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COMMUNITY NAME

PROPERTY MANAGER

FROM

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DATE

REGARDING

Rental Application

CC

Urgent

For Review

Please Comment

Please Reply

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Comments:

RENTAL APPLICATION TERMS AND AUTHORIZATION

WESTERN MANAGEMENT, LLC.

State of New Mexico

Thank you for your interest in Western Management properties and allowing us the opportunity to provide rental and sales services to you. To ensure the process goes smoothly for all parties, the following guidelines are in effect for all applications.

Application Submission

1. Application must be completed in its entirety and signed by each adult (18 years and older) planning to occupy the property.
2. If applicant is a student, a guarantor must be secured. The guarantor must also submit a completed application and the guarantor form (which must be notarized).
3. A \$25.00 non-refundable application/credit check fee for each adult applicant must be paid in full at the time of application submission. We only accept money order, cashier's check, personal check, and credit card payments (MasterCard, Visa, and Discover). **We do not accept cash.**
4. A completed application consists of ALL of the following:
 - Application
 - Terms and Conditions Acknowledgement
 - Credit Check Request and Authorization Forms
 - Valid Identification (example: driver's license, or government issued ID)
 - Social Security Card or Identification (example: other identification number)
 - Most Recent Pay-Stub or Proof of Income (If you are self-employed, we will need your most recent tax returns to verify income.)

Application Processing

5. Upon receipt of completed application and applicable fees, your application will be sent to processing, which will consist of the following:
 - Process your application
 - Review your credit report
 - Review your background check
 - Verify your employment/Income
 - Verify your current and/or past landlord reference
6. On average, applications and supporting information are reviewed by the community manager for approval within 48 hours, provided all the information is correct and can be verified. In the event that your information cannot be verified as submitted, you may be asked to provide additional information to complete the processing.
7. There are two ways to submit an application:
 - **Option 1:** Complete the Online Rental Application and pay online.
The online rental application can be found at <https://www.westernm.com/application.aspx>
 - **Option 2:** Complete the Printable Rental Application and pay by one of the following methods.
The printable rental application can be found at <http://westernm.com/prospective-forms.aspx>
 - Hand deliver the application to the community you are applying for and pay the application fee upon delivery.
 - Fax it to the property and pay the application fee to the property manager.
 - Scan and email it to the community you are applying for and pay the application fee to the property manager.
 - Arrange for another method of delivery and pay for the application fee to the property manager directly.

Application Approval

8. Upon receipt of all required verifications and references, applications will be sent to management for approval. After a decision has been made on your application, we will do one of the following:
 - **Denial:** We will contact you in writing.
 - **Acceptance:** We will notify you and arrange for lease preparation and moving in. You will have two business days to sign the lease and pay the security deposit to secure your rental unit. Please note that the property will remain on the market until the lease is signed and a security deposit is paid.
9. Once the application has been accepted, you will be required to pay the following fees prior to moving in:
 - First month's rent
 - Security deposit
 - Additional deposit for pet

For the fastest service, please apply on our website, www.westernm.com

Thank you for your interest in our properties and we look forward to working with you!

Western Management supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

Rental Application

I hereby submit an application to rent the property located at: _____ beginning _____ (mm/dd/yyyy), for an initial term of _____ for \$ _____ per month, and submit the following information:

Personal Information

Legal Name of Applicant: Last		First		Middle	
Current Street Address:		City		State	Zip
Other names used in the last 10 years		Work phone number		Email Address	
Telephone: Mobile/Cell		Home		Work	
Date of Birth (MM/DD/YYYY)		Social Security Number - -		Monthly Income	
Photo ID/Type	Number	Issuing Government	Exp. Date	Other ID	

Proposed Occupants and Dependents (All Occupants 18 and Over MUST Fill Out An Application)

Name	Date of Birth (MM/DD/YYYY)	Relationship
Name	Date of Birth (MM/DD/YYYY)	Relationship
Name	Date of Birth (MM/DD/YYYY)	Relationship
Name	Date of Birth (MM/DD/YYYY)	Relationship

Rental History

Current Street Address		City	State	Zip
Landlord or Agent		Telephone and Fax	Current Rent	
Date In		Date out	Reason for Leaving	
Previous Street Address		City	State	Zip
Landlord or Agent		Telephone and Fax	Date In	Date Out
Reason for Leaving				
Previous Street Address		City	State	Zip
Landlord or Agent		Telephone and Fax	Date In	Date Out
Reason for Leaving				

