

RENTAL APPLICATION

Date _____ For Property _____

Rent _____ Security Deposit _____ App. Fee _____ Length of Lease _____ Starting Date _____

**\$35.00 Non-refundable application fee for 1st applicant.
\$20 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
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 1st pet and \$25 for 2nd pet.

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 1st 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 _____ (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

Signature of Spouse

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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 rental. 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- \$35.00 processing fee- balance refunded.
2. Notice given between 30 -59 days prior to occupancy- \$35.00 processing fee- 50% of balance refunded.
3. Notice given less than 30 days prior to occupancy- no refund.

Prospective Tenant

Date

Prospective Tenant

Date



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Smith Real Estate and Property Management complies with all federal fair housing guidelines and will not discriminate against any person based on color, religion, sex, national origin, familial status or handicap.

Resident Selection Policy

The following guidelines will be used in evaluating your application for residency. All of the items below must be met in order for your application to be approved.

- 1. Employment Verification:** Must be able to verify 6 months consecutive employment history. If you have been employed with your current employer for less than 6 months, previous 6 months employment verification will be required. Self-Employment: The previous years income tax return or a current DBA document is required in this situation.
- 2. Financial assistance:** Social security, child support, AFDC income and related assistance must have supporting documents if such income is to be included in gross income. Students must provide copy of financial aid award letter.
- 3. Income Requirements:** Gross monthly income must be at least 3 times the amount of your unit rent.
- 4. Rental History:** Applicant must have 6 months previous rental history that can be verified.
(PHONE NUMBERS ARE A MUST)
- 5. Credit History:** Applicant grants Smith Real Estate and Property Management to run a current credit report.
- 6. Background Check:** Applicant grants Smith Real Estate and Property Management to run a background check.
- 7. Co-Signer:** In the event the above guidelines are not met in full, a co-signer may be accepted and/or first and last month rent plus security deposit may be required.

I understand and accept these qualifying standards and have truthfully answered all questions.

Prospective tenant

Prospective tenant

Application could be rejected due to, but not limited to, the following reason:

1. Falsification of any information on the application.
2. The name, address and telephone number of the past and/or present landlord is not supplied.
3. Applicant does not supply one rental reference that can be verified.
4. Applicant is given a negative credit history.
5. Applicant is given a negative rental history.
6. Employment cannot be verified.
7. Applicant has a history of eviction.
8. Applicant has a history of controlled substance abuse.

Occupancy standards:

No more than two (2) persons per bedroom.

Application fee

A NON-refundable application fee will be collected upon each applicant's turning in an application. This is used for verification of credit, employment and rent history.

Revised 8/3/117



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