



# RENTAL APPLICATION

(Each co-resident, except spouse, must submit a separate application)

APARTMENT ASSOCIATION OF NEW MEXICO

Date \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

## APPLICANT

a. Applicant Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Drivers License Number & State \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Marital Status (check one) ☐ Single ☐ Married ☐ Divorced ☐ Separated

b. Spouse's Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ Drivers License Number & State \_\_\_\_\_

c. How many people will be occupying the dwelling unit? \_\_\_\_\_ List name, age, relationship of all persons to be living with you.  
 \_\_\_\_\_  
 \_\_\_\_\_

d. Do you have any pets? ☐ yes ☐ no How many? \_\_\_\_\_ Type and Size \_\_\_\_\_

e. Have you or your spouse ever declared bankruptcy? ☐ yes ☐ no  
 Have you or your spouse ever been convicted of or pled guilty to any offense other than a minor traffic violation? ☐ yes ☐ no

f. List all vehicles to be parked on the premises by applicant, spouse or other occupants (cars, trucks, motorcycles, recreational vehicles, trailers, boats)  
 Make & Model \_\_\_\_\_ Year \_\_\_\_\_ License number \_\_\_\_\_ State \_\_\_\_\_  
 Make & Model \_\_\_\_\_ Year \_\_\_\_\_ License number \_\_\_\_\_ State \_\_\_\_\_

g. In case of emergency, notify \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Relationship \_\_\_\_\_ In the event of serious illness or death of resident, the above named person to notify ☐ may or ☐ may not enter, remove and/or store all contents found in the dwelling, storerooms, common areas and mail boxes.  
 Please initial \_\_\_\_\_

## RENTAL HISTORY

a. Present address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Move in date \_\_\_\_\_ Name of property owner or manager \_\_\_\_\_ Phone \_\_\_\_\_

b. Previous address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Move in date \_\_\_\_\_ Name of property owner or manager \_\_\_\_\_ Phone \_\_\_\_\_

c. Have you or your spouse ever been evicted? ☐ yes ☐ no Been sued for nonpayment of rent or damages to rental property? ☐ yes ☐ no

## EMPLOYMENT / OTHER INCOME

a. Applicant's present employer \_\_\_\_\_ How long? \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Gross monthly salary \$ \_\_\_\_\_ Position held / occupation \_\_\_\_\_  
 Supervisor's name \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

b. Applicant's previous employer \_\_\_\_\_ How long? \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Gross monthly salary \$ \_\_\_\_\_ Position held / occupation \_\_\_\_\_  
 Supervisor's name \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

c. Spouse's present employer \_\_\_\_\_ How long? \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Gross monthly salary \$ \_\_\_\_\_ Position held / occupation \_\_\_\_\_  
 Supervisor's name \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

d. Spouse's previous employer \_\_\_\_\_ How long? \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Gross monthly salary \$ \_\_\_\_\_ Position held / occupation \_\_\_\_\_  
 Supervisor's name \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

e. Disclosure of additional income, such as child support, alimony, separate maintenance, etc. is mandatory if applying for government regulated housing. Otherwise disclosure is voluntary, if you wish to have it considered in determining if you qualify.  
 Amount of \$ \_\_\_\_\_ per \_\_\_\_\_ Source: \_\_\_\_\_

## BANK AND CREDIT REFERENCES

a. Name of Bank \_\_\_\_\_ Checking acct. No. \_\_\_\_\_ Savings acct. No. \_\_\_\_\_  
 Name of Bank \_\_\_\_\_ Checking acct. No. \_\_\_\_\_ Savings acct. No. \_\_\_\_\_

b. Credit reference \_\_\_\_\_ Account number \_\_\_\_\_  
 Credit reference \_\_\_\_\_ Account number \_\_\_\_\_

## CORRECT INFORMATION

The undersigned persons represent that all the above statements are true and complete and hereby authorize verification of such information via credit reports, rental history reports, release of information by employer (present and former) and other means. Failure to answer any of the above inquiries shall entitle owner to reject this application. False information given above shall entitle owner to (1) reject this application, (2) retain the application fee(s) and deposit(s) as liquidated damages for the owner's time and expenses of processing this application and (3) terminate residents right of occupancy. False information may also constitute a serious criminal offense under the laws of this state. In any lawsuit relating to this application, application agreement or rights under statute or government regulations, the prevailing party is entitled to recover attorney's fees and all other costs of litigation from the non-prevailing party. The owner reserves the right to report information about payment performance to consumer credit reporting agencies.

