

Basic Licensee Duties

Prior to the time a licensee generates or presents any written document that has the potential to become an Express Written Agreement, the licensee shall disclose in writing to a prospective buyer, seller, landlord, or tenant the following list of basic licensee duties that are owed to all customers and clients by all licensees.

- Honesty and reasonable care; as set forth in the provisions of this section;
- Compliance with local, state, and federal fair housing and anti-discrimination laws, the New Mexico Real Estate License Law and the Real Estate Commission Rules and Regulations, and other applicable local, state, and federal laws and regulations;
- Performance of any and all oral or written agreements made with the Licensee's Customer or Client;
- Assistance to the Licensee's Customer or Client in completing the transaction, unless otherwise agreed to in writing by the Customer or Client, including:
 1. Presentation of all offers or counter-offers in a timely manner;
 2. Assistance in complying with the terms and conditions of the contract and with the closing of the contract
- If the Licensee in a transaction is not providing the service, advice, or assistance described in Paragraphs 4A and B, the Customer or Client must agree in writing that the Licensee is not expected to perform such service, advice, or assistance, and the Licensee shall disclose such agreement in writing to the other Licensee involved in the transaction.
- Acknowledgement by the Licensee that there may be matters related to the transaction that are outside the Licensee's knowledge or expertise and that the Licensee will suggest that the Customer or Client seek expert advice on these matters;
- Prompt accounting for all monies or property received by the Licensee;
- Prior to the time the Licensee generates or presents any written document that has the potential to become an Express Written Agreement, written disclosure of
 1. Any written brokerage relationship the Licensee has with any other parties to the transaction and/or
 2. Any material interest or relationship of a business, personal, or family nature the Licensee has in the transaction;
- Disclosure of any material adverse facts actually known by the Licensee about the property or the transaction, or about the financial ability of the parties to the transaction to complete the transaction. Adverse material facts do not include data from a sex offender registry or the existence of group homes;
- Maintenance of any confidential information learned in the course of any prior Agency relationship unless the disclosure is with the former Client's consent or is required by law;
- Unless otherwise authorized in writing, a Licensee shall not disclose to their Customer or Client during the transaction that their seller Client or Customer has previously indicated they will accept a sales price less than the asking or listed price of a property; that their buyer Client or Customer has previously indicated they will pay a sales price greater than the price submitted in a written offer, the motivation of any party for selling or buying property; that their seller Client or Customer or their buyer Client or Customer will agree to financing terms other than those offered; or any other information requested in writing by the Licensee's Customer or Client to remain confidential unless disclosure is required by law.

Applicant Initials: _____

RENTAL APPLICATION POLICIES AND RESIDENT QUALIFICATION CRITERIA

Leasing agents do not determine tenant qualification. Answers to questions regarding qualification can be found below. Any information provided to our leasing agents regarding past history will not be considered to determine qualification. If you feel explanation of past history is necessary, you may attach a one-page, typed document (letter size) with any documentation corresponding to the issue. It is imperative the information you provide be accurate and complete, including fax numbers. If fax numbers are not provided, application processing will take longer.

Items to submit with your application: We do not provide copies for you, please bring prepared copies to leave at our office.

1. Valid driver's license or state issued identification card or valid passport
2. 2 most recent month's paycheck stubs
3. 2 most recent month's bank statements showing daily/average balance and clearly stating account holder's name
4. \$25 fee (in addition to the \$35 application fee) if your employer uses an automated employment verification system. If your employer uses The Work Number system you will need to provide us the company code & salary key. If you work for a large corporation your company probably uses an automated system to verify employment/salary. Check with your HR department for confirmation and any necessary codes we will need.
5. Color pictures of pets and current vaccination certificate (must have rabies certificate, not vet bill)
6. Retirement and/or Social Security income statement (if applicable)
7. Financial aid award letter (if applicable)
8. Military LES (if applicable)
9. Child support award letter/divorce decree (if applicable)
10. Proof of business ownership/tax and profit records (for the self-employed/business owners)

GDR PROPERTY MANAGEMENT, LLC (Herein referred to as GDR) IS THE MANAGING AGENT FOR MANY SEPARATE OWNERS; THEREFORE, POLICIES AT EACH PROPERTY VARY DEPENDING ON THE PARTICULAR OWNER'S PREFERENCE. ALL INDIVIDUAL POLICIES MUST BE IN ACCORDANCE WITH THE FAIR HOUSING ACT.

