

RENTAL APPLICATION

- Call **505-821-3854** to arrange to turn in your application at **6501 Wyoming Blvd. NE Building C Suite 245 Albuquerque, NM 87109** and insure the property you are applying for is still available.
 - Applications must be **filled out completely** and signed by all parties applying.
 - The application fee is \$50.00 per person and anybody over the age of 18 must apply. The application fee is due prior to processing of rental application. **ONCE A FEE IS RECEIVED IT IS NON-REFUNDABLE WHETHER IT BE AN APPLICATION FEE OR DEPOSIT FEE.**
 - All properties managed by Quintessential Properties do not allow smoking in the home, garage or on the property at all.
 - Applicants must be at least eighteen (18) years old to enter into a lease agreement and must provide a copy of their ID.
 - Pets **(for approved location's only)** a **minimum non-refundable pet fee of \$250.00 per pet** is required at time of lease signing. Also **there will be a minimum monthly pet rent of \$25 per pet. RESTRICTED BREED: PIT BULLS**
 - Rental application fees must be paid in cash and deposits must be paid in money order or cashier's check. If you have any questions please contact our office at 505-821-3854 prior to applying for a property.
 - **Please submit a copy of each applicants ID, proof of income, \$50 cash application fee per applicant, and damage deposit in certified funds (if you choose to place it) when you turn in your application. Additional items can be emailed to smcg505@msn.com, faxed to 1-866-477-9707, or mailed to P.O. Box 90733 Albuquerque, NM 87199.**
 - **If application is approved there will be a \$55 lease processing fee charged at the time of move in.**
 - **Rental Requirements:**
 - Two years verifiable residence history from a third party landlord.
 - Home ownership shall be verified by submittal of tax assessor's.
 - Two (2) or more three-day notice (pay rent or vacate) from past landlord will result in denial.
 - Two (2) or more NSF checks in past two years will result in denial.
 - Rental history reflecting any unpaid past due rent or damage balances due past landlord or management will result in application denial.
 - Any past unlawful detainer action or eviction will result in denial if less than three years old.
 - **Any rental history upon which previous landlord or management refuses to re-rent to applicant will result in denial.**
 - Rental history reflecting property damages, not paid for, will result in denial.
 - Rental history reflecting past, disturbance of the peace or complaints may result in denial.
 - Rental history reflecting pet violations will result in denial.
 - **Income Guidelines:**
 - Monthly income must equal three (3) times monthly rent.
 - Tax returns, paychecks stubs, or employer confirmation are acceptable income verifiers.
 - Non-married roommates are jointly liable for all rents due on rental unit.
 - **Credit Requirements:**
 - Credit history will be used as a part of your approval process.
 - Tenant cannot have any judgments or collections due to an eviction or non-payment of rent filed within the last 3 years.
 - Any previous judgments or collections must be paid in full.
 - **Automatic Application Denials:**
 - Registered sexual predators or offenders.
 - Any felony offense or offence of a dangerous crime within the last 5 years.
 - Collection efforts filed by past landlord or property management companies.
 - Any past unlawful detainer action or eviction.
 - Incomplete or unverifiable information on rental application.
 - Discrepancies between rental application and verified information.
 - Any rental history upon which previous landlord or management refuses to re-rent to applicant(s) will result in denial.
- I AGREE THAT I HAVE READ THE ABOVE REQUIREMENTS FOR APPROVAL PRIOR TO SUBMITTING THIS APPLICATION AND THAT ALL MY QUESTIONS REGARDING THE LEASE TERMS AND CONDITIONS HAVE BEEN ANSWERED. I AM AWARE THAT I CAN VIEW A COPY OF THE LEASE AT ANY TIME PRIOR TO SUBMITTING THIS APPLICATION:**

ALL APPLICANTS MUST SIGN BELOW:

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____



Property address you are applying for: _____
Rent Amount: _____ Deposit Amount: _____ Desired move in date _____

Please provide all information requested below. Incomplete information will delay the processing of your application. **Please Print Clearly.** Every occupant over the age of 18 must fill out a full application.

APPLICANT(S)

Applicant 1

Name: _____ Social: _____
Date of Birth: _____ Home Phone: _____
Cell Phone: _____ Work Phone: _____
Current Address: _____
Email: _____

Applicant 2

Name: _____ Social: _____
Date of Birth: _____ Home Phone: _____
Cell Phone: _____ Work Phone: _____
Current Address: _____
Email: _____

Any other occupants under the age of 18 (Name, Age and Relationship)

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

Pets

Kind: Dog(s) Cat(s) Reptile(s) Fish Bird(s) Horse(s) Rodent(s) Other: _____ **How many:** _____
Pet one:
Age: _____ Breed: _____ Weight: _____
Pet two:
Age: _____ Breed: _____ Weight: _____
Pet three:
Age: _____ Breed: _____ Weight: _____

ALL APPLICANTS MUST SIGN BELOW:

SIGNATURE: _____ DATE: _____
SIGNATURE: _____ DATE: _____



EMPLOYMENT HISTORY

Applicant 1

Current Employer _____ Phone: _____
Address: _____ City, State, Zip: _____
Supervisor: _____ Position: _____
How Long: _____ Salary: _____

Applicant 2

Current Employer _____ Phone: _____
Address: _____ City, State, Zip: _____
Supervisor: _____ Position: _____
How Long: _____ Salary: _____

ADDITIONAL INCOME (Social Security, Child Support, VA Administration, Scholarship Funds etc.)

