

Property Address: _____

FIORINA PROPERTIES, LLC

222 E. Marcy Street, Suite 2 | Santa Fe, New Mexico | 87501

505.983.2400 | email: residential@sfnmpropertymanagement.com

Rental Application Initial Review

Rental Policies & Procedures

The following policies and procedures have been established for all applicants and occupants of properties managed by Fiorina Properties, LLC. 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

Fiorina Properties, LLC. 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 (\$45.00). 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: Fiorina Properties, LLC. 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 Fiorina Properties, LLC authorization to run a credit check and check their credit history. Fiorina Properties, LLC 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 Fiorina Properties, LLC authorization to perform a background check which includes the following:

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

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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.

Approval and Move-In Conditions

Fiorina Properties, LLC will continue to advertise and consider all other applications for the subject property until the following has been provided:

- Application(s) have been paid for, completely verified and approved
- Security deposit has been received
- Lease Agreement has been signed

Broker Duties Link:

Broker Duties link (Broker Duties on Pages 97-101 of the New Mexico Real Estate License Law and Real Estate Commission Rules):

<https://www.rld.nm.gov/wp-content/uploads/2021/06/000-2021-Rule-Book-FINAL-Based-on-Changes-Effective-Jan-3-2021-2.pdf>

Please acknowledge receipt of the link to the Broker Duties by signing below:

Applicant Signature Date

Co-Applicant Signature Date

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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: _____

Property Address: _____

PROPOSED OCCUPANTS:

Full names & relations of all proposed occupants:

Number and type of PETS: _____

Do you or any of the occupant's 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: _____

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I agree that I have paid the \$45.00 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: _____