



# Prudential

## Sandia Property Management

### **Standards for Rental Application**

To qualify for a rental with Prudential Sandia Property Management, all applicants must meet the following standards. The standards are the same for each applicant and are on a first-come-first-served basis. You will be charged a *non-refundable* \$53.44 application fee (includes NMGRS) per applicant.

#### **Application Fees, Reserving the Home and Security Deposits**

Every rental occurs on a first-come, first-served basis. The approved applicant who is the first to give Prudential Sandia Property Management (PSPM) a deposit is the applicant who rents the home. To reserve a home, at least one-half of the security deposit is due at time of rental application. The security deposit is the equivalent of one month's rent and is refundable if the application is not accepted. If a deposit is placed, the home will be removed from our available list of homes and Property Managers will no longer show or market this home. In the event you do not move into this home on the agreed upon date, you will forfeit this security deposit.

Once you have found a home to rent, you will need to complete a rental application. There is a non-refundable application fee of \$53.44 per person for each adult applicant over 18 who will be residing in the house. (No one under 18 can apply as a party to a residential leasing agreement.) This fee is collected for the costs of performing a background screen. A copy of each applicant's driver's license or other form of ID is required at time of application as well as two months current paystubs.

Once the applicant has been accepted, the applicant must execute a residential leasing agreement within five days and pay the remaining amount of the security deposit. Also at signing of lease agreement, applicant must pay the first month's rent and any prorated amounts for current month if moving in after the 1st of the month. If the application is accepted, and the applicant does not enter into a lease, the applicant deposit can be forfeited and the property placed back on the rental market. The balance of the security deposit is due upon move in. Most applications can be processed in 48 hours.

#### **Screening Process**

Prudential Sandia Property Management (PSPM) will conduct a credit, residential, employment, and criminal background check. This criminal background check searches the data banks of all 50 states and associated federal agencies. For detailed information on our standards, please see our form, Standards for Rental Application.

PSPM will contact the applicant's previous landlords and obtain references as to the applicant's payment history, late payment, damages, pet history and other related factors that pertain to tenancy. You must provide current, valid contact names and numbers for your previous landlords on the rental application or we will be unable to process your application and your application fee will not be refunded.

If the applicant was a previous home owner and does not have a prior landlord, we will review the mortgage payment history to confirm payment history. Please provide mortgage company name and contact information when you complete the application.

PSPM will contact your present and previous employers to obtain references for employment dates and salary. You must provide current, valid contact names and numbers of your previous employers on your rental application or we will not be able to process your application and your application fee will not be refunded. If

you are a new hire and relocating to New Mexico, bring your "Offer of Employment Letter" with you when you complete the application. Applicant's current income should be at least three times the rental amount.

For self employed and non-employment income we verify sources and amounts: tax returns, bank and business references, government documents.

If PSPM approves an applicant who has had a bankruptcy and/or credit issues, advance rent payments will be required.

### **Standard Lease Length**

Most of our leases are for six months or one year. We are happy to accommodate the United States Military men and women by providing them with a Military exemption, which allows them to break a lease if the government transfers them to another station outside of Albuquerque.

### **Requirements for Rental:**

- Rental History:
  - Provide name, address, phone and fax numbers, as well as dates of tenancy, for all previous landlords for three years. Reports obtained from previous landlords must be positive. Negative reports regarding any breach of agreement such as money owed, condition of property, or timeliness of rent will be grounds for denial of your application.
- Eviction/Skip History:
  - No evictions or skip history for three years.
- Employment:
  - Provide proof of employment or proof of student or military status. Also provide the name and phone/fax numbers of your employer and supervisor, or an offer of employment letter.
- Income:
  - Provide proof of income in the form of two months' worth of paystubs, or other verifiable means of proof. The combined gross income of all approved persons living in the rental must be three times the rental rate per month.
  - If self-employed, provide proof of income or prior year tax return
- Criminal History:
  - No convictions in the past year for crimes including: Violence or Possession of a Controlled Substance.
  - No convictions in the past seven years for crimes including: Rape, Assault, Child Molestation, Murder, Burglary, Arson, or Possession of Drugs with the Intent to Distribute. Conviction of any Felony within the past seven years is grounds for denial of your application.
- Pets:
  - Pets are not permitted without the written consent of Prudential Sandia Property Management (except those deemed medically necessary). Approved pets will require an additional \$25 per month for the first pet and \$15 for each additional pet.
- Must provide confirmation numbers from utility companies prior to receiving keys to home
- Must provide proof of renters insurance prior to receiving keys to home
- Must provide a current picture ID of applicant(s).]

