

RENTAL MANAGEMENT SERVICES, INC.  
7111 TH ST NW  
ALBUQUERQUE, NM 87107  
(505) 898-1188 www.rmsi2000.com

DATE: \_\_\_\_\_

**FAILURE TO COMPLETE ALL QUESTIONS MAY RESULT IN APPLICATION BEING DENIED.**

**ADDRESS OF PROPERTY APPLYING FOR:** \_\_\_\_\_

1. FIRST APPLICANT'S NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_\_ SEX \_\_\_\_\_  
SOCIAL SECURITY # \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_ ST \_\_\_\_\_

2. SECOND APPLICANT'S NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_\_ SEX \_\_\_\_\_  
SOCIAL SECURITY # \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_ ST \_\_\_\_\_

3. **EXCLUDING 1<sup>ST</sup> AND 2<sup>ND</sup> APPLICANT ABOVE**, LIST ALL PERSONS WHO WILL BE RESIDING AT THE PREMISES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. CURRENT ADDRESS INCLUDING ZIP CODE: \_\_\_\_\_  
HOW LONG \_\_\_\_\_ TO/FROM DATES \_\_\_\_\_ CURRENT PHONE # \_\_\_\_\_  
RENT/MORTGAGE AMOUNT \_\_\_\_\_ LANDLORD NAME / MORTGAGE COMPANY \_\_\_\_\_  
THEIR PHONE # \_\_\_\_\_ REASON FOR LEAVING? \_\_\_\_\_

5. PREVIOUS ADDRESS INCLUDING ZIP CODE: \_\_\_\_\_  
HOW LONG \_\_\_\_\_ TO/FROM DATES \_\_\_\_\_ CURRENT PHONE # \_\_\_\_\_  
RENT/MORTGAGE AMOUNT \_\_\_\_\_ LANDLORD NAME / MORTGAGE COMPANY \_\_\_\_\_  
THEIR PHONE # \_\_\_\_\_ REASON FOR LEAVING? \_\_\_\_\_

6. HAVE EITHER OF YOU BROKEN A LEASE OR BEEN EVICTED? IF YES, EXPLAIN: \_\_\_\_\_

7. HAVE EITHER OF YOU EVER FILED FOR BANKRUPTCY? IF SO, WHEN AND UNDER WHAT CHAPTER? \_\_\_\_\_

8. 1<sup>ST</sup> APPLICANT'S EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMPLOYER PHONE # \_\_\_\_\_  
HOW LONG AT THIS OCCUPATION? \_\_\_\_\_ WITH THIS COMPANY? \_\_\_\_\_

9. 2<sup>ND</sup> APPLICANT'S EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMPLOYER PHONE # \_\_\_\_\_  
HOW LONG AT THIS OCCUPATION? \_\_\_\_\_ WITH THIS COMPANY? \_\_\_\_\_

10. 1<sup>ST</sup> APPLICANT'S MONTHLY INCOME: \_\_\_\_\_ 2<sup>ND</sup> APPLICANT'S MONTHLY INCOME \_\_\_\_\_

11. VEHICLE INFO: MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ LIC # \_\_\_\_\_  
MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ LIC # \_\_\_\_\_

12. OUR POLICY REGARDING PETS IS VERY STRICT. YOU WILL BE REQUIRED TO SIGN A PET AGREEMENT AS PART OF YOUR LEASE AND WILL BE HELD RESPONSIBLE FOR ANY DAMAGE CAUSED BY YOUR PET. FAILURE TO SPECIFY A PET ON YOUR PET AGREEMENT IS A BREACH OF YOUR LEASE. MALE CATS AND VICIOUS NATURED DOGS ARE NOT ALLOWED. A COPY OF OUR PET AGREEMENT IS AVAILABLE UPON REQUEST. PROOF OF LIABILITY INSURANCE MAY BE REQUIRED. IF YOU HAVE ANY PETS, LIST THEM BELOW:

1. KIND \_\_\_\_\_ SEX \_\_\_\_\_ NAME \_\_\_\_\_ AGE \_\_\_\_\_ WEIGHT \_\_\_\_\_  
2. KIND \_\_\_\_\_ SEX \_\_\_\_\_ NAME \_\_\_\_\_ AGE \_\_\_\_\_ WEIGHT \_\_\_\_\_

13. **EMERGENCY CONTACT INFORMATION:** YOU MUST PROVIDE THE CONTACT INFORMATION OF A PERSON NOT LIVING WITH YOU. THEY WILL BE CONTACTED IN THE EVENT OF AN EMERGENCY. THIS INFORMATION WILL ALSO BE USED TO FORWARD YOUR DEPOSIT IF YOUR FORWARDING ADDRESS IS UNKNOWN. THIS ADDRESS WILL ALSO BE USED TO SERVE LEGAL NOTICES AND SUBPOENAS IF NO FORWARDING ADDRESS HAS BEEN PROVIDED WHEN YOU VACATE THE PROPERTY.

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY, STATE ZIP CODE PHONE #

**WE ARE SUBSCRIBERS TO THE EQUIFAX CREDIT REPORTING BUREAU. A CREDIT CHECK WILL BE MADE BASED ON THE INFORMATION THAT YOU HAVE PROVIDED ON THIS FORM. A NON-REFUNDABLE FEE OF \$25.00 WILL BE CHARGED FOR EACH PERSON APPLYING ON THE APPLICATION. AMOUNT RECEIVED FOR CREDIT CHECK 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 AND ALL INFORMATION GIVEN. FURTHER, APPLICANT ACKNOWLEDGES THAT FALSE INFORMATION HEREIN MAY CONSTITUTE A CRIMINAL OFFENSE UNDER THE LAWS OF THE STATE OF NEW MEXICO AND COULD BE CAUSE FOR THIS APPLICATION TO BE REJECTED OR TERMINATION OF ANY LEASE PLACED IN FORCE BASED ON INFORMATION PROVIDED.

