

PROPERTY ADDRESS: _____

Failure to answer all questions may result in your application being denied. Please use legal (full) names and middle initials. Spouse is the same as the second applicant.

1. First applicant's name: _____ Birth date: _____ Sex: _____

Social security number: _____ Driver's license number: _____ State: _____

2. Second applicant's name: _____ Birth date: _____ Sex: _____

Social security number: _____ Driver's license number: _____ State: _____

3. List all other people who will be occupying the premises (exclude 1 and 2 above):

Name	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Current address **including zip code**: _____

Occupancy dates: _____ Name of landlord/mortgage company: _____ Their phone #: _____

Reason for leaving: _____

5. Previous address **including zip code**: _____

Occupancy dates: _____ Name of landlord/mortgage company: _____ Their phone #: _____

Reason for leaving: _____

6. Have you ever broken a lease or been evicted? _____

If yes, please explain: _____

7. Have you ever filed for bankruptcy? If so, when and what chapter? _____

8. Applicant's #1's employer: _____ Position: _____

Address: _____ Phone #: _____

How long at this occupation? _____ With your current employer? _____

9. Applicant's #1's employer: _____ Position: _____

Address: _____ Phone #: _____

How long at this occupation? _____ With your current employer? _____

10. Applicant #1's gross monthly income: _____ Applicant # 2's: _____

11. Vehicle info: Make: _____ Model: _____ License #: _____

Make: _____ Model: _____ License #: _____

12. **Our pet policy is very strict and you will be required to sign a pet agreement as part of your lease. You will be held responsible for any and all damage caused by your pet(s). Failure to specify a pet on your pet agreement will be considered a breach of your lease. A copy of the pet agreement is available upon request. Proof of liability insurance may be required. If you have any pets, list them below:**

A. Kind: _____ Sex: _____ Name: _____ Age: _____ Weight: _____

B. Kind: _____ Sex: _____ Name: _____ Age: _____ Weight: _____

13. Emergency contact information: You must provide the name and address of a contact person not living with you. They will be contacted in the case of an emergency. This information will also be used to forward your deposit or legal notices if your forwarding address is unknown.

Name _____ Relationship _____

Address _____
Street City, State Zip Code Phone Number

We subscribe to Equifax Information Services. A credit check will be run based on the information you have provided on this form. A non-refundable fee of \$25.00 must accompany your application before we will begin the application process. If the applicants are not a married couple then a \$25.00 fee for each applicant on the application must be paid.

Amount received with this application for processing: \$ _____

Certification of Information

Applicant certifies that the information given on this application is true and correct to the best of his/her knowledge and authorizes verification of any or all of the information provided. Applicant acknowledges that false information herein may constitute a criminal offense under state and federal laws and could cause the rejection of this application or termination of any lease based on erroneous information provided on this application.

Application Deposit Agreement

Applicant has tendered an application deposit in the amount of \$ _____ in consideration of the property being removed from the rental market while this application is being reviewed. If applicant is approved and a lease is entered into with the brokerage, the application deposit will be applied to the deposit required by the lease agreement. **If the applicant is approved and the lease is not signed within three (3) days after notification of approval, the application deposit shall be forfeited to the property owner and the property will be placed back on the market.** The application deposit will be refunded if the applicant is not approved. If the application deposit was made with a personal check, a refund will be made only after verification that the check has cleared our bank.

This application does not oblige the owner or his agents to execute a lease or deliver possession of the property. Keys will only be furnished after the lease has been properly executed and all rents and deposits have been paid in guaranteed funds. If the property is to be held more than ten (10) days before possession and before the lease has been signed, the deposit must be paid in full. In all cases, the deposit must be paid in full by the date the lease begins. No exceptions.

In order to assist us in tracking how effective our marketing is, please tell us how you heard of this brokerage?

First Applicant's Signature Date

Second Applicant's Signature Date

Third Applicant's Signature Date

Rental Management Services, Inc. Representative Date

An RMSI Licensee will complete the information below.

Term of lease: Months _____ Days _____ Rent Amount _____ Daily Rental Rate _____

Lease Start Date _____ Lease End Date _____

Pro-rated rent from _____ To _____ is \$ _____

Is Last Month's Rent required: No _____ Yes _____ If yes the terms for payment are _____

BASIC LICENSEE DUTIES - DISCLOSURE

Basic Licensee Duties - Disclosure: Prior to the time a licensee generates or presents any written documents that may result in an express written agreement. The licensee shall disclose in writing to a prospective buyer, seller, landlord or tenant, the following list of basic licensee duties that are owed to all customers and clients by all licensees:

- A. Honesty as well as responsible care as set forth in the provisions of the section.
- B. Compliance with local, state and federal fair housing and anti-discrimination laws, New Mexico real estate license law, the real estate commission rules & regulations and any applicable local, state and federal laws and regulations.
- C. Performance of any and all oral or written agreements made with the licensee's customer or client.
- D. Assistance to the licensee's customer or client in completing a transaction unless otherwise agreed to in writing by the customer or client including:
 - (1) Presentation of all offers or counter offers in a timely manner.
 - (2) Assistance in complying with terms and conditions of the contract and with the closing of the transaction. If the licensee in the transaction is not providing the service, advise or assistance described in Paragraphs (1) and (2) of Subsection D of 16.61.19.8 NMAC, the customer or client must agree in writing that the licensee is not expected to provide such service, advise or assistance. The licensee shall disclose such agreement in writing to the other licensees involved in the transaction.
- E. Acknowledgment by the licensee that there may be matters related to the transaction that are outside of the licensee's knowledge or expertise and that the licensee will suggest that the customer or client seek expert advice on these matters.
- F. Prompt accounting for all monies or properties received by the licensee.
- G. Prior to the time the licensee generates or presents any written document that has the potential to become an express written agreement, written disclosure of:
 - (1) Any written brokerage relationship the licensee has with any other parties to the transaction.
 - (2) Any material interest or relationship of a business, personal or family nature that the licensee has in the transaction.
- H. Disclosure of any adverse material facts actually known by the licensee about the property or the transaction, or about the financial ability of the parties to complete the transaction; adverse material facts do not include date from a sex offender registry or the existence of group homes.
- I. Maintenance of any confidential information learned in the course of any prior agency relationship unless the disclosure is with former client's consent or as required by law.
- J. Unless otherwise authorized in writing, a licensee shall not disclose to their customer or client during the transaction that a seller has previously indicated they will accept a sales price less than the asking or listing price of the property. That the buyer has previously indicated they will pay a price greater than the price submitted in a written offer. The motivation of any party for selling or buying property. That a seller or buyer will agree to financing terms other than those offered. Or that any other information requested in writing by the licensee's customer or client to remain confidential unless disclosure is required by law.
(16.61.19.8 NMAC-Rp 16.61.19.8 NMAC 1-1-2004)

I (We) the undersigned hereby acknowledge the receipt of *Basic Licensee Duties* document prior to entering into a written rental agreement or management contract with Rental Management Services, Inc.

NAME _____ DATE _____

NAME _____ DATE _____