I/We have read the above information and understand that our application will be judged according to these standards, and that we must meet these standards to qualify for tenancy. I/We also understand that, if denied, the application fee per person is Non-Refundable.

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Signature of Applicant

Date

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Signature of Applicant

Date



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- Each adult (18 or older) must fill out a separate application
- There is a non-refundable fee of \$50+tax/adult to apply

## RENTAL APPLICATION

First	Middle	Last	Birth Date	Social Security No.	Driver's License No.
Email Address			Home Phone	Cell Phone	
Any Other Names You've Used in the Past					
Other Occupants Under the Age of 18			Birth Date	Relationship to Applicant	

### RENTAL/RESIDENCE HISTORY

	Current Residence	Previous Residence	Prior Residence
Street Address			
City			
State & Zip			
Last Rent Amount Paid			
Owner/Manager & Phone Number			
Reason for Leaving			
Is/was rent paid in full?			
Did you give notice?			
Were you asked to move?			
Name(s) in which your utilities are now billed?			
	From/To	From/To	From/To
Date of Residency			

### EMPLOYMENT HISTORY

	Current Employment	Previous Employer	Prior Employer
Employed By			
Address			
City, State, Zip			
Employer's Phone			
Occupation			
Name of Supervisor			
Monthly Gross Pay			
	From/To	From/To	From/To
Dates of Employment			

### CREDIT HISTORY

	Bank/Institution Name	Balance on Deposit or Balance Owed
Checking Account		
Savings Account		
Credit Card		
Credit Card		
Auto Loan		

### VEHICLES (include vehicles belonging to other proposed occupants also)

Make	Model	Color	Year	License Plate

## REFERENCES & EMERGENCY CONTACTS

	Doctor	Lawyer	Nearest Relative Living Elsewhere
Name			
Street Address			
City, State & Zip			
Phone Number			

*By signing the application you grant us permission to communicate with all the contacts listed in this section in the event we cannot locate you. Furthermore, if you abandon the property for any reason, then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.*

## GENERAL INFORMATION

Have you ever been served a late notice?	Do any of the people who would be living at the property smoke?	How long do you think you would be renting from us?
Have you ever filed for bankruptcy? If so, when?	When would you be able to move in?	Have you ever been convicted of a felony?
Will you be reserving the home with 1/2 of the security deposit?		
Have you ever been served an eviction notice? If so, when?	How many pets do you have? (List breed, approx. weight & age)	
Have you had any reoccurring problems with your current dwelling or landlord? If yes, please explain		
Why are you moving from your current address?		
List any verifiable sources and amounts of income you wish to have considered (optional)		
Have you ever been a party to a lawsuit in the past? If yes, please explain why.		
When we perform our background check, is there anything negative we will find that you want to comment on?		
How did you hear about this property?		
<p align="center"><b>IT IS AGAINST THE LAW TO DISCRIMINATE AGAINST PROSPECTIVE TENANTS ON THE BASIS OF RACE, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY OR FAMILIAL STATUS. LOCAL OR STATE LAWS MAY INCLUDE ADDITIONAL CLASSES WHICH ARE PROTECTED FROM DISCRIMINATION IN HOUSING.</b></p>		
<p align="center"><b>There will be no more than two (2) occupant per bedroom allowed for fire and safety concerns. For example, a three (3) bedroom home may have no more than six (6) occupants living at the residence.</b></p>		

## AGREEMENT & AUTHORIZATION SIGNATURE

I understand that it is PSPM's policy to verify all contacts and perform a background check. I certify that the information provided are true and correct. I hereby authorize PSPM to perform a background check, verify the information that has been provided and communicate with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand this an application for rental property and does not constitute a rental or lease agreement in whole or part. I further understand that there is a **non-refundable fee** to cover the cost of processing my application and I am not entitled to a refund even if I am not approved. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed, stamped envelope.

