



# RENTAL APPLICATION

(Each co-resident, except spouse, must submit a separate application)

APARTMENT ASSOCIATION OF NEW MEXICO

Date \_\_\_\_\_ How were you referred to us? \_\_\_\_\_

## APPLICANT

- a. Applicant Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Drivers License Number & State \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Marital Status (check one)  Single  Married  Divorced  Separated
- b. Spouse's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Drivers License Number & State \_\_\_\_\_
- c. How many people will be occupying the dwelling unit? \_\_\_\_\_ List name, age, relationship of all persons to be living with you.  
 \_\_\_\_\_  
 \_\_\_\_\_
- d. Do you have any pets?  yes  no How many? \_\_\_\_\_ Type and Size \_\_\_\_\_
- e. Have you or your spouse ever declared bankruptcy?  yes  no  
 Have you or your spouse ever been convicted of or pled guilty to any offense other than a minor traffic violation?  yes  no
- f. List all vehicles to be parked on the premises by applicant, spouse or other occupants (cars, trucks, motorcycles, recreational vehicles, trailers, boats)  
 Make & Model \_\_\_\_\_ Year \_\_\_\_\_ License number \_\_\_\_\_ State \_\_\_\_\_  
 Make & Model \_\_\_\_\_ Year \_\_\_\_\_ License number \_\_\_\_\_ State \_\_\_\_\_
- g. In case of emergency, notify \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Relationship \_\_\_\_\_ In the event of serious illness or death of resident, the above named person to notify  may or  may not enter, remove and/or store all contents found in the dwelling, storerooms, common areas and mail boxes.  
 Please initial \_\_\_\_\_

## RENTAL HISTORY

- a. Present address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Move in date \_\_\_\_\_ Name of property owner or manager \_\_\_\_\_ Phone \_\_\_\_\_
- b. Previous address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Move in date \_\_\_\_\_ Name of property owner or manager \_\_\_\_\_ Phone \_\_\_\_\_
- c. Have you or your spouse ever been evicted?  yes  no Been sued for nonpayment of rent or damages to rental property?  yes  no

## EMPLOYMENT / OTHER INCOME

- a. Applicant's present employer \_\_\_\_\_ How long? \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Gross monthly salary \$ \_\_\_\_\_ Position held / occupation \_\_\_\_\_  
 Supervisor's name \_\_\_\_\_ Supervisor's phone \_\_\_\_\_
- b. Applicant's previous employer \_\_\_\_\_ How long? \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Gross monthly salary \$ \_\_\_\_\_ Position held / occupation \_\_\_\_\_  
 Supervisor's name \_\_\_\_\_ Supervisor's phone \_\_\_\_\_
- c. Spouse's present employer \_\_\_\_\_ How long? \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Gross monthly salary \$ \_\_\_\_\_ Position held / occupation \_\_\_\_\_  
 Supervisor's name \_\_\_\_\_ Supervisor's phone \_\_\_\_\_
- d. Spouse's previous employer \_\_\_\_\_ How long? \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Gross monthly salary \$ \_\_\_\_\_ Position held / occupation \_\_\_\_\_  
 Supervisor's name \_\_\_\_\_ Supervisor's phone \_\_\_\_\_
- e. Disclosure of additional income, such as child support, alimony, separate maintenance, etc. is mandatory if applying for government regulated housing. Otherwise disclosure is voluntary, if you wish to have it considered in determining if you qualify.  
 Amount of \$ \_\_\_\_\_ per \_\_\_\_\_ Source: \_\_\_\_\_

## BANK AND CREDIT REFERENCES

- a. Name of Bank \_\_\_\_\_ Checking acct. No. \_\_\_\_\_ Savings acct. No. \_\_\_\_\_  
 Name of Bank \_\_\_\_\_ Checking acct. No. \_\_\_\_\_ Savings acct. No. \_\_\_\_\_
- b. Credit reference \_\_\_\_\_ Account number \_\_\_\_\_  
 Credit reference \_\_\_\_\_ Account number \_\_\_\_\_

## CORRECT INFORMATION

The undersigned persons represent that all the above statements are true and complete and hereby authorize verification of such information via credit reports, rental history reports, release of information by employer (present and former) and other means. Failure to answer any of the above inquires shall entitle owner to reject this application. False information given above shall entitle owner to (1) reject this application, (2) retain the application fee(s) and deposit(s) as liquidated damages for the owner's time and expenses of processing this application and (3) terminate resident's right of occupancy. False information may also constitute a serious criminal offense under the laws of this state. In any lawsuit relating to this application, application agreement or rights under statute or government regulations, the prevailing party is entitled to recover attorney's fees and all other costs of litigation from the non-prevailing party. The owner reserves the right to report information about payment performance to consumer credit reporting agencies.

See page 2 for CONTEMPLATED RENTAL AGREEMENT INFORMATION and APPLICATION AGREEMENT  
 Page 2 must also be signed in event of APPLICATION AGREEMENT

