



RENTAL APPLICATION INSTRUCTIONS & GUIDELINES

Thank you for considering renting from *Hive RE Group & Property Management*. We take pride in providing residents with quality rental homes. This document must be acknowledged with each application.

Before you begin:

PRIVACY NOTICE

See our website www.HiveRealEstateLasVegas.com for *Hive RE Group & Property Mgmt* Privacy Notice.

APPLICANTS

All occupants over the age of 18 must complete the online rental application & provide all required supporting documentation. A NON-REFUNDABLE application fee of \$85 (+\$5 processing fee) per person must be paid online upon applying. All required fields must be filled in (if something does not apply to you, please enter N/A in space provided). Please note that *Hive RE Group & Property Mgmt* **accepts multiple applications** and reviews all applications with the owner(s).

Please NOTE: Your Application will NOT be accepted for processing unless ALL required documentation and information is provided including applications from all co-applicants. All additional documents required (Color copy of ID & photo of any pets, proof of income, etc.) can be emailed to info.hiverelv@gmail.com in lieu of uploading to site. Application fees must be paid before we process your application.

REQUIREMENTS:

Applicants are required to have physically inspected the property (both interior & exterior) prior to applying and/or signing the lease (except for our corporate rentals).

EMPLOYMENT/INCOME

1. Total gross monthly income from all sources should be at least 2-1/2 times the monthly rent of the home you are applying for. This may include any verifiable income in addition to that received at your job (i.e. child support, alimony, tips, social security, retirement, disability, self-employment, etc.).
 - a. Employee Transfer Applicants must provide proof of income/employment on company letterhead from employer.
 - b. Self-employed Applicants must provide last 2 months bank statements and last year's income tax return.
2. All employment and income **must be verifiable**.
3. Residents who are not actively employed will be required to pay a minimum of a double security deposit and six (6) months minimum advanced rent – this applies specifically to people just moving into area and do not have employment.

RENTAL HISTORY

1. At least two (2) years verifiable rental history must be provided. Verifiable rental history is described as history with a non-relative person or company.
2. If an immediate previous homeowner, exception can be made to this requirement. Proof of ownership will be required.

CREDIT CRITERIA

1. *Hive RE Group & Property Mgmt* will run a credit history on each applicant. This report must be generated by *Hive RE Group* and NOT the applicant. In addition to a credit report, we will also run fraud, eviction, national criminal and court records searches. We will also contact current/previous landlords, employers and/or references provided by you. Depending on the findings, an extra deposit may be required not to exceed local/state laws. If you currently owe money to a former landlord, have unpaid utility bills, late payments on automobiles, or any repossessions, your application will automatically be denied.

**** If you know of credit issues or other items of concern, each applicant is encouraged to write a short explanation as to the nature of the problem (short sale, unemployment, foreclosure, medical, criminal, etc.) Please be honest with us and we will see how we can help you, otherwise you risk being denied.**

If applicant does not meet the standard requirements as outlined above, an additional security deposit may be requested up to 3x the monthly rental rate. Some reasons for denial are:

- If your credit accounts reflect more than 50% negative credit;
- If you have no credit; or if any credit score is below 640;
- Negative rental history; no rental history; or no verifiable rental history;
- Evictions within the last five (5) years, with exception of COVID-19 related evictions;
- Late payments on rent (If more than 1 late payment within the last 2 years, and no other infraction, additional deposit may be required);
- If your income is less than 2-1/2 times the monthly rent; or is not verifiable;
- Bankruptcy (must be discharged).

In some cases, depending on the strength of the application, tenant may NOT be approved regardless of additional deposit. The Owner reserves the right to have the final say on all processed applications & pets.



Every applicant over the age of 18 is required to be screened and to submit an application. All occupants 18 years and older must be on the lease. **We only process completed applications so they can be turned around expeditiously.**

INSTRUCTIONS for submitting an application:

Complete the entire application; unclear, illegible, or incomplete information may delay the process. Please allow 2-3 business days from complete application being submitted for a decision.

