

**TENANT ACCEPTANCE STANDARDS  
AND  
QUALIFYING STANDARDS**

Every person and/or family making application for residency through Century 21 Action Realty of Gallup must comply with the following:

- Rental Application**
- NO Pet Policy**
- Credit Check/Background check**
- 1 year lease minimum for apartments and houses.**

Completed application for tenancy is considered on first come first serve basis, after completed application is returned to our office.

Completed Rental Application must be returned with a **\$25.00 cash or money order NON-REFUNDABLE**  
A credit report and background could be required for each household member over the age of 18 years old.

**Application by family residency:** The head of household and all members of the household who contributes to the family income must complete the required forms and all occupants must be listed on the forms.

1. **Credit Process:** a credit history will be processed through the local Credit Bureau. If the applicant has no credit history of record, items 2,3 & 4 below will apply.

2. **Acceptance:** a) Pay record not to exceed 60 days slow  
b) No delinquent accounts payable  
c) No outstanding liens and/or judgments

3. **Employment:** The employment of all income contributing members of the household may be verified by contacting the listed employer. A one year history of employment will be checked.  
Criteria: Steady job in good standing with employer.

4. **Income:** All listed sources of income may be verified ( i.e. Salary, Commissions, Bonuses, Retirement & Income from Investments), as well as other sources.  
Acceptance: Average Gross Monthly Income must be equal to or greater than (3) times the monthly rental amount. Subject #1 & #2 above.

5. **Residency:** If prior residency was as a tenant in a rental property, verification may be made with the prior owners/agents to inquire:  
a) Pay record  
b) Notices served of Non-Compliance  
c) Move out status

Criteria: a) No delinquent payments  
b) No Notices of Non-Compliance issued  
c) Fulfilled lease obligations & vacated in good standing.

8. **Waterbeds:** a) Must have tenant insurance to cover bed.  
b) NO water beds in East Mesa Apartments, no waterbeds in Mobile homes.  
c) Other determined on individual basis.

Each applicant will be notified with in (10) business days as to the acceptance or denial of the person applying for occupancy. Completed and approved applicants will be kept on file with Century 21 Action Realty of Gallup for a period of (3) months.

**Other Occupancy Standards:**

1. Security Deposit: The amount of deposit required for each unit depends on the type and size of unit.

2. Number of persons Allowed Per Unit	<u>TYPE</u>	<u>MIN</u>	<u>MAX</u>
	1BR	1	2
	2BR	1	4
	3BR	1	6

<b>Office Only</b>		
Cash \$ _____	MO\$ _____	Credit Score: _____
Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No		

## APPLICATION FOR OCCUPANCY

<b>**Full Name of Applicant</b>	Today's Date
<b>**Mailing Address</b>	Desired Date of Occupancy
Address of Rental Property Applying for	Monthly Rent <span style="float: right;">Security Deposit</span>
Email Address	Telephone (Please Indicate Cell, Home, Work)
<b>**Social Security Number</b>	<b>**Date of Birth</b>
<b>**Drivers License</b>	<b>**State</b>
	<b>**Exp. Date</b>

How did You hear about us?  
 Sign  Our Website  Referral: \_\_\_\_\_  Other: \_\_\_\_\_

### Applicant's Employment

**Current Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ How Long?: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Department/Position: \_\_\_\_\_ **\*\*Approximate Monthly Gross:** \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Name of Previous Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ How Long?: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Department/Position: \_\_\_\_\_ Approximate Monthly Gross: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Other Source of Income:** \_\_\_\_\_

### Co-Applicant

<b>**Full Name of Co-Applicant</b>	<b>**Mailing Address:</b>
Email Address	Telephone (Please Indicate Cell, Home, Work)
<b>**Social Security Number</b>	<b>**Date of Birth</b>
<b>**Drivers License</b>	<b>**State</b>
	<b>**Exp. Date</b>

### Co-Applicant's Employment

**Current Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ How Long?: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Department/Position: \_\_\_\_\_ **\*\*Approximate Monthly Gross:** \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Name of Previous Employer:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ How Long?: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Department/Position: \_\_\_\_\_ Approximate Monthly Gross: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Other Source of Income:** \_\_\_\_\_