I also understand that if this application is accepted and I fail to execute a lease within 3 days of being notified of approval, the reserve deposit will be forfeited as liquidated damages. I also understand that I must put all utilities (gas, electricity, water and trash) in my name and verified by PSPM before keys will be provided. I further understand that I must obtain renter's insurance and provide proof of insurance while renting a property from PSPM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### Sandia Property Management

11000 Spain NE, Building B • Albuquerque, NM 87111 • Office 505-271-5800 • Mobile 505-280-5284 • Fax 888-821-8566

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

(Applicant Signature authorizes the release of the information below)

Date \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_

(Applicant Signature authorizes the release of the information below)

Date \_\_\_\_\_

### APPLICANT - DO NOT COMPLETE THE INFORMATION BELOW

To: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Fax Number: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

Company: Prudential Sandia Property Management

Fax Number: \_\_\_\_\_

**The tenant(s) below are applying to rent from PSPM. Our policy is to verify the potential tenant(s) timely performance of rental obligations with you. Please complete the information below for verification.**

Tenant Name \_\_\_\_\_

Address \_\_\_\_\_

Tenant Name \_\_\_\_\_

City,State,Zip \_\_\_\_\_

Move in date \_\_\_\_\_

Lease Fulfilled \_\_\_\_\_ yes \_\_\_\_\_ no

Move out date \_\_\_\_\_

30-day notice \_\_\_\_\_ yes \_\_\_\_\_ no

Lease expiration date \_\_\_\_\_

Eviction started \_\_\_\_\_ yes \_\_\_\_\_ no

No. of NSF checks \_\_\_\_\_

Unit clean when \_\_\_\_\_

Rent Amount \_\_\_\_\_

vacated \_\_\_\_\_ yes \_\_\_\_\_ no

Late Charges \_\_\_\_\_

Number of times late \_\_\_\_\_

Damages \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, amount \_\_\_\_\_

Would you re-rent \_\_\_\_\_ yes \_\_\_\_\_ no

Legal notices \_\_\_\_\_ yes \_\_\_\_\_ no

Did it appear that the tenant smoked in the residence? \_\_\_\_\_ yes \_\_\_\_\_ no

Did tenant have pets? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, what type \_\_\_\_\_ Dogs \_\_\_\_\_ Cats

Would you give tenant's pet(s) a good reference? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, please explain \_\_\_\_\_

Additional comments or complaints (will be kept confidential)

Information supplied by \_\_\_\_\_

Title \_\_\_\_\_



**Prudential**

**EMPLOYMENT VERIFICATION FORM**

**Sandia Property Management**

11000 Spain NE, Building B • Albuquerque, NM 87111 • Office 505-271-5800 • Mobile 505-280-5284 • Fax 888-821-8566

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
Date

*(Applicant Signature authorizes the release of the information below)*

**APPLICANT - DO NOT COMPLETE THE INFORMATION BELOW**

To: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Fax Number: \_\_\_\_\_

From: \_\_\_\_\_

Date: \_\_\_\_\_

Company: Prudential Sandia Property Management

Fax Number: \_\_\_\_\_

***The tenant(s) below are applying to rent from PSPM. Our policy is to verify the potential tenant(s) employment history with you. Please complete the information below for verification.***

Employee Name \_\_\_\_\_

Date of hire \_\_\_\_\_

Salary \_\_\_\_\_

Information supplied by \_\_\_\_\_

Title \_\_\_\_\_