A completed application packet must include the following:

- **All applicants over the age of 18 must apply and be listed on the application.**
- Acceptance of this **Application Instructions & Guidelines** (all 6 pages, initialled & signed on last page)
- **Rental Application** completely filled out.
- If applicable, a **Pet Application**, with a **color photo of your pet. If you have a pet and do not disclose, you face having an automatic \$500 charge added to your account along with possible eviction. If you have a pet, disclose!**
- If you have a **service animal or an ESA animal**, please provide recent (within 1 year) letter from your local doctor, psychiatrist or priest stating requirement for service animal & what services animal provides for you along with licensing & required immunization records from your veterinarian. You will be required to sign a service animal addendum as part of your lease. **Online certifications are NOT accepted.**
- **Applicant Information Verification authorization form** (each applicant needs to sign.) This form is authorization to verify employment & previous rental history.
- Color Copy of **CURRENT government identification** (driver’s license, state issued ID, or military ID) for each applicant.

- **Two (2) most recent pay stubs** for each applicant or if self-employed, **last (2) months bank statements** and front page of the most recent IRS tax return filed. Retired/Disabled/SSI? Documentation showing income whether it be **last (2) months bank statements, current year's government/pension notification of benefits, etc.**
- If you are being transferred to Las Vegas or are a new hire in the Las Vegas area, **please provide a copy of the transfer letter or hire letter of your employer**, must be on company letterhead with phone number of authorized person available for confirmation.
- **SECTION 8 TENANTS** – Please check with the property manager prior to applying to ensure the owner of the property you are applying for accepts Section 8 vouchers – if not, we cannot process your application. If they do, you must submit a copy of your **current Housing Voucher** showing you are pre-approved for the size unit you are applying for at time of application – we will NOT process your application until this form has been turned in. Other applications may be reviewed & approved during the time it takes you to submit this form. Once you are approved, you must call your case worker immediately to schedule your appointment and provide us with the entire packet to fill out within the first 24 hours of approval. You must sign the lease contract and applicable documents at least one week prior to your appointment with your case worker.
- **Application fee is \$85.00** +\$5 processing fee per applicant – all occupants over the age of 18 need to be on application) – We only accept online payments or **certified funds (money orders or cashier's checks)** made out to *Hive RE Group & Property Mgmt*-- **The Application Fee is NON-refundable under any circumstances.**
- **Holding deposit of \$500.00 with application in separate certified funds (money orders or cashier's checks)** made out to *Hive RE Group & Property Mgmt*– the holding deposit is fully refundable if you are NOT approved for the property. If approved and you do not sign a lease within 48 hours of approval, the holding deposit will become non-refundable. If the lease is signed, the \$500 holding deposit will be applied to deposits owed. Holding deposit cannot hold the property for more than 2 weeks unless other arrangements are made.

APPLICATION PROCESSING

Rental applicants are advised that *Hive RE Group & Property Mgmt* reserves the right to process multiple applications for each property. We are obligated to secure the best possible tenant possible for the owners we represent. Once your application is approved & your holding deposit is received, the property will be removed from the market and no other applications will be processed.

Applications submitted are screened for credit, eviction, previous/current addresses, employment & criminal screening reports as per owner requirements. All applications for residency are processed through a 3rd-party tenant screening company. The property manager will contact applicants if additional information or explanation is required. Applications are typically processed within 1-3 BUSINESS days, depending on turnaround time from various people/agencies contacted.

APPROVED

Within 48 hours of approval – **Applicants agree to sign their lease & pay appropriate fees, even if move-in is not immediate.** All move-in costs shall be in the form of certified funds (Cashier's Check or Money Order). The property manager will provide the applicant with a breakdown of funds required prior to occupancy. All remaining move in funds will be due on or before your move-in date unless other arrangements have been made. Should the applicant decide to withdraw or not rent the property after submitting any or all of the deposits, for any reason, **the deposits shall be FORFEITED.**

DENIED

If your application is denied, you will receive a letter via e-mail &/or US Mail regarding our decision. If you don't have an e-mail, a phone call will be made to you. If you have paid the holding deposit, you will need to provide an address for your holding deposit to be returned to you.

