

HOW TO SUBMIT A DSR TENANT / OCCUPANT SCREENING

DESERT SPRINGS REALTY, 6480 W Spring Mountain Rd, # 3, Las Vegas, NV 89146

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Any person who is eighteen (18) years of age or older and will be living in the property MUST be screened.

Example: Father (\$60), Mother (\$60), Daughter 18 years old (\$60), Aunt (\$60), Uncle (\$60), Grandmother (\$60), etc..

Tenant / Occupant Screening can be as quick as one (1) business day (not including the Day of Submittal) or can take up to three (3) business days (not including the Day of Submittal), depending upon the Tenant's / Occupant's Current and Previous Owners/Property managers getting back to Las Vegas Landlord. It is best if you have your Tenants / Occupants give their Owners / Property Mangers notice that a screening will be coming over and to return it as quickly as possible.

Business days are Monday to Friday, No Weekends, No Holidays, Not including the Day of Submittal. All screenings is returned to the Client (Owner, PM, Owner's Agent). Please do NOT have any Clients, future Tenants / Occupants or Tenant's Agents call Las Vegas Landlord as they are busy working on your screening as quickly as they can.

- **Screening Fee: \$60 = 1 Person, \$120 = 2 People, \$180 = 3 People, \$240 = 4 People.**
- Screening fees are nonrefundable and nontransferable, regardless of the outcome.
- You can pay your screening fee by Credit/Debit card, Cash, Check, Money Order, Cashier's Check and QuickPay (Zelle).
- Make all check, money order, cashier's check payments payable to: **Desert Springs Realty.**

USING DSR RENTAL APPLICATION?

1. [PDF] or [ORIGINAL] **Rental Application** filled-in by Applicant (future Tenants / Occupants).
2. [PDF] **COLOR** copy of **Driver's License (DL) or ID**
3. [PDF] copy of **Social Security Card** or **IRS 1040** or **W-2** or **1099**.
4. [PDF] copy of **four (4) consecutive check stubs**.
5. Pay Screening Fee: **\$60 = 1 Person, \$120 = 2 People, \$180 = 3 People, \$240 = 4 People.**
6. Fax, email or hand deliver Tenant/Occupant Screening Documents to **Desert Springs Realty.**

USING GLVAR OR OTHER RENTAL APPLICATION?

1. [PDF] or [ORIGINAL] the **GLVAR** or **OTHER Rental Application** filled-in by Applicant (future Tenants / Occupants).
2. [PDF] **COLOR** copy of **Driver's License (DL) or ID**
3. [PDF] copy of **Social Security Card** or **IRS 1040** or **W-2** or **1099**.
4. [PDF] copy of **four (4) consecutive check stubs**.
5. **RASAA** (Rental Application Screen Authorization Agreement) form.
6. **CC-DC Pay Option RA** form if paying by Credit/Debit card. Cash is also accepted. Otherwise, make all check, money order, cashier's check payments payable to: **Desert Springs Realty.**
7. Pay Screening Fee: **\$60 = 1 Person, \$120 = 2 People, \$180 = 3 People, \$240 = 4 People.**
8. Fax, email or hand deliver Tenant/Occupant Screening Documents to **Desert Springs Realty.**