

# RENTAL APPLICATION

Date \_\_\_\_\_ For Property \_\_\_\_\_

Rent \_\_\_\_\_ Security Deposit \_\_\_\_\_ App. Fee \_\_\_\_\_ Length of Lease \_\_\_\_\_ Starting Date \_\_\_\_\_

**\$40.00 Non-refundable application fee**  
**\$25.00 for each additional applicant**

Unit desired: Unfurnished \_\_\_\_\_ Furnished \_\_\_\_\_

Type of unit: Studio \_\_\_\_ 1 bdrm \_\_\_\_ 2 bdrm \_\_\_\_ 3 bdrm \_\_\_\_

Dates unit desired: From: \_\_\_\_\_ to: \_\_\_\_\_

Do you request a NON-SMOKING \_\_\_\_\_ or SMOKING \_\_\_\_\_ unit

## APPLICANT INFORMATION (All information must be filled out for application to be processed)

Full Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License #/State \_\_\_\_\_

Present Mailing/Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ How long? \_\_\_\_\_

Phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_ E-Mail address \_\_\_\_\_

How many people will occupy the rental unit? \_\_\_\_\_ Marital Status \_\_\_\_\_

Names	Ages	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Current Address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long? \_\_\_\_\_ Current Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Amount of rent or mortgage \$ \_\_\_\_\_ Reason for moving \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long? \_\_\_\_\_ Previous Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Amount of rent or mortgage \$ \_\_\_\_\_ Reason for moving \_\_\_\_\_

Have you or your spouse ever been: evicted? \_\_\_\_\_ Sued for nonpayment or damages? \_\_\_\_\_

or convicted of a felony? \_\_\_\_\_ (Explain on separate sheet)



## Smith Real Estate & Property Management

505 W. College Ave. ~ PO Box 1290 ~ Silver City, NM 88062  
1-800-234-0307 • 575-388-2297 FAX 575-388-2198

[Rentals@SmithRealEstate.com](mailto:Rentals@SmithRealEstate.com)  
[www.SmithRealEstate.com](http://www.SmithRealEstate.com)

Quality People, Quality Service for over 38 Years!

Do you have pets? \_\_\_\_\_ Quantity and kind \_\_\_\_\_  
There will be additional rent and security deposit for pets. Two maximum allowed. \$50 for 1<sup>st</sup> pet and \$25 for 2<sup>nd</sup> pet.  
**Initials** \_\_\_\_\_

How many vehicles will be present? \_\_\_\_\_

Year/Make/Model/License Number/State  
\_\_\_\_\_  
\_\_\_\_\_

Nearest living relative(name) \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

#### EMPLOYMENT INFORMATION

Present Employer \_\_\_\_\_ How Long? \_\_\_\_\_

Employer Address \_\_\_\_\_ Phone # \_\_\_\_\_

Position \_\_\_\_\_ Salary \_\_\_\_\_ Full/Part Time \_\_\_\_\_

Previous Employer \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Position \_\_\_\_\_ Salary \_\_\_\_\_ Full/Part Time \_\_\_\_\_

Additional Income \$ \_\_\_\_\_

(Income from child support, alimony, etc. need only be disclosed if you wish to have it considered in determining if you qualify.)

**Security deposit and 1<sup>st</sup> month's rent must be submitted in the form of a money order or cashier's check**

\_\_\_\_\_ (please initial)

**New tenant lease processing fee \$100 (\$35 for vacation rentals)** \_\_\_\_\_ (please initial)

#### CORRECT INFORMATION

The undersigned represents that the above statements are true and complete and hereby authorize verification of such information. Failure to answer any of the above questions could result in a rejection. False information may also constitute a serious criminal offense under state law.

The undersigned also authorizes Smith Real Estate to contact the Credit Bureau for a copy of the applicant's credit report.

The undersigned also authorizes Smith Real Estate to run a background check.

Undersigned has read Smith Real Estate Resident selection policy and Security Deposit guidelines.

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

\_\_\_\_\_  
Printed name of applicant



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# Security Deposit Guidelines

Smith Real Estate collects a security deposit on each rental unit. Except in the case of certain short-term fully furnished units, the security deposit is always the equivalent of a month's rent. However, it is **NEVER** to be considered either first or last month's rent.

***Our office policy specifically prohibits us from allowing anyone to move into a rental unit before the security deposit is paid in full. No exceptions will be made.***

The security deposit is held throughout the period of tenancy and is not refunded until after the tenant has vacated the premises and an inspection of the property has been completed by a representative of our office. The security deposit is the property owner's protection against damage to the rental unit and/or cleaning costs which surpass what a reasonable person would call "normal wear and tear".

New Mexico state law provides a full 30 days after move-out for us to inspect the rental property and assess cleaning and damage charges. A full accounting of the disposition of your security deposit will be provided to you within this same period of time.

By signing below, you acknowledge having been advised of your security deposit policy and agree to abide by the same.

## **Cancellation policy/penalties:**

Security deposits are required in order to guarantee the availability of any given rental unit. The sooner a deposit is paid, the longer we can hold a fully furnished rental. An unfurnished rental will only be held for 10 days and a lease must start. Without a deposit, we will not guarantee availability. Under some Circumstances, security deposits MAY be refunded if prospective tenants are unable to occupy the unit

1. Notice given more than 60 days prior to occupancy- balance refunded.
2. Notice given between 30 -59 days prior to occupancy- 50% of balance refunded.
3. Notice given less than 30 days prior to occupancy- no refund.

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Prospective Tenant-Signature

Date



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**To: Property Management Staff, ( \_\_\_\_\_ )**

We have a prospective tenant, \_\_\_\_\_ who has listed you as a previous landlord. We are in need of rental references to process their application. Release of this information per the tenant signature is below. Please answer the following questions for us. Any information will be kept confidential.

Length of residency?

Amount of rent?

Was rent paid on time? If no, how many late fees?

Did you receive NSF checks?

Were there any lease violations? If yes, please explain

If tenant had pets, were there any problems? If yes, please explain.

Was the unit left in Satisfactory condition? If no, please explain

Did tenant give proper notice to vacate OR was tenant asked to vacate or be evicted? Was the full security deposit returned to tenant and account balance paid in full? If no, please explain

Would you rent to this person again?

I \_\_\_\_\_, Dated \_\_\_\_\_ Authorize the release of the above mentioned information to Smith Real Estate for purpose of verification in rental history.

Thank you for your time.  
Smith Real Estate  
Property Management  
→ Fax# 575-388-219



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