



Casitas Clarke LLC
715 8th NW
Albuquerque, NM 87102
(505) 440-TODD (fax) 800-791-4047

Application Process

1. Read and complete all three forms fully. Each applicant must complete:
 - Qualifying Procedures
 - Release of Credit
 - Rental History Verification
 - Rental Application (be sure to provide two landlord references)
2. Each applicant must submit a check for \$50.00 for the credit check. The check should be made payable to: **Casitas Clarke LLC**.
3. The forms and checks should be submitted to our offices at **715 8th NW**. If we are not in the office, please slip the material into the mailbox located to the north (left) of the front door.
4. If you have any questions while completing the application forms, you may contact us at 440-TODD (8633) or tclarke@nmapartment.com.
5. Depending upon the response time of your landlord reference and employer, it will take 24 hours to qualify you.

Thank you for your interest in our property.

Residential Home Qualifying Procedures

Every person and/or family making application for residency at _____ must complete a Rental Application, which includes a Release of Credit Information. This application must be completed by the head of household and any other persons contributing income to the household. A \$25.00 non-refundable application fee is required per application which covers the cost of the Credit Check.

The Application will be processed in the following manner and the Acceptance Standards are set forth as qualifying criteria.

Income: All listed sources of income must be verified; i.e. salary, hourly wages, commissions, bonuses, retirement, and income from investments. Copies of documents verifying income source may be required (tax return, 1099, etc.). Average gross monthly income must be equal to or greater than three (3) times the monthly rental rate. Food stamps and the like will not be considered towards gross monthly income.

Credit Process: A credit history will be obtained on each applicant. If the applicant has no credit history, it is accepted that the applicant has qualified credit. The credit history will be reviewed for slow payment, delinquent accounts, any outstanding collections, liens, judgements, or public records. Any applicant who has a judgement against him/her for another landlord/apartment property will be automatically declined.

Employment: The employment of all income contributing members of the household will be verified by contacting the listed employer. A one year job history of employment must be obtained. A steady job held by the applicant will be verified. If the listed employer of previous employer refuses to provide information without written consent, it is up to the applicant to provide the written consent to the employer, so that verification may be made. The applicant must be in good standing with the employer.

Residency: If prior residency was as a tenant in a rental property, verification must be made with the prior owner/agent of the property. No delinquent payments or notices of non-compliance shall have been made or received by the applicant from the previous landlord. Good standing upon move-out will also be a factor under this part of the acceptance standards. If the applicant was a home owner, a mortgage payment history will be required to verify residency.

Acceptance of the applicant may be considered if no derogatory information is obtained from the above given acceptance standards.

Occupancy Standards: Itemized below are the occupancy standards:

<u>Unit Description</u>	<u>Sq. Ft</u>	<u>Maximum</u>
Studio	to 700	2 (1A or 2A)
1BR, 1BA	700-900	2 (1A, 2A or 1A and 1C)
2BR, 1BA	900-1100	3 (1A, or 2A, or 1A and 2C, or 2A and 2C)
3BR, 1 ¾BA	100-1200	5 (3A, or 2A and 3C)

Deposits: Deposits for units vary by home.

The Owner may grant exceptions from any of the above mentioned acceptance standards/application qualifications, if, in the opinion of the Owner the exceptions are justified. Special circumstances may dictate the final decision of the Owner after all standards/qualifications have been reviewed thoroughly.

I, _____, have read the above Qualifying Procedures for making application for a rental unit at _____. I understand that these procedures will be used in the processing of my rental application.

Applicant's Signature

Date

RELEASE OF CREDIT INFORMATION

NAME

ADDRESS

STATE

SOCIAL SECURITY NUMBER

/ /
DATE OF BIRTH (MO/DAY/YEAR)

BUSINESS NAME

BUSINESS ADDRESS

BUSINESS CITY,

ST ATE

ZIP CODE

I, the above described, authorize the release by any credit reporting agency or financial institution of credit information on myself, or the above named business to Casitas Clarke, LLC (CCLLC). If I am a prospective tenant, CCLLC may share this information with property owners (and their advisors) who are considering leasing or renting to me. If I am a prospective buyer of property, CCLLC may share this information with property owners (and their advisors) who are considering selling to me. The undersigned hereby waives, releases, and discharges any party releasing the information and CCLLC from any and all claims and/or liabilities with respect to the release of information and disclosure of the same in accordance with this document.

Signature

Date

Date: _____

To Whom It May Concern:

_____ has applied for a rental property with us. This letter is an authorization from them for you to release information to us regarding their rental history. Thank you for your prompt attention to this matter.

