

COLDWELL BANKER SUDDERTH NELSON, INC.

820 SCENIC DRIVE, ALAMOGORDO, NM 88310
575-434-2018 FAX 575-434-1326

RENTAL APPLICATION ~ ALLOW TWO BUSINESS DAYS FOR PROCESSING
HOMES ARE RENTED IN "AS-IS CONDITION"

Date: _____ Requested Move In Date: _____ PROPERTY APPLYING FOR: _____

TERM OF LEASE IN YEARS: 1 2 3

HOW DID YOU HEAR ABOUT THIS HOME? CBSN.COM HOMES.MIL RENTAL LIST WALKIN SIGN IN YARD REFERRAL

HOW MANY PEOPLE WILL BE LIVING IN THE HOME? _____ ADULTS _____ CHILDREN NOTE: *except for spouses, co-applicant and each occupant 18 years and over must submit a separate application.* **NON-REFUNDABLE APPLICATION FEE IS \$35 PER ADULT OR LEGALLY MARRIED COUPLE.**

APPLICANT INFORMATION:

Presentation of a photo I.D. is required for each applicant.

Full name (exactly as on driver's license or government ID card)

Former last names (maiden and married)

Your current address City State Zip Code How long?

Home phone number: _____ Cell number: _____ Other: _____

Email address: _____

Driver's License number and state: _____ SS #: _____

Date of Birth: _____ Sex: M F Eye Color: _____ Hair color: _____

Height: _____ Weight: _____ Marital Status: single married divorced widowed separated

Are you a US citizen? Yes No Do you or any occupant Smoke? Yes No Pets? Yes No

Kind, weight, breed, age: _____

RENTAL BACKGROUND:

Why are you leaving your current residence? _____

Rent Own Rent amount: \$ _____ Date moved in: _____ Move out: _____

Current landlord's full name: _____ Phone number: _____

If this served as your residence for less than the past 3 years provide previous rental address information.

Previous address: _____

Rent Own City State Zip Code

Previous rent amount: \$ _____ Date moved in: _____ Date moved out: _____

Previous landlord's full name: _____ Phone number: _____

EMPLOYMENT:

Present employer: _____ Position: _____

Address of employer: _____
City State zip code

Your gross monthly income: \$ _____ Date you began: _____ Supervisor's name: _____

Employers phone number: _____ Supervisor phone number: _____

Other non-work income you want considered. Please explain: _____

VEHICLES: List all vehicles owned or operated by you, your spouse or any occupants (including cars, trucks, motorcycles, trailers etc). Continue on separate page if necessary.

Make and color of vehicle: _____ Year: _____ License #: _____ State: _____

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EMERGENCY CONTACT: Person over the age of 18 who will not be living with you - Relationship: _____

Name: _____ Home phone : _____ Cell phone: _____

Address: _____
City State Zip Code

RENTAL/CRIMINAL HISTORY: Check only if applicable - Have you, your spouse, or any occupant listed in this application ever:

- been evicted or asked to move out?
- moved out of a dwelling before the end of the lease term with out the owners consent?
- declared bankruptcy?
- been sued for rent?
- been sued for property damage?
- been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pretrial diversion
- been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that has not been resolved by any method

Please indicate below the year, location, and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above

YOUR SPOUSE

Full name (exactly as it appears on driver's license or government ID card) _____

Phone number: _____ SS# _____

Former last names (maiden and married) _____

Email address: _____ Date of Birth: _____ Sex: M F

Driver's License # _____ State: _____ Are you a US Citizen? Yes No

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Present Employer: _____ Position: _____

Address of Employer: _____

Gross Monthly Income: \$ _____ Date you began: _____ City _____ State _____ Zip Code _____

Supervisor's Name: _____

Employer's phone number: _____ Supervisor's phone number: _____

Other non-work income you want considered. Please explain: _____

OTHER OCCUPANTS *Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if necessary.*

Full Name: _____ Relationship: _____

Sex: M F SS# _____ Date of Birth: _____

Full Name: _____ Relationship: _____

Sex: M F SS# _____ Date of Birth: _____

Full Name: _____ Relationship: _____

Sex: M F SS# _____ Date of Birth: _____

AUTHORIZATION: I or we authorized Coldwell Banker Sudderth Nelson, Inc. to obtain reports/information from any consumer or criminal record reporting agencies before, during and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, references, income history and other information reported by employer(s) to any state employment security agency.

Applicant's signature: _____ Date: _____

Spouse's signature: _____ Date: _____

By signing this application, I or we understand if any of the above information is found to be untrue or unsatisfactory I will be disqualified from renting the property for which I am applying. The information provided herein may be used by Coldwell Banker Sudderth Nelson, Inc. to determine whether to approve this application. Upon written request within 30 days, Coldwell Banker Sudderth Nelson, Inc. will disclose to applicant in writing the nature and scope of any investigation Coldwell Banker Sudderth Nelson, Inc. has requested, and will, if this application is refused, state in writing the reason for said refusal.

***By signing this application and putting down a security deposit, unless tenancy is denied, I/we understand our security deposit is non-refundable should I/we decide not to rent this property.**

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SECURITY DEPOSIT RETENTION

I/We _____
Applicant Name Spouse's Name

Hereby acknowledge and understand that our security deposit in the amount of \$ _____
is non refundable if I/we decide not to rent the property located at:

Property Address

Should the prospective tenant be denied, the full amount of the security deposit shall be returned less the non-refundable application fee(s).

Signature Date: _____ Phone number: _____

Signature Date: _____ Phone number: _____

Showing Agent: _____

Approximate Move in Date: _____



Phone 575-434-2018
 CBSN.com
 Real Estate Professionals of Alamogordo



820 Scenic Drive, Alamogordo NM 88310
Fax 575-434-1326 Email: cbsn_pm@hotmail.com



**Automated Payments
 for Tenant's Rent**

Because "we never stop moving" in a direction to help improve our service to you, we are now offering automated collection and distribution of rental payments through our Property Management. The Automated Clearing House (ACH) payments system was designed to allow corporations and consumers to reduce or eliminate the use of paper checks to make routine payments. The ACH system can process individual payments electronically.

Automated payment systems provide convenience for you. You won't have to worry about sending rent payment checks or being charged late fees. You'll reduce paperwork, and save money on checks, envelopes and postage. No longer will you have to come to the office and wait in line.

If you have already given us a signed check for rent payment we may elect to process it electronically. This authorization is for future rent payments where writing a check is eliminated and not necessary. **Setting up an automated payment system is easy. All we need is your authorization, along with your bank routing number and account number. YOU MUST NOTIFY ACCOUNTING TO STOP THE ACH 30 DAYS PRIOR TO YOUR "MOVE OUT" DATE**

**It's convenient and automatic!
 Just sign up below and leave the rest up to us.**

Name on Account: _____
 Bank Name: _____
 Routing Number: _____
 Account Number: _____
 Rental Address: _____
 Rent Amount: _____
 Signature: _____
 Today's Date: _____ Date of 1st Payment: _____

Please Check All That Apply

- Security Deposit
- Application Fee
- Pro-rated Rent
- Monthly Rent
- Pet Fee
- One Time Payment