Desert Winds Patio Homes

101 Desert Winds Way
Mesquite, NV 89027
Phone (702) 577-1133

Courtesy Reminder Checklist

Please make sure that all items are completed. Failure to supply the correct information will result in the delay of your rental application. *If you have any questions please contact your Leasing Agent at the phone number above.*

_____ **Completed Rental Application(s)**
(Anyone over the age of 18 must complete)

_____ **Completed ADDENDUM TO APPLICATION TO RENT**
(American Tenant Service authorization to run credit & background)

_____ **Completed ICRAA DISCLOSURE ADDENDUM (1 per person)**

_____ **Originals of Driver License (Viewing only for identity verification)**

_____ **Two most current paycheck stubs**
(If self employed, you must bring in most current filed income tax and/or 3 months current bank statements).

_____ **Holding Deposit $200.00**
(Money Order or Cashiers Check) ***NO CASH***
Leave Blank

_____ **Application processing fee $55.00 (per adult)**
Money Order or Cashier's Check made payable to:
INVESTMENT CONCEPTS INC

Reminder: ***Renters Insurance is Required.***
Once you are approved and ***BEFORE*** *signing your Lease Agreement Our office must have a copy of your Renters Insurance that starts on your move-in date.*
Also, all parties on the Lease Agreement must be on the policy.
See attached information for more details.

ADDENDUM TO APPLICATION TO RENT

AMERICAN TENANT SERVICES

Property Name : **DESERT WINDS**

Unit #: _____

I/We agree and understand that a non-refundable fee of $ _____ paid this date ____/_____/____ is for the processing of my/our application and the cost of verification of my/our credit, rental history and employment and all other matters which they may require to process tenant application request.

(*initials*) X _____ X_____ X_____ X_____

I/We give permission to release information regarding my/our current and past employment(s), rental history, to run a credit report and/or criminal background check.

I understand if information received from any of the above reports does not meet property requirements, my application will be denied.

Applicant(s) Signature	*Date of Birth*	*Drivers License #*
X_____	____/_____/____	_____
X_____	____/_____/____	_____
X_____	____/_____/____	_____
X_____	____/_____/____	_____

I HEREBY CERTIFY THIS TO BE TRUE
AND CORRECT COPY OF THE ORIGINAL

By: Agent for Owner

X_____ Date: _____/_____/_____

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Application Instructions

PLEASE READ CAREFULLY

1. Complete Name & Birth Date.
2. Drivers License number.
3. Social Security number
4. Complete the present address *(if you have lived at this address for more than 4 years we will not need a previous address).*
5. Proposed Occupants of the Unit. *(do not include applicant)*
6. Complete Current Employer & Previous Employer
   (must have Supervisors name(s) & complete phone(s)
7. Complete Income Information.
8. Bank Reference with complete address & phone number.
9. Complete Vehicle Information.
10. Personal References Must have 2 Complete Names, Addresses, City, Phone # and Relationship *(this can be a friend or relative)*
11. Emergency Contacts again must be complete information (you may use your Personal References if you like)
12. Answer ALL the Questions
13. Sign and Date your completed Application.

Refer to your Reminder Checklist
for all other Information that is Requested

Welcome Home to Desert Winds Townhomes

Renters Insurance Information

All Residents MUST be Listed on the Policy
(not children)

Policy Must Start on Your Move-In Date
NO EXCEPTIONS

Please have your Insurance Agent "Email" the policy
To desertwinds@icimanagement.com
for verification that the policy is correct
BEFORE YOUR LEASE SIGNING

You are Required to List Desert Winds As
Additional Interest & Additionally Insured

This is how we need to be listed on the policy

Desert Winds 44, Ltd.
PO Box 3687 Coppell, TX 75019

There is no additional cost for this requirement

Residents are required to have a minimum of $300,000 of Personal Liability Insurance.

I/We have read and understand all the above information. And I/We Understand that this is a leasing requirement.

Signature: _____ Date: _____

Signature: _____ Date: _____

ICRAA DISCLOSURE ADDENDUM

By submitting a rental application, you authorize us to obtain a tenant screening report about you. The report will be provided to us by:

American Tenant Services
Email: ats@icicorporate.com
P.O. Box 6010
Orange, CA 92863

Under California Law, we are required to tell you that the screening reports we receive from American Tenant Services (ATS) may contain information about credit history, criminal records, civil records and rental history, which together may reflect on your character, general reputation, personal characteristics, and mode of living. We certify that we are obtaining the report and will only use it for the permissible purpose of evaluating your rental application and for no other purpose.

You can contact ATS by email directly to obtain a copy of your screening report if you want or need it, or you can tell us below to deliver you a copy to your email or current address that you provide.

Note: No matter which option you choose, you must contact ATS directly with questions about the report or to dispute any information in the report you believe was inaccurate or incomplete at the time it was reported.

Also note the ATS uses Experian credit screening services. If you have a dispute with Experian Report it must go through Experian if it needs correcting.