If you have questions, you may contact me at 480-8885

Kahleetah Clarke

Authorized by:

Resident

Date

Management Company / Landlord to Complete the Section Below:

Address: _____

Monthly Payment \$ _____

Move-In Date _____ Move-Out Date _____

Late Payments _____ # Returned Checks _____

Condition of Premises _____ Damage Amount \$ _____

Any noise complaints? YES NO

Was proper notice given? YES NO

Would you rent to resident again? YES NO

Provided By (Landlord's/Manager's Name)

Title

Name of Company

Date:

Please return information to: Fax (505) 212-0606

Address _____
Rent _____
Deposit _____
M/D (MID) _____
Lease Term _____

Date _____

RENTAL APPLICATION

Applicant's Name _____ Date of Birth _____ SS# _____

First Middle Last

Marital Status _____ Driver's License # _____ State _____

Spouse's Name Name _____ Date of Birth _____ SS# _____

First Middle Maiden

Other Occupants

Name _____ Date of Birth _____ Relationship _____ SS# _____

Name _____ Date of Birth _____ Relationship _____ SS# _____

Present Address _____ Street _____ Apt. # _____ City _____ State _____ Zip _____ Phone _____

Dates to _____ / _____ Present Landlord / Residential Mgr. _____ Apt. Name/ Home, Mortgage Co. & Loan # _____ Phone _____

Monthly Payment _____ Reason for Moving _____

Previous Address _____ Street _____ Apt. # _____ City _____ State _____ Zip _____

Spouse Apt. Name or Landlord _____ Reason For Moving _____

Have you ever:
Filed for bankruptcy? ☐ yes ☐ no Been evicted from tenancy? ☐ yes ☐ no Withdrew or intentionally refused to pay rent when due? ☐ yes ☐ no

Present Employer _____ Position _____

Business Address _____ Street _____ City _____ State _____ Zip _____ Business Phone # _____

Supervisor _____ Employed Since _____ Gross Monthly Salary _____

Previous Employer _____ Position _____

Business Address _____ Street _____ City _____ State _____ Zip _____ Business Phone # _____

Supervisor _____ Employed Since _____ Gross Monthly Salary _____

Spouse's Employer _____ Position _____

Business Address _____ Street _____ City _____ State _____ Zip _____ Business Phone # _____

Supervisor _____ Employed Since _____ Gross Monthly Salary _____

Additional Monthly Income (If Any) _____

Checking Account # _____ Bank Name and Branch _____

Savings Account # _____ Bank Name and Branch _____

Year & Make _____ Color _____ License # & State _____ Registered _____

Year & Make _____ Color _____ License # & State _____ Registered _____

Description and tag numbers of any boat, motorcycle, camper, van, etc. you may own _____

Do you own any pets? _____ If so, how many? _____ Kind _____ Weight _____ Color _____

Emergency Contact

Name _____ Relationship _____

Address _____ Street _____ City _____ State _____ Zip _____ Phone _____

Applicant has submitted the sum of \$ _____ which is a non-refundable payment for a credit check and processing charge of this application. Such sum is not a rental payment or security deposit. This amount will be retained by management to cover the cost of processing application as furnished by the application. Any false information will constitute grounds for rejection of application.

The undersigned warrants and represents the information on this rental application to be true and correct. All persons or parties named may freely give any requested information concerning me and I hereby waive my right of action for any consequence resulting from such information.

I hereby deposit \$ _____ with Management as a good faith deposit in connection with this application for residency. If my application is accepted, I understand this payment will be applied toward my total security deposit of \$ _____. If for any reason Management decides to decline my application then Management will refund this good faith deposit to me in full. I understand I will be charged \$ _____ for the processing of this application. If this application is approved and I fail to occupy the premises on the agreed upon date, except for delay caused by construction or the holding over of a prior resident, I understand that Management will assess damages against the deposit for the amount of rent lost or any expenses incurred due to my non-occupation. As these costs are difficult to ascertain, I agree to pay as liquidated damages a sum equal to fifty (50) percent of one month's rent for the apartment I agreed to occupy.

Applicant's Signature _____

Spouse's Signature _____

THE LEASE AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY MANAGEMENT.

TITLE VIII of the CIVIL RIGHTS ACT OF 1968 makes discrimination based on race, color, religion, sex, national origin, handicap or marital status illegal in connection with the leasing/rental of housing. The Federal agency which administers compliance with this law concerning this company is the Department of Housing and Community Development and Department of Housing and Urban Development, 1871 Peachtree St. NE, Atlanta, Georgia.

EQUAL CREDIT OPPORTUNITY ACT

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The Federal agency which administers compliance with this law concerning this company is the Equal Credit Opportunity, Federal Trade Commission, Washington, DC.