

**RENTAL APPLICATION**

- Call 505-821-3854 to arrange to turn in your application at 6501 Wyoming Blvd. NE Building C Suite 245 Albuquerque, NM 87109 and insure the property you are applying for is still available.
- Applications must be **filled out completely** and signed by all parties applying.
- The application fee is \$40.00 per person and anybody over the age of 18 must apply. The application fee is due prior to processing of rental application. **ONCE A FEE IS RECEIVED IT IS NON-REFUNDABLE WHETHER IT BE AN APPLICATION FEE OR DEPOSIT FEE.**
- All properties managed by Quintessential Properties do not allow smoking in the home, garage or on the property at all.
- Applicants must be at least eighteen (18) years old to enter into a lease agreement and must provide a copy of their ID.
- Pet deposits (**for approved location's only**) a **minimum of \$250.00 per pet** is required at time of lease signing. **RESTRICTED BREED: PIT BULLS**
- Rental application fees must be paid in cash and deposits must be paid in money order or cashier's check. If you have any questions please contact our office at 505-821-3854 prior to applying for a property.
- **Please submit a copy of each applicants ID, proof of income, \$40 cash application fee per applicant, and damage deposit in certified funds (if you choose to place it) when you turn in your application. Additional items can be emailed to [smcg505@msn.com](mailto:smcg505@msn.com), faxed to 1-866-477-9707, or mailed to P.O. Box 90733 Albuquerque, NM 87199.**
- **Rental Requirements:**
  - Two years verifiable residence history from a third party landlord.
  - Home ownership shall be verified by submittal of tax assessor's.
  - Two (2) or more three-day notice (pay rent or vacate) from past landlord will result in denial.
  - Two (2) or more NSF checks in past two years will result in denial.
  - Rental history reflecting any unpaid past due rent or damage balances due past landlord or management will result in application denial.
  - Any past unlawful detainer action or eviction will result in denial if less than three years old.
  - **Any rental history upon which previous landlord or management refuses to re-rent to applicant will result in denial.**
  - Rental history reflecting property damages, not paid for, will result in denial.
  - Rental history reflecting past, disturbance of the peace or complaints may result in denial.
  - Rental history reflecting pet violations will result in denial.
- **Income Guidelines:**
  - Monthly income must equal three (3) times monthly rent.
  - Tax returns, paychecks stubs, or employer confirmation are acceptable income verifiers.
  - Non-married roommates are jointly liable for all rents due on rental unit.
- **Credit Requirements:**
  - Credit history will be used as a part of your approval process.
  - Tenant cannot have any judgments or collections due to an eviction or non-payment of rent filed within the last 3 years.
  - Any previous judgments or collections must be paid in full.
- **Automatic Application Denials:**
  - Registered sexual predators or offenders.
  - Any felony offense or offence of a dangerous crime within the last 5 years.
  - Collection efforts filed by past landlord or property management companies.
  - Any past unlawful detainer action or eviction.
  - Incomplete or unverifiable information on rental application.
  - Discrepancies between rental application and verified information.
  - Any rental history upon which previous landlord or management refuses to re-rent to applicant(s) will result in denial.

**I AGREE THAT I HAVE READ THE ABOVE REQUIREMENTS FOR APPROVAL PRIOR TO SUBMITTING THIS APPLICATION AND THAT ALL MY QUESTIONS REGARDING THE LEASE TERMS AND CONDITIONS HAVE BEEN ANSWERED. I AM AWARE THAT I CAN VIEW A COPY OF THE LEASE AT ANY TIME PRIOR TO SUBMITTING THIS APPLICATION:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Property address you are applying for: \_\_\_\_\_

Rent Amount: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_ Desired move in date \_\_\_\_\_

Please provide all information requested below. Incomplete information will delay the processing of your application. **Please Print Clearly.** Every occupant over the age of 18 must fill out a full application.

**APPLICANT(S)**

Applicant 1

Name: \_\_\_\_\_ Social: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 Email: \_\_\_\_\_

Applicant 2

Name: \_\_\_\_\_ Social: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 Email: \_\_\_\_\_

Any other occupants under the age of 18 (Name, Age and Relationship)

Name	Age	Relationship	Name	Age	Relationship
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Pets**

Kind: Dog(s) Cat(s) Reptile(s) Fish Bird(s) Horse(s) Rodent(s) Other: \_\_\_\_\_ **How many:** \_\_\_\_\_  
 Pet one:  
 Age: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Pet two:  
 Age: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Pet three:  
 Age: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

**ALL APPLICANTS MUST SIGN BELOW:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**EMPLOYMENT HISTORY**

Applicant 1

Current Employer \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_  
How Long: \_\_\_\_\_ Salary: \_\_\_\_\_

Applicant 2

Current Employer \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_  
How Long: \_\_\_\_\_ Salary: \_\_\_\_\_

