



210 S. Roselawn Ave., Artesia NM 88210 575-748-9735

Rental Application Instructions

- 1) *Please fill out this application completely.*
- 2) *When asked how long you have been at an address, please specify exact dates. Example: Aug. 2006 - Sept. 2007. Indicate if you rented or owned.*
- 3) *We do a credit check on every person that applies for a rental. Please sign the credit release form. There is a \$20.00 non-refundable fee on all applications. If more than one applicant, an additional fee of \$10.00 per individual is required upon submittal. You must pay this when you apply, not afterwards. We do not keep change in our office, so please bring in the exact amount.*
- 4) *We do not hold a rental with an application. You may put up the full deposit on the rental to hold the rental for you. We will only hold the rental with the deposit for the duration of the processing of the application. Once you are approved on the application, prorated rent and start of the rental agreement will be required.*
- 5) *A copy of driver's license/identification will be required.*
- 6) *Individual police record/report from the police department is required on each applicant that anticipates renting from our office and is 18 years of age or older. This is also known as a local records check. This will need to be obtained from the applicant's current city he/she is residing in. You will need to obtain this report and submit it with the rental application. Please make sure that there are not alterations to the report or other reports will need to be obtained and will delay the application processing.*
- 7) *If you are applying for a rental and have pets, you will need to submit shot records, pet registration/license, and verification of microchip, and neutered/spayed records.*

Lois Oliver Real Estate, Inc.

210 SOUTH ROSELAWN / ARTESIA, NEW MEXICO 88210 (575)748-9735

Theresa Baize
BROKER

PRIVACY ACT NOTICE STATEMENT – This information is to be used by the agency collecting it in determining whether you qualify as a prospective renter at LOIS OLIVER REAL ESTATE. It will not be disclosed outside the agency without your consent except to financial institutions for verification of your deposits and as required and permitted by law. You do not have to give us this information, but, if you do not, your application for approval as a prospective renter may be delayed or rejected. This information request is authorized by Title 38, U.S.C., Chapter 37 (if VA); by 12 U.S. C., Section 1701 et. Seq., (if HUD/FHA); and by 42 U.S.C., Section 1452b (if HUD/CPD).

CREDIT RELEASE

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED APPLICANT HAS APPLIED FOR A REAL ESTATE RENTAL THROUGH LOIS OLIVER REAL ESTATE, INC. YOU ARE HEREBY AUTHORIZED TO RELEASE ANY INFORMATION REQUIRED BY LOIS OLIVER REAL ESTATE, INC. TO COMPLETE THE PROCESSING OF THE RENTAL REQUEST.

NECESSARY CREDIT INFORMATION MAY INCLUDE SAVINGS DEPOSITS, CHECKING ACCOUNTS, CONSUMER CREDIT BALANCES, PAYMENTS AND HISTORY, INCLUDING MORTGAGE PAYMENT RECORDS AND BALANCES.

THIS FORM MAY BE REPRODUCED OR PHOTO-COPIED AND THAT COPY SHALL BE AS EFFECTIVE CONSENT AS THE ORIGINAL WE HAVE SIGNED.

SIGNATURE

DATE

SIGNATURE

DATE

MLS

Multiple Listing Service

Date: _____



RENTAL APPLICATION

Name: _____ Social Security #: _____ DOB: _____

Employer/Occupation: _____ Work Phone: _____

If employed less than six months, please list information on previous employer.

Name: _____ Phone: _____

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Employer/Occupation: _____ Work Phone: _____

If employed less than six months, please list information on previous employer.

Name: _____ Phone: _____

Property Desired: _____ Date Desired: _____

Names of all who will occupy the rental:

Age

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Rental/Residential History

Please list the last three properties you have rented/lived in including current residence.

1. Address: _____ (city, state, zip)

Name and phone number of person or business that you rented from:

Dates that you rented: From: _____ To: _____

2. Address: _____ (city, state, zip)

Name and phone number of person or business that you rented from:

Dates that you rented: From: _____ To: _____

3. Address: _____ (city, state, zip)

Name and phone number of person or business that you rented from:

Dates that you rented: From: _____ To: _____

Character references and their addresses and phone numbers (cannot be relatives):

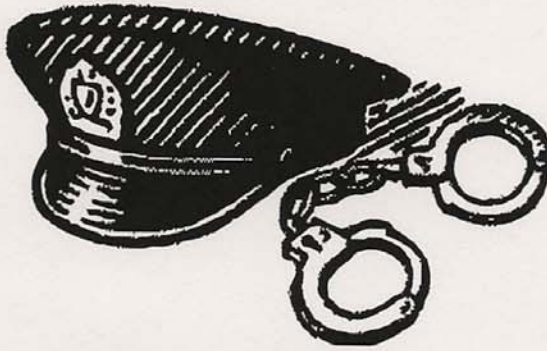
Do you have any pets? _____ Inside or Outside _____ Size _____
Type of pet/breed: _____

I certify that all of the information on this application is true and correct. I hereby give permission to Lois Oliver Real Estate, Inc. to verify all of the information on this application.

Signed Applicant #1 _____ Date: _____

Signed Applicant #2 _____ Date: _____

Present phone number: _____



ARTESIA POLICE DEPARTMENT

Background Records Check

Name: _____

DOB: _____

SOC: _____

Record

No Record

<u>Date</u>	<u>Charge</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Searched by: _____

Date: _____

CHECK HERE IF REVERSE SIDE OF FORM IS COMPLETED

* On disposition's check with court of record