## Residence History

Current Rent/Mortgage Payment:\$ \_\_\_\_\_ How Long?: \_\_\_\_\_  Own  Rent

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mortgage Company: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Date of Move In: \_\_\_\_\_ Date Move Out: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

How Long?: \_\_\_\_\_ Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Personal References

1) Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Dependents/Additional Occupants

Number of people who will occupy residence: \_\_\_\_\_

List occupants and their birthdates-CREDIT & CRIMINAL BACKGROUND CHECKS WILL BE RUN ON EACH PERSON OVER 18 & OVER.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Additional occupants

**Person(s) to notify in case of emergency** and that you authorize to enter and take possession of your personal property in the event of death, disability or incarceration:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Animals (description of animal/recent photo required)

Do you have an animal?:  Yes  No Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

Dog  Cat  Bird  Fish  Other \_\_\_\_\_

## Vehicle Information

Total Number of Vehicles (Including Company Vehicles): \_\_\_\_\_

Vehicles:

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_

## Credit/ Background History

Have you ever been evicted?  Yes  No

Has a notice of eviction ever been filed against you?  Yes  No If so, when: \_\_\_\_\_

have you ever declared bankruptcy?  Yes  No If so, When: \_\_\_\_\_ Discharge Date: \_\_\_\_\_

Have you had two or more late rental payments in the past year?  Yes  No

Have you ever willfully or intentionally refused to pay rent when due?  Yes  No

Do you currently owe any monies to an apartment community or landlord?  Yes  No

Do you use illegal drugs?  Yes  No

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Have you ever engaged in the distribution or sale of illegal drugs?  
Have you ever been convicted, arrested or charged with any crime?  
Have you ever had an infestation of Bed Bugs?

Yes  No  
 Yes  No  
 Yes  No

Please give detailed explanation(s), date(s), and names for any question answered 'Yes' above: \_\_\_\_\_  
\_\_\_\_\_

List all credit obligations with a minimum payment: \_\_\_\_\_  
\_\_\_\_\_

The above listed applicant (s) declares that all statements made in this application are true and complete. Applicant hereby authorizes Century 21 Action Realty of Gallup to verify all of the information in this application and obtain credit reports on the above listed applicant and /or applicants. Credit and criminal background checks could be run on each household member 18 years old & over. If applicant or co-applicant had given any false information Landlord is entitled to reject the application and retain all application fees as liquidated damages for Landlord's time and expenses in processing this application. Applicant shall give Landlord a non-refundable credit application fee in the amount of \$25.00 per person over 18 years old..

I hereby authorize and instruct Owner/Broker/Property Manager to investigate the information supplied by me and to conduct inquiries concerning my income, credit and character for the purpose of verifying and qualifying for this rental and any renewals thereof. I further authorize the release of any and all information available from any reference, former owners, and credit reporting services, and department of motor vehicles. I hereby release and hold harmless all parties from liability for any damages that may result from furnishing this information to its owners, its agents and other.

Applicant acknowledges that Owner/Broker/Property Manger may not be able to complete a comprehensive evaluation of this information prior to move-in. Owner/ Broker/ Property Manger reserves the right to verify application information after move-in and may convert the proposed Lease Agreement to a month-to-month term or declare the lease irreparably breached and seek immediate eviction if false or misleading information is contained in this Application. Applicant agrees to the terms of this Deposit to Hold Agreement. This application is preliminary only and does not obligate owner or owner's representatives to execute a lease or deliver possession of the proposed Property. Owner/Broker/Property Manager comply with federal, state and local fair housing laws and regulations.

**Unless otherwise agreed, I understand that the Brokerage, its Broker, its Agents and employees are agents of and represent the Owner in leasing this property.**

Signature for Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

WE ARE PLEDGED TO THE LETTER AND SPIRIT OF U.S. POLICY FOR THE ACHIEVEMENT OF EQUAL HOUSING OPPORTUNITY THROUGHOUT THE NATION. WE ENCOURAGE AND SUPPORT AN AFFIRMATIVE ADVERTISING AND MARKETING PROGRAM IN WHICH THERE ARE NO BARRIERS TO OBTAINING HOUSING BECAUSE OF RACE, COLOR RELIGION, SEX, HANDICAP, FAMILY STATUS OR NATIONAL ORIGIN.