DEPOSITS

Any balances for Security Deposits, Cleaning Deposits, Key Deposits, Pet Deposits are all required on or before your move-in date, by certified funds (cashier's check or money order – no exceptions), separate from your rent funds, unless other arrangements have been made. These deposits vary from property to property as per the agreement with each owner. If applicant(s) withdraws and/or decides NOT to rent said property for any reason after lease signing and/or deposits received, the deposits shall be FORFEITED. Please NOTE: **Deposits CAN NOT ever be used towards future rents, even when notice has been provided.** Deposits are fully refundable at move-out provided the applicant has met all the terms of the lease and the property is left in good or better condition than commencement of lease upon vacancy. Broken leases & evictions may forfeit all deposits.

NOTE: We do offer a Security Deposit Alternative; if you qualify, you only have to pay a small non-refundable amount each month in lieu of paying your deposits. The company will put up your deposit for you and if there is any damage to the property once you vacate, you will still be responsible for damages at that time. If you leave the property in as good or better condition than at move in, no additional funds will be due. Inquire with HIVE for more information once you are approved if you are interested in the Security Deposit Alternative.

GUARANTORS

Guarantors will be accepted for an Applicant who does not meet the required rent-to-income ratio if initially denied. Only one (1) guarantor per home is permissible. The guarantor must complete an application & pay the application fee. Guarantors must have a gross monthly income of four (4) times the monthly rent amount and meet all other qualifying criteria identified in this screening policy. The guarantor will be required to sign the lease as a Leaseholder and stay on the lease during the initial term. Tenants will need to reapply and be qualified at end of lease for guarantor to be removed from lease renewals. Guarantors may be relatives or an employer; friends may not serve as a guarantor.

RENTS

Rents are due and payable on the 1st day of each month. All rents on move-in are pro-rated to the move-in date based on number of days in month in the property. SECURITY DEPOSITS are not considered rent monies and cannot be used toward future rents at any time.

RENTER'S INSURANCE

We require all our renters to obtain renter's insurance to cover your personal belongings & liability. If you do not want to get your own insurance, we do have an alternative renter's insurance that is available for \$11.95/mo that meets all our requirements and covers your belongings as well. If you decide to have your own insurance, you are **required to name Hive RE Group & Property Mgmt and the owner as "additional insured"** on the policy. Proof of insurance will need to be submitted within 3 business days of move-in – if insurance is not adequate or does not meet the stated requirements, you will be automatically enrolled in the policy that is offered to all our tenants until such time your policy is updated.

PETS

A minimum pet deposit of \$350.00 will be applied for each approved pet. Please note that cats are NOT allowed in any of our properties – we love them but due to a large percentage of people's allergies to them, we cannot allow them in our homes. Owner(s) have the final say on whether a pet is approved or not, regardless of temperament or training. Renter's insurance is required for every animal, including service or emotional support – no exceptions. Penalties will apply where there is a failure to disclose a pet prior to occupancy. Please notify our office **before** bringing any pet to the property.

TENANT RESIDENT BENEFIT PACKAGES

All tenants are enrolled in the MANDATORY Resident Benefit Basic Package (RBP-1) for \$25/month in addition to rent.

Hive RE Group & Property Mgmt Resident Benefits Packages (RBP) deliver savings and convenient, professional services that make taking care of your home second nature! By applying, Applicant(s) agree(s) to be enrolled and to pay the applicable cost of the RBP they choose, payable with rent.

The Basic Package includes the following:

HVAC air filter delivered directly to your home approximately every 60 days

Move-in concierge service: one call to set up your utility services, cable & internet services.

Residents Reward Program that helps you earn rewards for paying your rent on time! (gift cards, restaurant cards, discounts to national merchants, etc.)

24/7 online maintenance reporting

Online portal: Access to your account, documents, communication, maintenance requests & payment options.

