

RENTAL APPLICATION

TERMS AND CONDITIONS

Please review the following information before completing this application. This application is preliminary only and does not obligate the Owner or this Agency to execute a lease or deliver possession of the Property. A Residential Lease Agreement will be provided upon request.

FAIR HOUSING

This Agency does not discriminate and will not evaluate rental applications on the basis of race, color, religion, sex, familial status, handicap, sexual preference, national origin, or ancestry.

APPLICATION FEE = \$25.00 per Adult

EACH applicant 18 and older must submit a SEPARATE, completed and signed application. Application fee is non-refundable.

SECURITY DEPOSIT

Security Deposit is due IMMEDIATELY after application is accepted. *Certified funds only.*

FIRST MONTH'S RENT

ONE FULL month's rent is due at lease signing. *Certified funds only.*

PET RENT

ADD MINIMUM OF \$50 TO MONTHLY RENT

Owner will approve pets AFTER application has been processed. We reserve the right to deny application because of pets.

SHORT TERM LEASES (6-11 months)

ADD MINIMUM OF \$100 TO MONTHLY RENT

Owner will approve short term lease AFTER application has been processed. Leases less than 6 months not available.

SMOKING

Smoking is NOT ALLOWED inside house or garage.

INCOME

Total GROSS monthly income must be THREE (3) times monthly rent amount.

- EMPLOYED FULL/PART TIME:
Submit FOUR (4) most recent pay stubs.
- SELF-EMPLOYED, RETIRED, OTHER: Submit THREE (3) most recent personal bank statements.

CREDIT & HOUSING HISTORY

We reserve the right to deny your application based on negative reports for rent or mortgage regarding timeliness of payments, condition of property, collections, evictions, foreclosures, or any other "breach of agreement".

IDENTIFICATION

All applicants must submit:

- Current and valid driver's license issued by any state within the United States.
- Current and valid Social Security Number, Visa, Green Card, or other ID issued by the United States.

WHEN DOES RENT START?

Within two weeks (14 days) of the date of the acceptance of your application.

HOLDING FEE (OPTIONAL)

Applicant may submit a Holding Fee of \$500.00 in consideration for the Property being removed from the rental market while this application is being processed. Signed Holding Fee Agreement required. *Certified funds only.*

APPLICATION EXPIRATION

Accepted applications are only good for 30 days. After 30 days a new application and fee will be required.

Return completed application, payment, and all required materials to:

KELLOGG AGENCY, INC.

12 Unser Blvd, Suite H, Rio Rancho, NM 87124

(505) 896-1750 ▪ Fax (505) 896-9554 ▪ KelloggAgency.com

PROPERTY APPLYING FOR

ADDRESS _____

LEASE FOR _____ MONTHS.

MOVE-IN DATE _____ RENT _____

HOW DID YOU HEAR ABOUT THIS HOUSE? _____

SPECIAL REQUESTS

I would like to ask the Owner to consider: _____

APPLICANT CONTACT INFO

Name _____

Home Phone _____

Work Phone _____

Cell Phone _____

Fax _____

Email _____

Soc Sec # _____ D.O.B. _____

Driver Lic # _____ State _____

OTHER ADULTS (CO-APPLICANTS) THAT WILL BE LIVING WITH YOU

EACH applicant 18 and older must submit a SEPARATE, completed and signed application.

Name _____ Relation _____

Name _____ Relation _____

Name _____ Relation _____

CHILDREN UNDER 18 THAT WILL BE LIVING WITH YOU

Name _____ DOB _____ Relation _____

Name _____ DOB _____ Relation _____

Name _____ DOB _____ Relation _____

Name _____ DOB _____ Relation _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

Do you smoke? Yes No

If you smoke, will you smoke outside? Yes No

Have you ever been evicted? Yes No

Have you ever refused to pay rent? Yes No

Have you ever been sued for non-payment of rent? Yes No

Have you ever been sued for damage to rental property? Yes No

Have you ever been convicted of a crime? Yes No

HOUSING HISTORY - PAST THREE (3) YEARS REQUIRED

CURRENT Rent Own

If selling, please provide Listing Agent's contact info.