☐ No thank you. I will contact ATS directly if I want a copy of my screening report.

☐ Yes, I would like ATS to deliver a copy of my screening report

Mailing Address: _____

_____

OR:

Email Address: _____

Applicant Signature _____ Date: _____

Note: Separate forms signed by each applicant over 18 years of age

ICI RENTAL POLICY

All vacant or on-notice units are offered on a first-come first-served basis to qualified applicants without discrimination, regardless of applicants' race, color, religion, sex, sexual orientation, age, marital status, parental status, national origin, physical handicap, mental disability.

Qualified Applicants

1. To be considered a "qualified applicant," a prospective tenant must show an acceptable credit history, a good tenant history, and earn approximately three times the amount of rent. HUD and Section 8 applicants must meet income qualifications as set by each property, not to exceed 2 1/2 x the rent.. Proof of income is required.

The Application

2. Each prospective tenant must complete an application to rent and pay an application fee of no more than $55.00 depending on the location of the property. American Tenant Services will process the application. When there is more than one prospective tenant over 18 years of age who plans to live in the apartment, each one must pay a separate application fee.

Approved Application

3. If American Tenant Services approves an application, it will so notify property within 48 hours. Applicants must pay all deposits within 24 hours of the time of the approval, in order to hold the unit until the date of occupancy.

4. If applicant fails to pay the deposit within the 24 hours provided, they will lose that available unit. Approved applicants will be offered the next available unit of their choice when the deposit is made.

Guarantors

5. An applicant who fails to provide proof of sufficient income, has short employment history, has little, unverifiable credit, minor items of derogatory credit, or short rental history may apply or reapply with a qualified family member or qualified responsible party as a "guarantor" on the application to rent, even if the "guarantor" will not live on the premises.

6. The "guarantors" must then be qualified by the same guidelines as a prospective tenant, sign the rental agreement, and be legally responsible for the lease until the tenant leaves the premises.

7. Each "guarantor" must pay a separate application fee.

As described in the ICI Rental Policy and as set forth at number 11 below, under specified circumstances, one of these requirements may be waived.

8. Applicants may use a "guarantor" in the event that their income is not sufficient, or they have short employment histories, or they have minor items of derogatory credit, or no verifiable credit history, or they have little or no rental history. Guarantors must pay a separate application fee and qualify under the same standards, which apply to applicants.

9. American Tenant Services will notify the manager within 48 hours whether the tenant has been approved or denied.

10. All denied applicants will be notified by ATS in writing of the reason for their denial. The denial will be sent within 48 hours provided the applicant has given the proper address and information. The written denial will contain addresses and phone numbers for ATS, Experian (TRW), and the Unlawful Detainer Registry in case the applicant disputes material reported.

11. ATS will reconsider the applicant if additional information can be provided to prove credit worthiness. For example:

ICI RENTAL POLICY

A. Applicants whose income is less than approximately three times the amount of the rent may be considered on a combination of the following factors. (1) their income is stable and verifiable (for example, Social Security or Pension Income), (2) they have few or no debts, (3) they have established, long-term credit history which is good, (4) they have excellent rental references for the past three years.

B. If an applicant has a good, verifiable rental history and a good verifiable income, ICI will consider applicants who have filed bankruptcy provided proof of discharge is supplied.

C. Where other qualifications are strong, ICI will review evictions more than five years old.

Waiting List Policy

12. In the event there are no available units to rent, the property rental staff or manager will place prospective tenants' names on a waiting list, provided that the prospective tenants have told the manager that they meet the requirements stated above.

13. The waiting list shall be maintained on site at all times and contain information regarding the name of the prospect with both home and work telephone numbers. The list shall be maintained for a period of not less than 60 days. Attempts will be made to contact persons on this list to fill vacancies as they occur on a first-come first-serve basis.

14. The waiting list form will be available for inspection at all times.

ATS SCREENING POLICY

AMERICAN TENANT SERVICES, INC. always processes applications without regard to applicants race, color, religion, sex, sexual orientation, age, marital status, parental status, national origin, physical handicap, physical or mental disability.

All applicants will be processed in a fast, efficient manner through Experian (TRW) and /or with UD Registry, assuring all clients the most up-to-date credit information and rental history verifications available.

In order to provide speedy and effective service, the following procedures are required:

1. Each applicant must complete the entire Rental Application form and pay a non-refundable fee of no more than $55.00. The fee varies with location of the property. When there is more than one prospective tenant over the age of 18 who plans to live in the apartment, each one must pay a separate application fee.

2. All applicants must show proof of income and must have an income equal to approximately two and half times the amount of the rent. Proof of income must be attached to an application before it can be processed. As described in ICI Rental Policy and at number 8 below, under specified circumstances the requirement of three times the rent may be waived. *See Section 8 below for income qualifications for HUD-Section 8 recipients.

