid in full before you will be able to move in and utilities turned on.
7. Mandatory applicants must have an email address and a working phone number at all times during their tenancy.
8. Please check the figures below to ensure that your household's gross income does not exceed the figures below.

### 2023 Figures

# In household	1	2	3	4	5
	\$36,420	\$41,580	\$46,800	\$51,960	\$56,160

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### Documents for 2<sup>nd</sup> Step

Nevada state issued ID with picture Adults

SS on all

Birth certificate on all occupants under 18

Background check from the Metropolitan Police Department

Employment Verification of Income third party or paycheck stubs (3 consecutive)

SSI Disability any governmental assistance benefit letters less than 90 days old

Bank 6 months checking

Bank most current 1 month savings account

IRA/401k ,Retirement vehicles (current month & show interest)

MAKE SURE TO COLLECT ALL YOUR DOCUMENTS AND BRING TO YOUR APPOINTMENT WITH WDC

**RESIDENTIAL RENTAL APPLICATION  
ONE COMPLETE APPLICATION PER EACH PERSON  
RESIDING IN UNIT 18 YEARS AND ABOVE**

**THE PROPERTY**

Circle      1 or 2 bedroom                      Upstairs / Downstairs

We are a no smoking facility \_\_\_\_\_ Would you have a problem with this policy? Y N

**Were you Evicted? Yes No**

**TENANCY**

When would you like to move? Date \_\_\_\_\_

**APPLICANT DETAILS**

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Other Occupants?  Yes  No      Relationship: \_\_\_\_\_

If Yes, Describe: \_\_\_\_\_

Pets?  Yes  No

If Yes, Describe: \_\_\_\_\_

If Yes, Describe: \_\_\_\_\_

Ever Been Convicted of a Crime?  Yes  No

If Yes, Describe: \_\_\_\_\_

Ever Filed for Bankruptcy?  Yes  No

If Yes, Describe: \_\_\_\_\_

Ever Been Evicted?  Yes  No      If Yes what year? \_\_\_\_\_

Who was the landlord \_\_\_\_\_ What State ? \_\_\_\_\_

Landlords Phone # \_\_\_\_\_ What do you owe \$ \_\_\_\_\_

Have you contacted them to work out a payment plan ? Yes No

**Any falsification on this application will disqualify will make you ineligible to move forward with your application.**

If Yes, Describe: \_\_\_\_\_

### **CURRENT EMPLOYMENT**

Company: \_\_\_\_\_ Occupation/Title: \_\_\_\_\_

How Long? \_\_\_\_\_ Gross Income: \$ \_\_\_\_\_ (From Prior Year Tax Filing)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### **PREVIOUS EMPLOYMENT**

Company: \_\_\_\_\_ Occupation/Title: \_\_\_\_\_

How Long? \_\_\_\_\_ Gross Income: \$ \_\_\_\_\_ )

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### **CURRENT RESIDENCE**

Type (Apt, Home, Condo): \_\_\_\_\_ Square Feet (SF): \_\_\_\_\_ SF

Bedrooms: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_ /Month

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long at this Address? \_\_\_\_\_ Current Lease Expiration Date: \_\_\_\_\_

Desire for Moving? \_\_\_\_\_

**CURRENT LANDLORD**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PREVIOUS RESIDENCE – 1 Use as many blocks – we need 10 years of residency**

Type (Apt, Home, Condo): \_\_\_\_\_ Square Feet (SF): \_\_\_\_\_ SF

Bedrooms: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_ /Month

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**PREVIOUS LANDLORD - 1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PREVIOUS RESIDENCE - 2**

Type (Apt, Home, Condo): \_\_\_\_\_ Square Feet (SF): \_\_\_\_\_ SF

Bedrooms: \_\_\_\_\_ Rent Amount: \$ \_\_\_\_\_ /Month

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**PREVIOUS LANDLORD - 2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Vehicle Information**

**Make and Model** \_\_\_\_\_ **Year** \_\_\_\_\_

**License No & State** \_\_\_\_\_ **Are you the owner of vehicle? Yes No**

**PERSONAL REFERENCES**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**FINANCIAL INFORMATION**

Bank: \_\_\_\_\_ Account # \_\_\_\_\_ Routing # \_\_\_\_\_

Branch Location \_\_\_\_\_ Type:  Checking  Savings

Bank: \_\_\_\_\_ Account # \_\_\_\_\_ Routing # \_\_\_\_\_

Branch Location \_\_\_\_\_ Type:  Checking  Savings

## CONSENT AND ACKNOWLEDGMENT

I hereby certify that I am at least 18 years of age. Applicant represents that all information given on this application is true and correct. Applicant hereby authorizes verification of all references and facts, including but not limited to current and previous landlords, employers, and personal references. Applicant hereby authorizes owner/agent to obtain any and all Unlawful Detainer, Credit Reports, Tele checks, and/or Criminal Background Reports. Applicant agrees to furnish additional credit and/or personal references upon request. Applicant understands that incomplete or incorrect information provided in the application may cause a delay in processing which may result in denial of tenancy. Applicant hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**I understand that any monies owing WDC, for unpaid rent, damages, court fees, eviction, etc. will be sent to a collection company. The collection company adds an additional fee that I will be responsible for paying as well.**

\_\_\_\_\_  
**Signature**                      **Date**                      **Social Security #**

\_\_\_\_\_  
**Print Name**