Address _____
City, State, Zip _____
Dates From _____ To _____
Landlord/Agent _____
Phone _____
Why leaving? _____

PREVIOUS Rent Own

Address _____
City, State, Zip _____
Dates From _____ To _____
Landlord/Agent _____
Phone _____
Why left? _____

EMPLOYMENT INFO

Employed: Full-time PT Retired Self Other _____

Position _____
Company _____
Address _____
City, State, Zip _____
Dates From _____ To _____
Contact _____
Phone _____

INCOME

Monthly GROSS Income _____
Other Monthly Income _____ Source _____

EMERGENCY CONTACT (other than Applicant, Spouse, or Co-Applicants)

Name _____
Address _____
City, State, Zip _____
Home Phone _____
Work Phone _____
Cell Phone _____
Fax _____
Email _____

In the event of serious illness or death, is the above listed person authorized to remove and/or store all contents found in dwelling, storerooms, common areas, and mailboxes? YES NO

PETS

Please list ALL pets that will be living with you (indoor and outdoor). Add a minimum of \$50.00 to monthly rent. Include fish tanks over 5 gallons, birds, rodents, reptiles, etc. **Pet fees are non-refundable.**

Type _____	Breed _____	Lbs _____	Age _____	Fixed? Y	N
Type _____	Breed _____	Lbs _____	Age _____	Fixed? Y	N
Type _____	Breed _____	Lbs _____	Age _____	Fixed? Y	N

VEHICLES

List all vehicles that will be parked at rental property:

Lic Plate # _____	Make/Model _____	Year _____	Color _____
Lic Plate # _____	Make/Model _____	Year _____	Color _____
Lic Plate # _____	Make/Model _____	Year _____	Color _____
Lic Plate # _____	Make/Model _____	Year _____	Color _____

The undersigned certify that the information provided in this rental application is true and correct. By signing this application I agree to the Terms and Conditions listed on page 1 and authorize the Kellogg Agency to inquire with any and/or all of the following: employers, court records, banks, utility companies, credit bureaus, former landlords, or any person or entity who, in the sole discretion of the Kellogg Agency, information is required. I acknowledge that the Kellogg Agency, the Owner, and/or the Landlord may terminate any agreement to which I am a party should this application contain any misstatement or misrepresentation.

Applicant (Signature)

Date



We accept Discover, MasterCard and Visa.

Make credit card payments through
www.PayLease.com
(866) 729-5327

***OPTIONAL* HOLDING FEE AGREEMENT**

This Holding Fee Agreement ("Agreement") is made between the Kellogg Agency, Inc. ("Landlord"), a New Mexico corporation, and _____ ("Applicant").

1. APPLICANT AGREES:

- A. To provide Landlord with a Holding Fee ("Holding Fee") equal to FIVE HUNDRED AND 00/100 DOLLARS (\$500) along with a completed Rental Application ("Application") for the property located at _____ ("Property");
- B. To present Holding Fee in a money order or cashier's check made payable to the Kellogg Agency, Inc.;
- C. To have Holding Fee placed in Landlord's bank account during the time Application is being processed; and
- D. That Holding Fee is not governed by the New Mexico Uniform Owner-Resident Relations Act until
 - 1. Application is accepted; and
 - 2. Applicant signs the Residential Lease Agreement.

2. LANDLORD AGREES:

- A. To process Application within five (5) business days;
- B. To take the desired property off the market while Application is being processed; and
- C. That no other Rental Applications will be accepted for this property while this Application is being processed.

3. IF APPLICATION IS ACCEPTED

- A. Then Applicant agrees to sign a Residential Lease Agreement within five (5) business days or Holding Fee will be forfeited; and
- B. Then Holding Fee will be credited to Applicant's account as a Security Fee.

4. IF APPLICATION IS DENIED

- A. Then Applicant will receive a letter explaining reason for denial;
- B. Then Holding Fee will be refunded to Applicant within five (5) business days in the form of a check from Landlord sent via US Certified mail to:

Make refund check payable to (Name): _____

Send refund check to (Address): _____

(City, State, Zip): _____

Phone: _____

Applicant acknowledges that no other oral or written agreement exists regarding Holding Fee. The laws of the State of New Mexico govern this Agreement. In any suit to enforce or interpret this Agreement, the prevailing party shall be entitled to attorney fees and costs.

Applicant (Signature)

Date

By: _____
Agent for Broker (Signature)

Date

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