



APPLICATION FOR RESIDENCY

*Managed By: Lee Taylor Real Estate Group, Inc.
5115 Coors Blvd NW Ste. A Albuquerque, NM 87120
(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- (see LTREG policy below).
- Applicant is required to fill out both pages and sign the second page.
- A \$35.00 per person, (all applicants 18 years of age and older that will be living in the 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 / employment verification, credit, criminal, rental, or home ownership verification 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 2-3 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 for up to 7 days, LTREG requires the full security deposit, (equal to one month rent), paid in certified funds. If approved, a property will only be held up to 30 days, with a full security deposit, (equal to one month rent), 1st month rent in full and the rental agreement signed. If 7 day hold is broken, applicant(s) agree to a \$100 re-advertising fee payable to LTREG.
- All persons 18 years of age and older, 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.



APPLICATION FOR RESIDENCY

Managed By: Lee Taylor Real Estate Group, Inc.
5115 Coors Blvd NW Ste. A Albuquerque, NM 87120
(505)766-7653 Office (505)766-5222 Fax

Applicant's Full Name: _____ Date of Birth: _____

Phone Numbers: _____ Nicknames _____ Email Address: _____

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: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

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?: Yes / No If so, how many? _____ Breed: _____ House Broken: Yes / No

Weight: _____ Age: _____ Color: _____ Are Pet(s) Indoor or Outdoor: _____

Do the pets have current vaccinations? _____ 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 a security deposit, the property will not be held and if a subsequent application with a security 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 security 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). In addition, the undersigned hereby understand and gives LTREG permission to confirm/verify tenant history, confirm/verify that the above applicant(s) are not listed on any sex offender list(s) and confirm/verify employment/salary.

Tenant acknowledges receipt of TVS (Tenant Verification Service Inc.)- FCRA Summary of Rights (A Summary of Your Rights- Under the Fair Credit Reporting Act).

Applicant's Signature: _____ Date: _____

Received By (LTREG Rep.): _____ Date: _____

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

**Cash, money order or cashiers check will be accepted-
NO personal checks for application fees.**