Source: _____ Monthly Amount: _____
How Long: _____ Phone: _____

RENTAL HISTORY (No Less Than Two Years)

Applicant 1

Present Address: _____
Do you rent or own? _____ Current Rent/Payment: _____
Reason For Leaving: _____
Landlord/ Mortgage Co. _____ Phone: _____ Fax: _____
Previous Address: _____
Do you rent or own? _____ Current Rent/Payment: _____
Reason For Leaving: _____
Landlord/ Mortgage Co. _____ Phone: _____ Fax: _____

Applicant 2

Present Address: _____
Do you rent or own? _____ Current Rent/Payment: _____
Reason For Leaving: _____
Landlord/ Mortgage Co. _____ Phone: _____ Fax: _____
Previous Address: _____
Do you rent or own? _____ Current Rent/Payment: _____
Reason For Leaving: _____
Landlord/ Mortgage Co. _____ Phone: _____ Fax: _____

ALL APPLICANTS MUST SIGN BELOW:

SIGNATURE: _____ DATE: _____
SIGNATURE: _____ DATE: _____



REFERENCES

Name : _____ Phone: _____

Address: _____ Relationship: _____

Name : _____ Phone: _____

Address: _____ Relationship: _____

OTHER INFORMATION

Water Filled Furniture: YES or NO

Vehicles(make, mode, year and license plate number: _____)

In the past have you ever been delinquent in paying rent or other financial obligations? If yes please explain: _____

In the past, have you failed to perform any obligations of a rental agreement or have you been a defendant in an eviction lawsuit? If yes please explain: _____

-The information provided above is true and correct to the best of my knowledge. I hereby authorize Quintessential Properties or its agent to verify the above information and obtain a consumer or investigative credit report, criminal background report and eviction records. I understand that there is a \$50 fee per adult for verifying this rental application is not a deposit and will not be applied towards rent or be refunded in the event the application is denied.

-The full damage deposit must be placed in order to remove a property from the market during the processing of an application. If a damage deposit is not paid to hold a property Quintessential Properties reserves the right to process multiple applications. If your application is approved you will be required to sign a lease within 48 hours of receiving lease paperwork. The property will only be held of the market for a maximum of 2 weeks from the date of this application, if a damage deposit is received and a lease has been signed (unless written approval is given for an extended move in date). After that the lease must start and rent must be paid. If you fail to sign the lease within the 48 hour time period or fail to move in to the property, the full damage deposit will be forfeited as liquidated damages and the property will be placed back on the rental market. (Damage deposit paid to Quintessential Properties for holding a property off the market during application processing are only refundable in the event of a denial.)

ALL APPLICANTS MUST SIGN BELOW:

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____



Please fill out which option you are taking prior to submitting your application.

OPTION 1

I HAVE CHOSEN TO PLACE A FULL DEPOSIT OF _____ ON(DATE) _____ AT(TIME) _____
IN ORDER TO TAKE THE PROPERTY LOCATED AT _____ OFF THE
MARKET DURING THE PROCESSING OF MY APPLICATION. I UNDERSTAND THAT THE DEPOSIT IS ONLY
REFUNDABLE IN THE EVENT MY APPLICATION IS DENIED.

Signature _____ Date _____

Signature _____ Date _____

OPTION 2

I HAVE CHOSEN TO NOT PLACE A DAMAGE DEPOSIT ON THE PROPERTY LOCATED AT _____
_____. I UNDERSTAND THAT
QUINTESSENTIAL PROPERTIES RESERVES THE RIGHT TO TAKE MULTIPLE APPLICATIONS SINCE I HAVE
CHOSED TO NOT PLACE A DEPOSIT ON THE PROPERTY.

Signature _____ Date _____

Signature _____ Date _____

.....
FOR OFFICE USE ONLY

Address: _____

Rent: _____ Application Received: _____ (Date & Time)

Damage Deposit Received: _____ (Date & Time) Move in Date: _____

Broker's Duties Signed: _____ (Broker's initials and date)

LBP Pamphlet Given: _____ (Broker's initials and date)

LBP Addendum Signed: _____ (Broker's initials and date)

Remarks: _____

ALL APPLICANTS MUST SIGN BELOW:

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____



Tenant Release and Consent Form

I/We _____, _____ the undersigned hereby authorize all persons or companies listed below to release without liability, information regarding employment, income, assets, rental history, and credit history to Quintessential Properties for the purpose of verifying information on my rental application.

INFORMATION THAT MAY BE REQUESTED

I understand that the previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested are, but not limited to: personal identity, employment, income, assets, rental history, credit history, and criminal background history.

SOURCES USED TO OBTAIN INFORMATION

- Past and/or present employers
- Previous Landlords
- Public Housing Agencies
- Support and Alimony Providers
- Welfare Agencies
- State Unemployment Agencies
- Social Security Administration
- Veterans Administration
- Retirement Systems
- Banks or other Financial Institutions
- Credit Bureau
- State and/or National Sex offender Registry
- State and/or National Background History Record

I/We agree that a photocopy of this authorization may be used for the purpose of obtaining the information stated above.

ALL APPLICANTS MUST SIGN BELOW:

SIGNATURE: _____ DATE: _____
SIGNATURE: _____ DATE: _____