



8025 West Russell Road  
Las Vegas, NV 89113  
(702) 221-4200 • Fax (702) 221-4245

## APPLICATION APPROVAL GUIDELINES

*All prospective renters will be considered for residency; however, prospective residents must meet the following requirements in order to qualify for an apartment at San Tropez. They are as follows:*

### **Reasons for Automatic Denial**

- Having a bankruptcy that has NOT been discharged, or a mortgage was included in a bankruptcy.
- Having an unpaid balance or eviction from any other rental community
- Having a criminal history that includes felony or misdemeanor conviction or pending charges for crimes that represent threats to persons or property

☐ Initial

### **Credit Worthiness**

Unsatisfactory credit can disqualify an applicant from renting a luxury apartment at our community. If you have previously filed for bankruptcy, the bankruptcy must appear as “discharged” on your credit report, and positive credit must be reestablished.

☐ Initial

### **Rental Verification**

All applicants must provide a minimum of two (2) years of residence history. We require at least two (2) years of mortgage listed on the credit report OR two (2) years of verifiable rental history available for our review, and a ledger reflecting the minimum of two (2) years of payment history.

☐ Initial

### **Proof of Income**

In order to be a leaseholder, you must provide proof that your gross monthly income is at least three (3) times the monthly rent of your desired apartment, and no less than one (1) year of employment.

### **What You Need To Bring**

1. Valid Driver's License or Government Issued I.D.
2. Social Security Card
3. 3 Current Pay Stubs and in Some Cases a W-2 or 1099 from Prior Year, may be Required.

*\*A Current Offer Letter, Transfer Form, Social Security, Retirement or VA Benefit Verification Letter is acceptable for proof of income.\**

4. 6 Current Bank Statements
5. Rent Ledger

\*\*\*NO SCREENSHOTS ACCEPTED\*\*\*

### **Occupancy**

- 1 Bedroom - 2 People
- 2 Bedrooms - 4 People
- 3 Bedrooms - 6 People

☐ Initial

The preceding information greatly assists our staff in the approval process. Please make sure to provide all of the listed materials, or your application will not qualify. Incomplete applications cannot be submitted to Underwriting. We reserves the right to require an additional deposit or deny an application, should any of the above requirements not meet our criteria.

We reserve the right to change, modify or update these Guidelines at anytime and from time to time.

☐ Initial



## APPLICATION PROCESS

### Required Application Documents

- ALL Required Documents Are Due Within 24-Hours of Application-NO SCREEN SHOTS ACCEPTED
- Original Application Form Completely Filled Out and Signed by the Applicant
- Copy of Drivers License or United States Government Issued ID
- Copy of Social Security Card
- W-2 or 1099 needed from prior year
- 3 Most Recent Pay Stub (new employment requires an offer letter)
- If relocating from another state with your employer, we require a letter from your company stating your relocation.
- 3 Most Recent Bank Statements - All income verifications are conducted by a third-party verification service.
- Veterinarian Certificate, ESA Verification
- ALL UNDERWRITING DOCUMENTS MUST BE RECEIVED WITHIN 24 HOURS OF APPLYING, IF DOCUMENTS ARE NOT RECEIVED TIMELY, MANAGEMENT WILL CANCEL THE APPLICATION.

The Application process cannot begin without the required documents listed above.

---

**Each Leaseholder must earn three (3) times the rental amount to qualify, or up to nine (9) times the rental rate for Applicants with Open Mortgages.**

---

### Due at Time of Application:

#### Application Fees:

- Per Adult Applicant Or Married Couple: \$50.00
- Security Deposit To Reserve Apartment: \$300.00\*
- Additional Security Deposit May Be Required At Or Before Move In.

#### Move-In & Administration Fees:

- Non-Refundable Administration Fee: \$200
- + Pro-rated Rent  
Move-ins on the 22nd or later will require their pro-in rent, as well as the following full month's rent.

#### Monthly CAM Fees:

- 1-Bedroom: \$60.00
- 2-Bedroom: \$65.00
- 3-Bedroom: \$70.00

#### Pet Fees:

- Non-Refundable Fee: \$350.00 - \$600.00
- Pet Rent: \$30/month

#### Per Pet, *limit 2 pets per apartment*

***\*\*Breed Restrictions Apply\*\****

#### Additional Options:

- Garages: \$125.00
- RV Parking: \$50.00

\*Upon Approval Of All Rental Criteria.

In all cases, upon approval of application, all Administration Fees and Security Deposits become due and payable within 24 hours.

UPON APPROVAL, NO ADDITIONAL PERSONS MAY BE ADDED TO YOUR LEASE CONTRACT.