



Thank you for choosing Vertex Realty and Property Management!

We are glad you have selected our property and to ensure a smooth transition to your new home we have criteria that need to be met. This is not only for our safety and security but for yours as well.

Our requirements are as follows:

- 650 + credit score or better
  - This is individualized not aggregated amongst the applicants.
  - A failure for one applicant is a failure for all applicants.
- 3 times the rent in income
  - This number IS aggregated.

For submission of proof of funds:

- We require two recent concurrent paystubs for 1040 employees.
- Self-employed owner-operators are required to submit bank statements for the previous two months.

Our process is **First come first serve**:

- ✓ Submission of the application and a form of payment is not indicative of processing. No payment is taken until processing has begun.
- ✓ If your payment has not been processed your application is in the queue.

Applicants will be contacted DIRECTLY before the application is processed to confirm the applicant still has interest.

After the applicant confirms interest, we will begin the qualifying process. The application fee is not refundable. —

**Please allow for 3 business days for processing—**

If there is an issue that arises, we will attempt remediation.

If remediation is unsuccessful, we wish you the best of luck on your journey and hope something changes in the future to allow us to work together.

If we are successful applicants will be sent our acceptance letter and the lease will be sent on the following business day. The new tenant will be required to read through and sign the lease within 48 hours of receiving your documents. Please refer to the acceptance letter to complete the additional steps which include submitting the full deposit. The deposit can be accepted either electronically through Buildium, \*PLEASE NOTE\* If you use this method of payment, we require 3-5 business days to process. The transaction must be completed before your move-in date. If your desired move-in date is less than 7 days from acceptance, payment must be received in the form of a cashier check or money order to our main office at:

9155 W Flamingo Rd. #100

Las Vegas, NV 89147

Accepted applicants are expected to take possession of the property within two weeks of the lease signing.

**PLEASE NOTE:**

- We do not run applications for sight unseen. YOU MUST PHYSICALLY SEE THE PROPERTY.
- We do not run applications that are incomplete.
- We do not run applications out of order.
- We do not run applications if the basic requirements are not met.

**Forfeiture:**

- Your position may become forfeited if the obligation stated after acceptance is not met.
- We do not accept “co-signers “or “guarantors”
- All adults over the age of 21 living on the premises need to submit an application NO EXCEPTIONS
- We DO NOT accept applications from anyone not living on the premises.
- We do not acknowledge the concept of “primary vs secondary tenants”. All tenants are equally liable to honor the terms of the lease they have signed.
- Falsifying or attempting to falsify any information on your application will render your application, position, and consideration null and void. This includes identity fraud or misrepresentation.
- Our system is designed to be fair and respectful of people’s time. Please do not ask us to bend, amend, or break our system.