3. Proof of income may be shown in the following ways:

   a. If you are an employee, a current pay stub. No stubs will be accepted which are more than two weeks old.
   b. If you are self-employed, an income tax return, 1099 form which you have filed within the present calendar year or your three (3) most recent checking account statement. If these documents do not establish proof of income additional information may be requested.
   c. If you are retired, statement of retirement, social security; if you are on automatic deposit, a current bank statement will verify deposits.
   d. If you are on government aid, proof of eligibility.
   e. If you are HUD qualified, HUD certificate or Voucher.

4. Applicants will be denied who:

   (a) show insufficient income and/or
   (b) have major items of derogatory credit (negative Experian (TRW) report, outstanding unpaid debt which is overdue), and/or
   (c) an unfavorable tenant history (unlawful detainer, evictions, negative report from previous/current landlord)

As described in ICI Rental Policy and set forth at number 8 below, under specified circumstances, one of these requirements may be waived.

5. Applicants may use a “guarantor” in the event that their income is not sufficient, or they have short employment histories, or the have minor items of derogatory credit, or no verifiable credit history, or they have little or no tenant history. Guarantors must pay a separate application fee and qualify under the same standards which apply to applicants.

6. American Tenant Services will notify the manager and the prospective tenant within 48 hours whether the tenant has been approved or denied.

Provides Equal Housing Opportunity

ATS SCREENING POLICY

7. All denied applicants will be notified by ATS in writing of the reason for their denial. The denial will be sent within 48 hours provided the applicant has given the proper address and information. The written denial will contain addresses and phone numbers for TRW and the Unlawful Detainer Registry in case the applicant disputes material reported.

8. ATS will reconsider the applicant if additional information can be provided to prove credit worthiness. For example:

    A. Applicants whose income is less than approximately 2 ½ times the amount of the rent may be considered on a combination of the following factors: (1) their income is stable and verifiable (for example, Social Security or Pension Income), (2) they have few or no debts, (3) they have an established, long-term credit history, which is good (4) they have excellent rental references for the past three years.
    B. If an applicant has a good, verifiable rental history and a good, verifiable income, ICI will consider applicants who have filed a bankruptcy provided proof of discharge is supplied.
    C. Where other qualifications are strong, ICI will review evictions more than five years old.
    D. *HUD-Section 8 Recipients must qualify with gross income guidelines as set by each property, not to exceed 2 1/2 x market rents.

APPLICATION TO RENT (Individual applications required from each adult occupant) *All sections must be completed.*

Project Name: *Desert Winds* Apt #_____ Phone: _____ Date:_____

Last Name	First Name	Middle Name	Social Security Number or ITIN
Other names used in the last 10 years		Home Phone Number ( )	Mobil/Cell Phone Number ( )
Date of Birth	Photo ID/Type / Number	Issuing government / Exp. date	Other ID

1

Present Address	City	State	Zip Code
Date In	Date Out	Owner Mgr. Name	Owner Mgr. Phone No. ( )
Reason for Moving			Current Rent $ /month

2

Previous Address	City	State	Zip code
Date In	Date Out	Owner Mgr. Name	Owner Mgr. Phone No. ( )
Reason for Moving			

Proposed Occupants List all in Addition to Yourself	Complete Name	Age	Complete Name	Age

A

Current Employer		Present Occupation Or source of income	
Employer Address		Dates of Employment	Phone ( )
		Name of your Supervisor	

B

Previous Employer		Previous Occupation	
Employer Address		Dates of Employment	Phone ( )
		Name of your Supervisor	

Current Monthly Gross Income	Income Sources	Amount
$ _____ per month	1 _____	$ _____
	2 _____	$ _____
	3 _____	$ _____
		TOTAL $ _____

Name of Creditor	Address	Phone No.	Monthly Payment Amount
1.			
2.			

Bank References	Bank Phone Number	
1.		
2.		

Vehicles Make & Model	Year	Color	State	License #
1.				
2.				

Personal References Name	Address	City	Phone	Length of Acquaintance
1.				
2.				
In Case of Emergency, Notify Name	Address	City	Phone	Relationship
1.				
2.				

Have you ever been evicted? Yes or No_____.
Have you ever refused to pay rent? Yes or No_____.

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of $50.00, which is to be used to screen applicant with respect to credit history and other background information.

NOTICE: Pursuant to Civil Code, Section 1785.26, you are hereby notified that a negative credit report reflecting on your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental / credit obligations or if you default in those obligations in any way. This is the only notice that you will receive in this regard.

PROVIDES EQUAL HOUSING OPPORTUNITY.

1st Month Rent	$_____
Security Deposit	$_____
Credit Check Fee (Not refundable)	$50.00
(Less any move in concession)	$_____
(Less deposit paid with application) (Refundable within 48 hours)	$_____
Balance Due Upon Move in (Cashier's Check or Money Order)	$_____

Applicants signature: _____ Date: _____

Co-applicants signature: _____ Date: _____

Application received by: _____ Date: _____