

Christa Lee Manor Apartments

111 East 22nd Street

575-622-5325

christaleemanorapartments@gmail.com

Items required submit application:

- application filled out (front page only)
- application rider
- proof of income (pay stub, employer letter, tax return, or other)
(need to make 3 times what the rent is to qualify (3.3 for + electric))
- copy of government issued ID
- deposit and application fee in two separate cashier's checks or money orders
- consent to release form

Christa Lee Manor Apartments
111 East 22nd Street
Roswell, New Mexico 88201
575-622-5325

Apartment Application Rider. (Must accompany a AANM rental application)

I/We have applied for an apartment at: (address) _____
unit _____.

The monthly rent will be \$ _____ for a term of _____ Months.

The security deposit will be \$ _____ which shall be paid with the rental application,
along with the application fee of \$25.00 per person. **There are no pets allowed.**

If our application is approved we want to move in on _____.
You (all applicants) must sign a lease on the apartment if your application is approved
within three business days of being notified of acceptance to rent the apartment or you
will lose your security deposit and ability to rent the apartment. You are required to take
possession and pay the first month's rent on or within five days after the lease start date
or Landlord reserves the right to lease the unit to someone else, keep your security
deposit as liquidated damages and pursue you for re-letting fees owing under the lease
you have signed.

The undersigned understand that by making application they have made the decision to
rent the referenced apartment if approved and are not applying for housing with multiple
landlords at the same time. **The undersigned further understand that failure to rent
and take possession of the apartment if approved, will result in the loss of the
security deposit.**

**If you are not sure you want the apartment for any reason or you are not sure of
when you can take possession of the apartment within a five day period as agreed by
Landlord, you are advised to not apply for the apartment until you have removed
your uncertainties.**

Agreed this _____ day of _____, _____

Applicant (s) Signature

Landlord Representative that issued and filled out this Rider _____,
Date _____

RENTAL APPLICATION

(Every applicant must submit a separate application.)

Date _____ How were you referred to us? _____

APPLICANT'S INFORMATION (Please print)

- a. Applicant's Full Name _____ Date of Birth _____
 Social Security Number _____ Driver's License Number & State _____
 Home Phone _____ Work Phone _____ Email Address _____
- b. How many people will be occupying the dwelling unit? _____ List names of all people who will be living with you _____

- c. Do you have any pets? Yes No How many? _____ Type and Size _____
- d. Have you ever declared bankruptcy? Yes No Have you ever been convicted of, or pled guilty to, any offense other than a minor traffic violation? Yes No
- e. List all vehicles to be parked on the premises by applicant or other occupants (cars, trucks, motorcycle's, recreational vehicles, trailers, boats)
 Make & Model _____ Year _____ License Number _____ State _____
 Make & Model _____ Year _____ License Number _____ State _____
- g. In case of emergency, notify _____ Work Phone _____ Home Phone _____
 Address _____ City _____ State _____ Zip _____
 Relationship _____ In the event of serious illness or death of resident, the above named person to notify
 may or may not enter, remove and/or store all contents found in the dwelling, storerooms, common areas and mail boxes. Please initial _____

RENTAL HISTORY

- a. Present Address _____ City _____ State _____ Zip _____
 Move in Date _____ Name of Property Owner/Manager _____ Phone _____
- b. Previous Address _____ City _____ State _____ Zip _____
 Move in Date _____ Name of Property Owner/Manager _____ Phone _____
- c. Have you ever been evicted? Yes No Have you ever been sued for nonpayment of rent or damages to rental property? Yes No

EMPLOYMENT and OTHER INCOME

- a. Present Employer _____ How Long? _____ Work Phone _____
 Address _____ City _____ State _____ Zip _____
 Gross Monthly Salary \$ _____ Position/Occupation _____ Supervisor's Name/Phone _____
- b. Previous Employer _____ How Long? _____ Work Phone _____
 Address _____ City _____ State _____ Zip _____
 Gross Monthly Salary \$ _____ Position/Occupation _____ Supervisor's Name/Phone _____
- c. Disclosure of additional income, such as child support, alimony, separate maintenance, etc., is mandatory if applying for government regulated housing. Otherwise disclosure is voluntary, unless you wish to have it considered in determining if you qualify.
- Amount of \$ _____ Per _____ Source: _____
 Amount of \$ _____ Per _____ Source: _____

CORRECT INFORMATION

The undersigned person represents that all the above statements are true and complete and hereby authorize verification of such information via credit reports, rental history reports, release of information by employer (present and former) and other means. Failure to answer any of the above inquires shall entitle owner to reject this application. False information given above shall entitle owner to (1) reject application, (2) retain the application fee(s) and deposit(s) as liquidated damages for the owner's time and expenses of processing this application and (3) terminate resident's right of occupancy. False information may also constitute a serious criminal offense under the laws of this state. In any lawsuit relating to this application agreement or rights under statute or government regulations, the prevailing party is entitled to recover attorney's fees and all other costs of litigation from the non-prevailing party. The owner reserves the right to report information about payment performance to consumer credit reporting agencies.

Page 2 must also be signed in the event of APPLICATION AGREEMENT

Signature of Applicant _____

Date _____



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christaleemanor@cableone.net

APPLICANT'S CONSENT TO RELEASE INFORMATION:

I, _____ the undersigned, do hereby authorize the release of information without liability, from the firm to whom this application is made, and credit bureau of other investigative agency employed by such firm to investigate and report and disclose to the Management of Christa Lee Manor Apartments the results of the references herein listed, statements and other data obtained from any other person pertaining to credit, employment, rental history, and financial responsibility or criminal record to determine my qualification for apartment.

INFORMATION COVERED:

I undersigned that previous or current information regarding me may be needed. Verifications and inquiries that maybe requested but not limited to: employment, rental history, and income. I understand that this authorization cannot be used to obtain any information about me that is not pertinent for my qualification for an apartment.

Applicant's Name

Applicant's Signature

Date: _____

Criminal History

A criminal background check will be completed for each applicant. The Lease Application will be denied for criminal activity of any applicant that has resulted in a conviction within the time period prior to the Lease Application date, as follows:

Offense	Felony	Misdemeanor
Crimes against children	Declined regardless of time	
Sex-related offenses		
Homicide		
Kidnapping		
Drug sale, manufacture, distribution		
Other crimes against persons, property, or animals	10 years	3 years
Financial crimes (e.g., bad check, identity theft, fraud)	10 years	3 years
Other drug, prostitution, and/or weapons-related offenses	10 years	3 years
Traffic, alcohol-related, all other offenses	10 years	0 years
Deferred, adjudication, or adjudication withheld	5 years after completion of probation/parole	
Pending cases and/or arrest warrants		
Incarceration (due to conviction) release date	5 years	3 years

These criteria do not constitute a guarantee or representation that residents or occupants currently residing in one of our homes have not been convicted of, or subject to, deferred adjudication for a felony, certain misdemeanors, or sex offenses requiring registration under applicable law. Residents or occupants may have resided in one of our homes prior to the implementation of this policy, and our ability to verify this information is limited to the information made available to us by the applicant(s) and credit reporting services. Residents or occupants who are convicted of any of the forgoing after this Lease Application, may be subject to forfeiture of Lease Application Fees or eviction, if conviction occurs after Move-in.