Employment Information

Present Occupation or source of income	Employer Name	Dates of Employment	Current Gross Income <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Supervisor	Employer Address	Telephone	Fax
Prior Occupation	Employer Name	Dates of Employment	Current Gross Income <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year
Supervisor	Employer Address	Telephone	Fax

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Other Information

<i>Automobile Make</i>	<i>Model</i>	<i>Year</i>	<i>License Plate</i>	<i>State</i>
<i>Driver's License Number and State</i>	<i>Have You Ever Filed for Bankruptcy (select one)?</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Yes, When:</i>		<i>Have you Ever Been Evicted (select one)?</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Yes, When:</i>	
<i>Have You Ever Been Convicted of a Felony (select one)</i> <input type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Yes, When:</i>	<i>Emergency Contact</i>		<i>How Did You Hear About Us?</i>	

For Home or Recreational Vehicle Lot Rentals Only

<i>Make/Model:</i>	<i>Length:</i>	<i>Width:</i>	<i>Height:</i>
<i>Year:</i>	<i>Breaker Size: _____ amps.</i>	<i>License or Decal Number:</i>	
<i>Serial Number:</i>		<i>Value:</i>	
<i>Financed By:</i>			
<i>Current Location:</i>			
<i>Legal Owner Name/Address:</i>			
<i>Registered Owner Name/Address:</i>			
<i>Junior Lienholder Name/Address (if any):</i>			

Pets, If Applicable- Please Submit Color Photo of Each Pet

<i>Type (dog, cat, etc.)</i>	<i>Breed</i>	<i>Weight</i>	<i>Color</i>
<i>Type (dog, cat, etc.)</i>	<i>Breed</i>	<i>Weight</i>	<i>Color</i>

E-Mail- VERY IMPORTANT- This will be our primary method of communication regarding your application

<i>E-Mail Address</i>	@	.
<i>E-Mail Address</i>	@	.

Western Management Rental Application Terms and Conditions

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Applicant understands that payment of a Non-Refundable Fee of \$25.00 is required in order to process an application. The fee will be used to screen Applicant with respect to credit history and other background information. The amount charged is itemized as the actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports.

The undersigned is applying to rent the premises designated as:

Unit/Apartment Number: _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy. Copies of Applicant's valid social security card, valid government issued identification, and recent pay stub must be returned with the application.

NO UNITS WILL BE HELD UNTIL THE SECURITY DEPOSIT IS RECEIVED BY AGENT. IT IS RECOMMENDED THAT APPLICANTS DELIVER THE SECURITY DEPOSIT WITH THE APPLICATION IN ORDER TO GUARANTEE THE AVAILABILITY OF THE UNIT. APPROVALS MAY BE WITHDRAWN IF THE SECURITY DEPOSIT IS NOT RECEIVED WITHIN 2 DAYS FROM ACCEPTANCE.

Applicant authorizes, as a part of Agent's procedure for processing this application, preparation of an investigative consumer report whereby information is obtained through personal interviews with Applicant's references, as may or may not be listed in this report. This inquiry may involve requests for information as to Applicant's character, general reputation and personal characteristics. Permission is hereby granted by Applicant to any credit bureau to verify any information obtained from any source named herein. Applicant hereby authorizes any present or former Landlord to give any information he or she may have regarding Applicant in his or her capacity as Landlord. Further, Applicant hereby releases such Landlord or former Landlord and his or her company or representatives thereof from any and all liability for any damage or injury whatsoever caused for issuing the same.

The information contained in my application, to the best of my knowledge, is true and correct.

Applicant

Date: _____

Western Management Applicant Credit Check Request and Authorization

I authorize Western Management, LLC. to obtain my present and previous residence information, as well as any current and previous employment information. This includes any salary or other pertinent information that may assist in completing my rental application. I further authorize Western Management, LLC. to verify my credit history and perform a criminal record search by any means deemed reasonable.

I understand that the information that Western Management obtains is to be used only in the processing of my rental application.

Further, I authorize my current and former employers as well as other organizations to provide such information. I hereby release and hold harmless Western Management, my current and former employers, my current and former landlords, and any other organizations who have provided information from any and all liabilities arising out of the use of such information in connection with my consumer report.

Applicant Information

<i>Applicant Name- Last</i>		<i>First</i>	
<i>Current Street Address</i>		<i>Unit</i>	
<i>City</i>	<i>State</i>	<i>Zip</i>	

Applicant

Date: _____