

# **RESIDENTIAL PROPERTY MANAGEMENT SERVICES**



- Lee Taylor Real Estate Group, Inc. offers complete residential management service. We specialize in the management of single family homes, townhouses, and condos.
- Kimberly Mendoza and Tanya Guzman have extensive hands on property management experience and believes that communication is key to a success!
- If you want to live in a good quality residential home, look no further! We'll help you rent or buy.
- If you want to rent or sell your home, we help you either way. If you're not sure, we'll give you facts to work with.
- When you work with us, you can be assured of a high-level of professionalism and good service.

## **IF YOU ARE CONSIDERING RENTING YOUR HOME...**

- Are you able to keep up the ever-changing fair housing laws and other legislation regarding tenants, including lead-based paint and toxic mold issues?
- Are you concerned about the possibility of a tenant trashing your home, or worse yet, doing so AND walking away with their security deposit?
- Do you dread having to deal with rent collections, late payments, bounced checks and or eviction process?
- Do you feel comfortable confronting tenants?
- Are you prepared to take calls and show your rental home at their convenience?
- Do you know what a good prospective tenant looks like on paper?
- Do you know whom to call to make repairs that won't charge an arm and leg?

## **HERE ARE SOME OF THE THINGS WE DO FOR YOU...**

- Keep on top of landlord-tenant laws
- Track rental statistics
- Effectively market your home
- Maintain relationships with qualified and fairly priced vendors.
- Effectively balance your needs to have the place rented with good quality tenants for as high a rent that is reasonable in the marketplace.
- Provide a custom lease agreement that has been reviewed by attorneys.
- Collect rents, and confront tenants to enforce the terms of the lease.
- Provide complete accounting for your property.
- Maintain your property with our every 6 month inspections.
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## **WHAT SETS US APART FROM OTHER PROPERTY MANAGEMENT COMPANIES...**

- Personalized, attentive service with thorough communication.
- Expert knowledge of the industry and local real estate market. Both Kimberly Mendoza and Tanya Guzman are active members of GAAR and the National Association of Realtors.
- Experience dealing with houses, patio homes, town homes, and condos.
- Established relationships with roughly 100 local service providers of all types.
- We work 7 days a week to get your place tented!

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## **APPLICATION FOR RESIDENCY**

*Managed By: Lee Taylor Real Estate Group, Inc.  
901 Rio Grande Blvd NW Ste. H-260 Albuquerque, NM 87104  
(505)766-7653*

### **To apply, the following is required:**

- Each person, 18 years of age and over, must fill out a complete Lee Taylor Real Estate Group, Inc. (LTREG) application.
- LTREG supports Fair Housing Laws and is an Equal Opportunity Employer.
- Applicants must have current identification in the form of driver's license, state ID, military ID, or passport.
- Note: properties cannot be held for long periods of time
- Applicant is required to fill out both pages and sign the second page.
- A \$35.00 per person, (all over the age of 18 years of age that will be living in rental property), application/processing fee in the form of a cashier's check or money order must accompany this application
- An application/processing fee is required to process applications, no exceptions
- LTREG reviews income, credit, rental, or home ownership to qualify applicants – please read the LTREG Application Instructions. If you do not have a copy of the Application Instructions, please ask LTREG for one.
- Applicants must list all intended residents below.
- LTREG requires listing of all animals/pets of any size, kind, or type. If you have an animal/pet, contact LTREG to find out if this property can have animals/pets. If the owner allows animals/pets in the property, there is an increase in the security deposit per pet/animal.
- Disclose vehicles of any size, kind, or type. Each property has vehicle limitations; inquire at LTREG.
- LTREG generally processes applications in 3-5 business days, but applications can take longer if more information is required from the applicant or there is difficulty obtaining a reference for the applicant.
- Disclose all water-filled furniture. Applicant must obtain an insurance policy for water-filled furniture, within ten (10) business days.

### **If LTREG approves applicant:**

- If approved, to hold a property and refuse other applicants, LTREG requires the first month's rent and security deposit paid in certified funds and the rental agreement signed.
- All persons 18 and over must sign the rental agreement, and supply a current ID at time of signature. A signature is required of any approved cosigner as well.
- If LTREG approves the applicant and the applicant defaults on the requirements of renting a property, LTREG reserves the right to deny this application.
- If approved, the applicant must complete a walk through inspection prior to occupancy.

### **If LTREG denies the applicant:**

- LTREG will notify applicants of denial as soon as practical.