**ADDITIONAL INCOME** (Social Security, Child Support, VA Administration, Scholarship Funds etc.)

Source: \_\_\_\_\_ Monthly Amount: \_\_\_\_\_  
How Long: \_\_\_\_\_ Phone: \_\_\_\_\_

**RENTAL HISTORY** (No Less Than Two Years)

Applicant 1

Present Address: \_\_\_\_\_  
Do you rent or own? \_\_\_\_\_ Current Rent/Payment: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_  
Landlord/ Mortgage Co. \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Previous Address: \_\_\_\_\_  
Do you rent or own? \_\_\_\_\_ Current Rent/Payment: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_  
Landlord/ Mortgage Co. \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant 2

Present Address: \_\_\_\_\_  
Do you rent or own? \_\_\_\_\_ Current Rent/Payment: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_  
Landlord/ Mortgage Co. \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Previous Address: \_\_\_\_\_  
Do you rent or own? \_\_\_\_\_ Current Rent/Payment: \_\_\_\_\_  
Reason For Leaving: \_\_\_\_\_  
Landlord/ Mortgage Co. \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**ALL APPLICANTS MUST SIGN BELOW:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**REFERENCES**

Name : \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name : \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**OTHER INFORMATION**

Water Filled Furniture: YES or NO  
Vehicles(make, mode, year and license plate number: \_\_\_\_\_

In the past have you ever been delinquent in paying rent or other financial obligations? If yes please explain: \_\_\_\_\_

In the past, have you failed to perform any obligations of a rental agreement or have you been a defendant in an eviction lawsuit? If yes please explain: \_\_\_\_\_

-The information provided above is true and correct to the best of my knowledge. I hereby authorize Quintessential Properties or its agent to verify the above information and obtain a consumer or investigative credit report, criminal background report and eviction records. I understand that there is a \$40 fee per adult for verifying this rental application is not a deposit and will not be applied towards rent or be refunded in the event the application is denied.

-The full damage deposit must be placed in order to remove a property from the market during the processing of an application. If a damage deposit is not paid to hold a property Quintessential Properties reserves the right to process multiple applications. If your application is approved you will be required to sign a lease within 3 days. The property will only be held of the market for a maximum of 2 weeks from the date of this application, if a damage deposit is received and a lease has been signed (unless written approval is given for an extended move in date). After that the lease must start and rent must be paid. If you fail to sign the lease within the 3 day time period or fail to move in to the property, the full damage deposit will be forfeited as liquidated damages and the property will be placed back on the rental market. (Damage deposit paid to Quintessential Properties for holding a property off the market during application processing are only refundable in the event of a denial.)

**ALL APPLICANTS MUST SIGN BELOW:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Please fill out which option you are taking prior to submitting your application.

**OPTION 1**

I HAVE CHOSEN TO PLACE A FULL DEPOSIT OF \_\_\_\_\_ ON(DATE) \_\_\_\_\_ AT(TIME) \_\_\_\_\_ IN ORDER TO TAKE THE PROPERTY LOCATED AT \_\_\_\_\_ OFF THE MARKET DURING THE PROCESSING OF MY APPLICATION. I UNDERSTAND THAT THE DEPOSIT IS ONLY REFUNDABLE IN THE EVENT MY APPLICATION IS DENIED.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OPTION 2**

I HAVE CHOSEN TO NOT PLACE A DAMAGE DEPOSIT ON THE PROPERTY LOCATED AT \_\_\_\_\_ . I UNDERSTAND THAT QUINTESSENTIAL PROPERTIES RESERVES THE RIGHT TO TAKE MULTIPLE APPLICATIONS SINCE I HAVE CHOSED TO NOT PLACE A DEPOSIT ON THE PROPERTY.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
**FOR OFFICE USE ONLY**

Remarks: \_\_\_\_\_  
Move in Date: \_\_\_\_\_ Address: \_\_\_\_\_  
Damage Deposit Received: \_\_\_\_\_ Rent: \_\_\_\_\_



**Tenant Release and Consent Form**

I/We \_\_\_\_\_, \_\_\_\_\_ the undersigned hereby authorize all persons or companies listed below to release without liability, information regarding employment, income, assets, rental history, and credit history to Quintessential Properties for the purpose of verifying information on my rental application.

**INFORMATION THAT MAY BE REQUESTED**

I understand that the previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested are, but not limited to: personal identity, employment, income, assets, rental history, credit history, and criminal background history.

**SOURCES USED TO OBTAIN INFORMATION**

- Past and/or present employers
- Previous Landlords
- Public Housing Agencies
- Support and Alimony Providers
- Welfare Agencies
- State Unemployment Agencies
- Social Security Administration
- Veterans Administration
- Retirement Systems
- Banks or other Financial Institutions
- Credit Bureau
- State and/or National Sex offender Registry
- State and/or National Background History Record

I/We agree that a photocopy of this authorization may be used for the purpose of obtaining the information stated above.

\_\_\_\_\_  
Tenant Signature Date

\_\_\_\_\_  
Tenant Signature Date