Signature of Applicant \_\_\_\_\_

Signature of Spouse \_\_\_\_\_



**CONTEMPLATED RENTAL AGREEMENT INFORMATION**

Property Name \_\_\_\_\_ Unit No. \_\_\_\_\_ Unit Type (BRs and baths) \_\_\_\_\_  
Street Address \_\_\_\_\_ City / State / Zip \_\_\_\_\_  
Beginning date of rental agreement \_\_\_\_\_ ending date of rental agreement \_\_\_\_\_  
Total security deposit(s) for all purposes \$ \_\_\_\_\_ Monthly rent for dwelling unit \$ \_\_\_\_\_ Other monthly charges \$ \_\_\_\_\_  
Prorated for first month \$ \_\_\_\_\_ Monthly rental due date \_\_\_\_\_ Late Charge date \_\_\_\_\_  
Initial late charge \$ \_\_\_\_\_ Daily late charge \$ \_\_\_\_\_ Returned check charge \$ \_\_\_\_\_  
Rent to be paid at (check one )  onsite manager's office or at  \_\_\_\_\_  
Utilities to be paid by owner (check)  electricity  gas  water  sewage  garbage  cable tv  
Total number of occupants \_\_\_\_\_ Names of all residents who will sign rental agreement \_\_\_\_\_  
Names of all other occupants who will not be signing rental agreement (children, parents, brother, etc.) \_\_\_\_\_  
Additional Provisions \_\_\_\_\_

**APPLICATION AGREEMENT**

The Owner (acting in person or through his representatives) and Applicant (including co-applicants) agree as follows:

1. CONTROLLING AGREEMENT. This agreement shall control the relationship between the parties until the Owner has accepted Applicant, both parties have signed the Rental Agreement, the Applicant has paid all amounts that the Applicant is required to pay prior to move in under the Rental Agreement and Applicant has moved into the unit.
2. APPLICATION TO RENT. The Applicant hereby applies to rent the Unit in accordance with the terms and conditions contained in Owner's customary form of Rental Agreement.
3. APPLICATION FEE (Not Refundable). Applicant agrees to pay a non-refundable application fee (if required by Owner) in the amount set forth below which partially defrays Owner's administrative costs in processing this Application.
4. APPLICATION DEPOSIT. (May or may not be refundable). In addition to the Application fee (if any), Applicant agrees to pay an Application Deposit in the amount set forth below. The Application Deposit is not a Rental Deposit. The Application deposit may or may not be refundable, as set forth in the following paragraphs.
5. APPROVAL OF APPLICANT. As soon as Owner approves Applicant, the Owner shall notify Applicant of such approval. Both parties shall promptly sign the Rental Agreement, if they have not already done so, and Applicant shall pay all remaining amounts that the Applicant is required to pay prior to move in. As soon as Applicant moves into the unit, the Owner shall credit the Application deposit to the amount of deposit required by the Rental Agreement.
6. REFUND UPON NON-APPROVAL. If the Owner does not approve the Applicant, the Owner shall refund the Application deposit within \_\_\_\_\_ days.
7. FORFEITURE OF APPLICATION DEPOSIT. The Applicant shall forfeit the Application Deposit for any of the following: (a) if the Applicant does not sign the Rental Agreement within \_\_\_\_\_ days after notification that the Applicant has been approved; (b) if the Applicant does not pay all additional amounts that the Applicant is required to pay at least \_\_\_\_\_ days prior to move-in; or (c) if the Applicant fails or refuses to move into the Unit on the scheduled day. Upon the happening of any of these events (unless Applicant cancels as provided in paragraph 8 below), the Applicant shall forfeit the Application deposit, the Owner shall be entitled to keep the Application Deposit as liquidated damages for the time that the Owner kept the Unit off the market and for Owner's administrative expenses and other costs, all agreements between the parties shall be terminated and neither party shall have any further obligation to the other.
8. RIGHT OF CANCELLATION. At any time within \_\_\_\_\_ days of the date that Applicant signs this Application Agreement, the Applicant shall have the right to cancel this Application by written notice. Upon such cancellation, the Owner shall refund the Application Deposit within the time provided in Paragraph 6.
9. KEYS. Applicant shall not be entitled to receive keys to the Unit until the occupancy date contained in the Rental Agreement, the Applicant and the Owner have signed the Rental Agreement, and the Applicant has paid all rents, deposits and other amounts that are required by the Rental Agreement.
10. NOTICES. If there is more than one Applicant or if the Applicant is married, notice by the Owner to any one Applicant or Applicant's spouse shall be notice to all Applicants and notice by any one Applicant or Applicant's spouse to Owner shall be notice for all Applicants. All notices to Owner shall be in writing and delivered or mailed to the place that this Application was accepted.
11. NO NOTICE FROM OWNER. If Applicant has not received notice of approval or non-approval within \_\_\_\_\_ days of the date of this Application, Applicant shall contact Owner to determine the status of Application. Failure of Owner to contact Applicant shall not indicate either approval or non-approval.
12. RECEIPT OF APPLICATION FEE AND APPLICATION DEPOSIT. Owner hereby acknowledges the receipt of the following on or before the date of Owner's signature below:

Application Fee (Non refundable)	\$ _____
Application Deposit (May or may not be refundable)	\$ _____
Total received by Owner	\$ _____

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Applicant's Spouse \_\_\_\_\_ Date: \_\_\_\_\_  
Signature by Owner's Representative \_\_\_\_\_ Date: \_\_\_\_\_

Signature by Owner's Representative is consent to above Application Agreement only. It does not bind Owner to accept Applicant as a Resident or to sign the proposed Rental Agreement.

(For Office Use Only)

1. Date Applicant and co-applicants were notified of ( ) approval or ( ) non-approval \_\_\_\_\_
2. Notification was by ( ) telephone, ( ) letter, copy attached, or ( ) in person.
3. Names of persons to whom above notice was actually given (applicant and all co-applicants are to be notified) \_\_\_\_\_
4. Name of owner's representative who notified above persons \_\_\_\_\_
5. Deadline for applicant and all co-applicants to sign rental agreement (if not already signed) \_\_\_\_\_
6. Date written notice of cancellation was received from applicant ( ) or any co-applicant ( ) \_\_\_\_\_ Date application deposit refunded \_\_\_\_\_

