

Rental Application

“SageCrest Properties Has a Strict No Smoking Rule”

Please fill out completely, any areas that do not pertain to you, place N/A. Incomplete applications can not be processed.

FAIR HOUSING: We do not discriminate and will not evaluate rental applications on the basis of race, color, religion, sex, familial status, handicap, sexual preference, national origin, or ancestry. These policies assure that all applicants are treated equally. We do accept assisted housing vouchers.

APPLICATION FEE: Each applicant 18 and older must sign this application. There is a \$35.00 non-refundable application fee per married adults (with the same last name). All individuals 18 and older will have credit reports submitted with a \$35.00 fee.

DEPOSIT: Each accepted application must be submitted with a deposit of equal to one-half the applicable property's deposit amount in consideration for the property being removed from the rental market. A signed "Deposit Agreement" will be required. The deposit can not be used as payment of rent. If applicant withdraws their application, deposit will be forfeited.

PET RENT and DEPOSIT: A minimum of \$25 per month will be added to the agreed upon rent amount for the property being rented. Pet rent is non-refundable. Pet rent for more than one animal may be more. Additionally, a \$250 pet deposit will be charged non-refundable. Dogs less than 20 lbs are allowed, and maximum of two dogs per property are allowed with the owner's permission. Exceptions may be made at the owner's discretion. Tenants that bring pets on the property, without permission; will be assessed a One Thousand Dollar Fine. (\$1000.00)

INCOME: You must have a total gross monthly income equal to or greater than two & one half (2 1/2) times the monthly rental amount. We will request your three most recent paycheck stubs if you are salaried and your three most recent bank statements if you are self-employed, retired or non-employed.

CREDIT/BACK GROUND: We will request credit & back ground reports from the three credit repositories. Depending on the information available on your credit reports, your application may be subject to first and last month's rent in addition to a security deposit or a combination thereof. Additional Fee's may be necessary for additional Back Ground Information.

IDENTIFICATION: All applicants (age 18 and over) must submit a current, valid driver's license issued in any state in the US along with a current and valid Social Security card, or a Visa, Green Card, or other identification issued by and in the US.

RENT BEGINS: You must begin paying rent within 10 working days after application is approved or upon move in date, prorated on a daily rate and full payment on the first of the following month. Rent is due the first & considered late the second, and a 10% late fee will be assessed.

APPLICATION EXPIRATION: Accepted applications are only good for 30 days. After 30 days a new application and fee will be required.

Initials x_____ x_____

Date: _____

Name of Main Income Provider: #1 _____

Name of Spouse or Roommate: #2 _____

Property Address Requesting: _____

Move-in Date Requested: (need to know as soon as possible) _____

Home Phone: #1 _____ #2 _____

Work Phone: #1 _____ #2 _____

Cell Phone: #1 _____ #2 _____

Fax: _____

Email: _____

Social Security Number: #1 _____ Spouse/Rmmate #2 _____

Date of Birth: #1 _____ Spouse/Roommate #2 _____

Driver Lic. No./State: #1 _____ Spouse/Rmmate #2 _____

Co-Applicants (anyone over age 18) that will be living with you:

Name _____ Relationship _____

Social Security NO. _____ D.O.B _____

Name _____ Relationship _____

Social Security No. _____ D.O.B _____

(credit can be requested for anyone over 18 years of age)

Names of Children (under age 18) that will be living with you:

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

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Initials x _____ x _____

Please circle the appropriate answer to the following questions:

Do you smoke? Yes No

“ABSOLUTELY NO SMOKING ALLOWED IN THE BUILDINGS /HOME or GARAGE”

Have you ever been evicted? Yes No

Have you ever been sued for non-payment of rent or Utilities? Yes No

Have you ever been convicted of a felony? Yes No

HOUSING HISTORY

CURRENT _____ Rent _____ Own

If selling, provide the Listing Agent’s contact information.

Address: _____

Dates From: _____ To: _____

Landlord/Agent: _____

Phone: _____

Why leaving? _____

PREVIOUS _____ Rent _____ Own

Address: _____

Dates From: _____ To: _____

Landlord/Agent: _____

Phone: _____

Why did you leave? _____

EMPLOYMENT INFORMATION

Employed

_____ Full-time _____ Part-time _____ Retired _____ Self _____ Other

Company Name: _____

Address: _____

Position: _____

Dates From: _____ To: _____

Supervisor/Manager: _____

Phone: _____

Initials x_____ x_____

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INCOME

Monthly Gross Income:\$_____ Spouse/Rmmate\$_____

Other Monthly Income:\$_____ Source of income:_____

EMERGENCY CONTACT (other than Applicant, Spouse, or Co-Applicants)

(this must be completed and will be checked for accuracy – we must have this on file)

Name:_____

Address:_____

Home Phone:_____

Work Phone:_____

Cell Phone:_____

Fax:_____

Email:_____

PETS (NON-REFUNDABLE \$250.00 PET FEE)

Please list ALL pets that will be living with you (indoor and/or outdoor). Add a minimum of \$25.00 to monthly rent. Pet rent is non-refundable.

Type_____ Breed_____ lbs_____ Age_____

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Type_____ Breed_____ lbs_____ Age_____

This will be approved by owner & SageCrest Property Management

VEHICLES

Please list ALL vehicles that will be located on the premises.

License Plate #_____ Make/Model_____

Year_____ Color_____

License Plate #_____ Make/Model_____

Year_____ Color_____

License Plate #_____ Make/Model_____

Year_____ Color_____

Initials x_____ x_____

“SageCrest Properties allows only Drug Free Tenants”

The undersigned certifies that the information provided in this rental application is true and correct. By signing this application I/we agree to the Terms and Conditions listed herein and authorize the property management company to inquire with any and/or all of the following: employers, court records, banks, utility companies, credit bureaus, former landlords, or any person or entity who in the sole discretion of the management company, that information is required for. I/we acknowledge that the property management company, the Owner, and/or the Landlord may terminate any agreement to which I/we are a party should this application contain any misstatement.

PLEASE INCLUDE COPIES OF DRIVERS LICENSES

&

TWO MONTHS PROOF OF INCOME

**QUESTIONS PERTAINING TO THE FILLING OUT OF THIS APPLICATION,
PLEASE CALL MIKE @ 505-221-5974**

Applicant (Signature)

Date

Applicant (Signature)

Date

Applicant (Signature)

Date

Applicant (Signature)

Date

Applicant (Signature)

Date

“Anyone over 18 years of Age Must Read & Sign this Document and Initial Previous Pages ”

Thank You for Your Attention to our Application, It Must Be Completed, Fully.

The Proper Amount of Application Fee Must Accompany the Application.

SageCrest Properties Representative

Date

Mike or Coley Haspert

“SageCrest Properties Has a Strict No Smoking Rule”

SAGECREST REALTY AND INVESTMENTS, LLC

aka **“SageCrest Properties”**

1728 ABRAZO ROAD, SUITE D

RIO RANCHO, NM 87124

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