

Property Address:

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BARKER MANAGEMENT LTD. COMPANY  
222 E. Marcy Street, Suite 2 | Santa Fe, New Mexico | 87501  
505.983.2400 | email: [barkermgtc@gmail.com](mailto:barkermgtc@gmail.com)

## **Rental Applications Initial Review**

### **Rental Policies & Procedures**

The following policies and procedures have been established for all applicants and occupants of properties managed by Barker Management LTD. Co. Please read the following policies and procedures. If you feel you meet the guidelines for qualifying, we encourage you to submit an application.

### **Fair Housing**

Barker Management LTD. Co. adheres strictly to all requirements of the Fair Housing Laws. We do not discriminate against any applicant for any reasons of race, color, creed, national origin, sex, age, marital status, or physical or mental disability.

### **Applicants & Occupants**

- Each individual of 18 years of age or older who will occupy the property must completely fill out and sign an application.
- Occupants are considered as all individuals that will occupy the property.

### **Application Fees**

- Each application must be accompanied by a processing fee of forty dollars (\$40.00). Without this fee, your application is considered incomplete and will not be processed.
- The application fee shall be paid by check or cash. Checks should be made payable to: Barker Management LTD. Co. All mail correspondence should be sent to our office address.
- Application fees are NON-REFUNDABLE, even if you are not accepted.

### **Credit Criteria**

By completing and signing the application, applicants and occupants give Barker Management LTD. Co. authorization to run a credit check and check their credit history. Barker Management LTD. Co. will obtain a credit report and requires a score of 620 or higher, for all applicants, to be considered. All applicants must pass the credit check to be considered.

### **Background Check**

By completing and signing the application, applicants and occupants give Barker Management LTD. Co. authorization to perform a background check which includes the following:

- National criminal database search
- Statewide eviction search
- Public records search

### **Income Criteria**

- Self-employed applicants and occupants must provide the most recent tax return and three months of bank statements.
- Proof of earnings from social security, child support, alimony or spousal support must be documented.
- Unverifiable income will NOT be considered.

**Pets** Pets are considered on a case by case basis.



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Rental Application

**PLEASE PRINT CLEARLY all information below and include copies of your driver's license(s).**

Legal Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License # & State: \_\_\_\_\_ Exp.: \_\_\_\_\_

**SPOUSE CO-APPLICANT:**

Legal Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License # & State: \_\_\_\_\_ Exp.: \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord/Manager Name: \_\_\_\_\_

Landlord/Manager Phone: \_\_\_\_\_ Dates lived at this address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord/Manager Name: \_\_\_\_\_

Landlord/Manager Phone: \_\_\_\_\_ Dates lived at this address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PROPOSED OCCUPANTS:** Full names & relations of all proposed occupants:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number and type of PETS: \_\_\_\_\_

Do you or any of the occupants smoke: \_\_\_\_\_

**HAVE YOU EVER:** been evicted? \_\_\_\_\_ filed for bankruptcy? \_\_\_\_\_ been sued? \_\_\_\_\_  
been convicted of a crime? \_\_\_\_\_

If you answered yes to any of the above four questions, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRESENT EMPLOYER:** \_\_\_\_\_

Position: \_\_\_\_\_ Monthly Income: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates Employed: \_\_\_\_\_ Other income source and amount: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

**SPOUSE/CO-APPL. PRESENT EMPLOYER:** \_\_\_\_\_

Position: \_\_\_\_\_ Monthly Income: \_\_\_\_\_ Phone: \_\_\_\_\_ Dates

Employed: \_\_\_\_\_ Other income source and amount: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

**BANK/INSTITUTION:** \_\_\_\_\_ Branch: \_\_\_\_\_

**BANK/INSTITUTION:** \_\_\_\_\_ Branch: \_\_\_\_\_

I agree that I have paid the \$40.00 application fee to the Property Manager to process this application and understand that this fee is non-refundable. I CERTIFY that the information that I have provided herein are true, correct and complete, to the best of my knowledge. I hereby authorize an investigation of all statements contained in this application for tenant screening as may be necessary such as a credit, credit history, verification of tenant and employment history, income, and background check (national criminal database search, statewide eviction search and public records search). I understand that the landlord may terminate any rental agreement entered into for any misrepresentations made above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_