See page 2 for CONTEMPLATED RENTAL AGREEMENT INFORMATION and APPLICATION AGREEMENT  
 Page 2 must also be signed in event of APPLICATION AGREEMENT

Signature of Applicant \_\_\_\_\_

Signature of Spouse \_\_\_\_\_



## **Applicant Consent Addendum**

I hereby consent to allow Canoan Village Apartments through its designated agent and its employees to obtain and verify my credit information, including a criminal background check, for the purpose of determining whether or not to lease me an apartment. Canoan Village Apartments and its agent shall have a continuing right to review my credit information, rental application, criminal background, payment history, employment information and occupancy history for account review purposes and for improving application methods.

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**Applicant Signature**

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**Management/Leasing Agent**

**The following standards will be used to judge your application:**

- ✓ **CREDIT CHECK:** No evictions in the last six months will be accepted. More than two evictions combined on the credit report will be an automatic denial. Any evictions, judgments or balance dues from any apartment community or mortgage company must have a written payment arrangement or written statement that said debt has been paid in full. An additional deposit equal to ½ month's rent will be required. No previous evictions or balances dues from Canoan Village, Citadel, or Aspen Plaza will be accepted at all. Local utility company judgments or collections will need a written payment arrangement or written statement stating that said debt has been paid in full. Present residential rental history will be checked and must be satisfactory. Employment must be stable and verifiable.
- ✓ **Criminal** – A criminal background check will be run. No convictions in the last five years for crimes including but not limited to possession of drugs with the intent to distribute, rape, assault, child molestation, burglary, or murder. No convictions in the past year for crimes including but not limited to possession of a controlled substance (illegal drugs) or domestic violence. NO felony convictions.
- ✓ **Employment** – Must be stable and verifiable.
- ✓ **Income** – Must be two times the monthly rent.
- ✓ **Rental History** – Must be verifiable and in good standing.
- ✓ **All applicants must be eighteen.**

# Canoan Village Apartments

## Rental Policies

**EQUAL HOUSING:** Non-discrimination on the basis of family, race, color, creed, sex, disabilities or national origin is the policy of this company.

**INCOME:** Income requirements will be at least two times the monthly rent. Three recent pay check stubs are required. Guarantor must make three times the monthly rent.

**APPLICATION PROCESS:** To hold an apartment, we need a \$100.00 deposit for studio or one bedroom or \$200.00 deposit for a two bedroom plus an application fee of \$40.00 per person over the age of 18. Married couples are \$60.00 and must either have the same last name or proof that they are married. Application fees are non-refundable.

**CREDIT CHECK:** No evictions in the last six months will be accepted. More than two evictions combined on the credit report will be an automatic denial. Any evictions, judgments or balance dues from any apartment community or mortgage company must have a written payment arrangement or written statement that said debt has been paid in full. An additional deposit equal to ½ month's rent will be required. No previous evictions or balances dues from Canaan Village, Citadel, or Aspen Plaza will be accepted at all. Local utility company judgments or collections will need a written payment arrangement or written statement stating that said debt has been paid in full. Present residential rental history will be checked and must be satisfactory. Employment must be stable and verifiable.

**BACKGROUND CHECK:** A criminal background check will be run. NO FELONY CONVICTIONS. No convictions in the last five years for crimes including but not limited to possession of drugs with the intent to distribute, rape, assault, child molestation, burglary or murder. No convictions in the past year for crimes including but not limited to possession of a controlled substances (illegal drugs) or domestic violence.

**AGE:** All applicants must be over the age of 18.

**OCCUPANCY:** Occupancy is based on 2 heartbeats per bedroom plus 1.

**RENT PAYMENT:** Rent is due on the 1<sup>st</sup> of every month. We give a grace period to the 5<sup>th</sup>. After the 5<sup>th</sup>, there is a 10% late charge based on the rental amount.

**LEASE TERMS:** We offer 6-15 month leases. After the initial lease term has been completed, you may choose to stay month to month at the current market rent plus an additional \$50.00 monthly fee. Ask for more details regarding 3-5 month leases.

**PARKING:** Two parking spaces are provided per apartment. Recreational or broken down vehicles can not be stored on the property and repair work or washing of cars is not allowed.

**PET POLICY:** This is a pet friendly property. Please call for further information regarding our breed restrictions. There is a \$250.00 non-refundable pet fee per pet. Also, it is \$25.00 more per pet, per month for pet rent. Limit of 2 pets per apartment.

**AMENITIES:** Our Clubhouse is equipped with a sauna, fitness center, jacuzzi, swimming pool, laundry facility, tennis court and basketball hoop. Our apartments are equipped with dishwasher, self-cleaning ovens, frost-free refrigerators, outside storage and large patios/balconies.