Vetted vendor network – technicians who are reputable, licensed & insured

Standard & Premium Packages are available with added features at an additional cost. Please discuss options with your property manager prior to signing your lease.

ADDITIONAL INFORMATION

- All properties will have at least an ANNUAL evaluation conducted, with pictures, upon owner’s request.
- If properties are to be held for more than two (2) weeks, all deposits must be paid for in advance. If the tenant decides to not move-in after approval, all deposits will be forfeited.
- **All deposits due must be paid for in certified funds only, payable to Hive RE Group & Property Mgmt.**
- **Rents are due on the 1st of each month – there is a three (3) day grace period only prior to late fees been assessed and loss of reward points.**
- **Tenants will be responsible for any repairs that are determined they have caused.**
- **If parking passes are required, the tenant is responsible for obtaining and paying for them and then returning them upon vacating the unit.**
- **The tenant is responsible for all landscaping maintenance and any glass breakage.**
- Homes located in:
 - **Henderson, will have \$45 added to the monthly rent to cover trash & sewer.**
 - **Clark County or Las Vegas, will have \$45 added to the monthly rent to cover trash & sewer.**
 - **N Las Vegas, will have \$45 added to the monthly rent to cover trash & sewer and then will be billed for any water usage.**
 - **Las Vegas Valley Water District, Cities of Henderson & North Las Vegas bills will be held in owner’s name and tenant will be billed for any water usage – there are NO exceptions.**
 - **Do not turn on sewer, trash or water in your name.**

**** If you require a consideration for reasonable accommodation, please ask so we can see how we may help accommodate your needs.**

This property is being offered and accepted in its current condition, including, but not limited to the following:

- Overall interior cleanliness – property has or will be cleaned, just prior to move-in to ensure freshness
- All appliances currently at the property
- All paint, flooring, and interior/exterior window coverings (if no covering or screen is currently on windows or doors, none will be provided)
- All landscaping, bushes, trees and exterior lighting
- Any pool equipment, filters, cleaners at the property, if pool or other water features at property
- Any miscellaneous items in or about the property

Any concerns regarding the appearance of the property should be addressed below. This is simply a request and is not valid unless the owner(s) agrees to the terms in writing.

If you wish your application to be 100% contingent on your request above, please initial below. (If initialed, **the applicant(s) is/are fully aware we will not process this application until we get the owner approval for your request.** *Hive RE Group & Property Mgmt* will continue to run any additional applications during this period if we choose to do so).

Initial: Initial:

Applications & all required paperwork & funds may also be dropped off at the address below:

Hive RE Group & Property Mgmt– **Attention Demi Kalfas-Gordon**
 2620 Regatta Dr., Ste 102
 Las Vegas, NV 89128
 Monday – Friday 9am-5pm
 (702) 839-2798 for door access information

USE OF INFORMATION

The information on this application or obtained as a result of the authorization given herein by Applicant will not be sold or distributed to others. However, Landlord/Landlord’s agents may use such information to decide whether to lease the Property to Applicant and for all other purposes relative to any future lease agreement between the parties including the enforcement thereof.

AGENCY DISCLOSURE: *Hive RE Group & Property Mgmt*, Demetria Kalfas-Gordon, Sandra Carter, Corinne Gordon are agents for the property owner, under a separate management agreement. As an agent for the owner, we have an obligation of trust and loyalty to work towards the Owner’s best interest. As REALTORS®, we will treat all parties to this transaction honestly and fairly.

All applicants are screened in accordance with Federal Fair Housing Guidelines prohibiting discrimination based on race, color, religion, national origin, familial status, disability or handicap, sex, sexual orientation and ancestry (NV Law).

Property Address

Requested Move-in Date

Signature of Prospective Tenant Date

Signature of Prospective Tenant Date

Signature of Prospective Tenant Date

Signature of Prospective Tenant Date

REFERRING AGENT INFO:

Name of Referring Agent

Phone # for Agent

Agent Public ID

Agent’s e-mail address

Company Name

Company Mailing Address for Referral Fee