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**Applicant's Full Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Phone Numbers:** \_\_\_\_\_ **Nicknames** \_\_\_\_\_ **Other Names Used** \_\_\_\_\_

**SSN:** \_\_\_\_\_ **D/L Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Present Street Address:** \_\_\_\_\_ **Apt. No. :** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Have You Ever Been Evicted?:** \_\_\_\_\_ **Broken A Lease?:** \_\_\_\_\_

**Explanation:** \_\_\_\_\_

**Have you ever been convicted of a felony?** \_\_\_\_\_ **If yes explain:** \_\_\_\_\_

**Are you a registered sex offender?** \_\_\_\_\_ **Date of conviction** \_\_\_\_\_ **State of conviction** \_\_\_\_\_

## List All OTHER Persons That Will Be Occupying Rental Property

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

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## EMPLOYMENT *(Documentation maybe required)*

**Applicant's Present Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Fax #** \_\_\_\_\_ **(Need in order to process tenant verification)**

**Employed Since:** \_\_\_\_\_ **Gross Monthly Salary:** \_\_\_\_\_

**Additional Income (If Any):** \_\_\_\_\_ **Source:** \_\_\_\_\_

## OWNERSHIP OR LANDLORD HISTORY

**Current Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Rent or Own?** \_\_\_\_\_ **How Long?** \_\_\_\_\_ **Landlord Name** \_\_\_\_\_ **Landlord Phone #** \_\_\_\_\_

**Reason for Moving:** \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Rent or Own? \_\_\_\_\_ How Long? \_\_\_\_\_ Landlord Name \_\_\_\_\_ Landlord Phone # \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

## BANKING

Checking Acct. # \_\_\_\_\_ Bank: \_\_\_\_\_ Name on Account: \_\_\_\_\_

Savings Acct # \_\_\_\_\_ Bank: \_\_\_\_\_ Name on Account: \_\_\_\_\_

## VEHICLES REGISTERED TO YOU

Make and Year: \_\_\_\_\_ Color: \_\_\_\_\_ License and State: \_\_\_\_\_

Make and Year: \_\_\_\_\_ Color: \_\_\_\_\_ License and State: \_\_\_\_\_

## PETS

Do you own any pets?: \_\_\_\_\_ If so, how many? \_\_\_\_\_ Kind: \_\_\_\_\_ Breed: \_\_\_\_\_

Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Color: \_\_\_\_\_ Do the pets have current vaccinations? \_\_\_\_\_

Belongs to Applicant/Co-Applicant/Both: \_\_\_\_\_ Pet Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

## WATER-FILLED FURNITURE

Will you have water-filled furniture? \_\_\_\_\_ If so, specify \_\_\_\_\_

## EMERGENCY CONTACT

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## APPLICATION DEPOSIT AGREEMENT

Applicant has tendered a non-refundable "application deposit" in the amount stated below in connection with this application for residency for property address \_\_\_\_\_. Keys will be furnished only after the rental agreement is executed and all required deposits and rents have been paid. This application is preliminary only and does not obligate Owner or Owner's Agent to execute a rental agreement or deliver possession of the property applied for. If application is submitted without an application deposit, the property will not be held and if a subsequent application with an application deposit is submitted, the property may be awarded to that subsequent applicant. Upon acceptance of this application, Residents must sign a rental agreement within seven (7) days. Failure to sign the rental agreement within that time period will result in forfeiture of the application deposit and return of the property to the rental market.

Property Address: \_\_\_\_\_ Application Fee: \_\_\_\_\_

Application Deposit: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Payable Starting: \_\_\_\_\_ Date of Occupancy: \_\_\_\_\_

Beginning Date of Rental Agreement: \_\_\_\_\_ Ending Date of Rental Agreement: \_\_\_\_\_

Utilities Paid By Owner: \_\_\_\_\_ Pet Deposit: \_\_\_\_\_

The undersigned agrees to the above stated terms and warrants and represents the information on this rental application to be true and correct and further authorizes all persons or parties named to give any information requested by LTREG in connection to this application. The undersigned hereby waives all right of action for any consequence resulting from such information provided to LTREG. The undersigned hereby gives LTREG permission to run credit, criminal, and eviction reports through Tenant Verification Service, Inc. (TVS).

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\$35 Non-Refundable Application Fee Due For Each Applicant  
Over The Age Of 18 years  
That Will Be Residing In The Stated Property\*\***