#### **APPLICATION DEPOSIT AGREEMENT**

APPLICANT HAS TENDERED AN APPLICATION DEPOSIT OF \$ \_\_\_\_\_ IN CONSIDERATION OF THE DWELLING BEING REMOVED FROM THE RENTAL MARKET WHILE THIS APPLICATION IS BEING REVIEWED. IF THE APPLICANT(S) IS APPROVED AND A LEASE IS ENTERED INTO WITH US, THE APPLICATION DEPOSIT WILL BE APPLIED TO THE REQUIRED DEPOSIT PAYMENT. **IF THE APPLICANT(S) IS APPROVED AND THE LEASE IS NOT SIGNED AFTER NOTIFICATION OF APPROVAL, THE APPLICATION DEPOSIT WILL BE FORFEITED TO THE PROPERTY OWNER AND THE PROPERTY PLACED BACK ON THE MARKET FOR LEASE.**

**THE APPLICATION DEPOSIT SHALL BE REFUNDED IF THE APPLICANT IS NOT APPROVED. IF PAYMENT WAS MADE BY CHECK, A REFUND WILL TAKE PLACE ONLY AFTER VERIFICATION THE CHECK HAS CLEARED OUR BANK.**

**THE DEPOSIT WILL BE FORFEITED AND NOT RETURNED TO APPLICANT IF THE APPLICANT WITHDRAWS THEIR APPROVED APPLICATION OR DOES NOT EXECUTE THE RESULTING LEASE WITH RMSI.**

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 RENTS AND DEPOSITS HAVE BEEN PAID. IF POSSESSION IS TO BE MADE LESS THAN TEN (10) DAYS FROM DATE OF APPROVAL, ALL PAYMENTS MUST BE PAID WITH GUARANTEED FUNDS OR CASH. IF THE PROPERTY IS TO BE HELD MORE THAN 10 DAYS BEFORE POSSESSION AND A LEASE HAS NOT 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.**

**APPLICANT(S) HAS READ AND UNDERSTANDS COMPANY POLICIES [APPLICANT INITIAL(S)] \_\_\_\_\_**

**IN ORDER TO ASSIST US IN TRACKING HOW EFFECTIVE OUR MARKETING/ADVERTISING IS, PLEASE TELL US HOW/ WHERE YOU HEARD OF THIS COMPANY? \_\_\_\_\_**

\_\_\_\_\_  
1ST APPLICANT'S SIGNATURE DATE \_\_\_\_\_

\_\_\_\_\_  
2ND APPLICANT'S SIGNATURE DATE \_\_\_\_\_

\_\_\_\_\_  
REPRESENTATIVE FOR RENTAL MANAGEMENT SERVICES, INC. DATE \_\_\_\_\_

## **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:

1. Honesty and reasonable care; as set forth in the provisions of this section;
2. Compliance with local, state, and federal fair housing and anti-discrimination laws, the New Mexico Real Estate License Law and the Real Estate Commission Rules and Regulations, and other applicable local, state, and federal laws and regulations;
3. Performance of any and all oral or written agreements made with the Licensee's Customer or Client;
4. Assistance to the Licensee's Customer or Client in completing the Transaction, unless otherwise agreed to in writing by the Customer or Client, including:
  - A. Presentation of all offers or counter-offers in a timely manner;
  - B. Assistance in complying with the terms and conditions of the contract and with the closing of the Transaction.
5. If the Licensee in a Transaction is not providing the service, advice or assistance described in paragraphs 4 A and B, the Customer or Client must agree in writing that the Licensee is not expected to provide such service, advice or assistance, and the Licensee shall disclose such agreement in writing to the other Licensees involved in the Transaction; Acknowledgment by the Licensee that there may be matters related to the Transaction that are outside the Licensee's knowledge or expertise and that the Licensee will suggest that the Customer or Client seek expert advice on these matters;
6. Prompt accounting for all monies or property received by the Licensee;
7. 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 (a) any written Brokerage Relationship the Licensee has with any other Parties to the Transaction and/or (b) any material interest or relationship of a business, personal, or family nature that the Licensee has in the Transaction;
8. 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 the Transaction to complete the Transaction. Adverse material facts do not include data from a sex offender registry or the existence or group homes;
9. Maintenance of any confidential information learned in the course of any prior Agency relationship unless the disclosure is with the former Client's consent or is required by law;
10. Unless otherwise authorized in writing, a Licensee shall not disclose to their Customer or Client during the transaction that their seller client or customer has previously indicated they will accept a sales price less than the asking or listed price of a property; that their buyer client or customer has previously indicated they will pay a sales price greater than the price submitted in a written offer; the motivation of any party for selling or buying property; that their seller client or customer or their buyer client or customer will agree to financing terms other than those offered; or 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)
  - A. Broker does not have a material interest or relationship of a business, personal or family nature in the transaction, including compensation from more than one party: *if the Brokerage or Qualifying broker has a material interest or relationship of a business, personal or family nature in the transaction, that interest or relationship must also be disclosed separately.*

**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** \_\_\_\_\_