1. A separate application is required for each adult, eighteen years of age or older, intending to occupy or co-sign for the property. Each application must be filled out completely and signed by applicant(s). Incomplete applications will not be processed. **Complete applications include: Rental Application Policies and Resident Qualification Criteria, Rental Application, signed Verification of Rent, signed Verification of Employment, and the items listed above.**

2. A non-refundable processing fee of \$35 in cash, cashier's check, or money order must accompany each application. Checks are not accepted for application fees, deposits, or first month's rent. If paying cash, keep in mind we do not typically carry change. Applications will not be addressed without the processing fee. Do not call to check the status of the application. It is very difficult for our agents to work efficiently if they are having to provide status updates on applications several times per day. Applicants will be contacted when the application is completely processed or if we need more information. The average processing time is five to ten business days, however, processing time may be extended for verification purposes. Approved applicants will receive verbal notification. Denied applicants will be notified by mail sent to the current address listed on the application. Applications are good for 30 days after they have been processed.

3. Applications from all applicants will be accepted until an application is approved and deposit/rent monies paid. If more than one application is submitted before an approval is achieved, then the most qualified applicant will be approved for placement. We recommend you submit the deposit with your application. However, placing a deposit down does not guarantee you the property. You must still qualify through our regular process. If we have more than one approved application for a property, the applicant who has submitted the deposit will be given first chance to sign a lease. Remaining applicants may consider other properties available from GDR's rental listings. Should the remaining applicant find another property with GDR and be approved or should the original property applied for become available again and remaining applicant is approved, the deposit is subject to forfeiture if the applicant withdraws. However, if no other properties will work for the remaining applicant, the deposit will be refunded. If your application is approved, and you have placed a deposit on the house, we will hold the house for no more than 14 days until rent must be collected. If your application has been approved, but we have not received any deposit or rent funds, we will continue to market the house until such funds are received. If your application is denied the deposit will be refunded.

DO NOT SIGN BELOW WITHOUT READING AND UNDERSTANDING THE ABOVE INFORMATION!

Applicant Signature: _____ Date: _____

4. Applicants must have gross income of at least three times the monthly rent or comparable amount if income is tax-free. If your income does not meet our requirements, inquire for additional options. Co-signers have additional requirements.
5. Reliable documentation and telephone numbers for all income sources must be provided. Employment and rental history will be verified. Applicants must be employed for at least three months with current employer. Self-employed applicants are required to produce the previous year's Tax Return or 1099s. Non-employed applicants must provide proof of income. All documents provided are subject to scrutiny to determine authenticity.
6. A credit report from a national credit reporting agency will be obtained on all applicants. No third party credit reports will be accepted. Any history of delinquent payments, collections, judgments, etc. may be cause for denial. Applicant's debt-to-income ratio will be assessed. Applicants will be run through multiple criminal and sex offender checks in each state. Any criminal charge is cause for application denial. Any bankruptcies filed or discharged in the previous twelve months may be cause for application denial. Applicants will not receive a copy of their credit report.
7. Residency must be verifiable for the previous twenty-four months with no interruptions. Rental history references must reflect timely payment, appropriate notice of intent to vacate, and no complaint regarding disturbances, illegal activities, returned checks, or damaged rental units. Any history of eviction action is cause for rejection of application. Should applicant have rented from a private owner and not a management company, applicant must be able to provide receipts, bank statements, or proof of monthly payments. Should rental history be unverifiable, the application may be denied.
8. Failure to disclose all occupants will be considered a direct violation of the rental agreement. All additional occupants must be listed, along with dates of birth and social security numbers.
9. All animals, vehicles, trailers, trampolines, water-filled furniture including waterbeds and spas must be disclosed on the application. If you are considering the purchase or adoption of any pet during tenancy or acquiring any of the items listed below, it must be disclosed on the application. Pets are permitted on certain properties at the sole discretion and approval of the property owner/landlord. Only non-violent, common domesticated animals with proof of current vaccinations will be allowed on any property that permits pets. "Dangerous dog" breeds may not be approved. If a pet is approved, additional pet rent of \$25 for the first pet and \$15 each additional pet will be required. **Color photo of pet and vaccination certificates are required with application.**
10. **If approved, the applicant must do one of the following:**
 - a. (Applies to immediate possession) Sign lease within two business days, pay rent or prorated rent due, pay full security deposit. First funds received shall be in money order or cashier's check form. After the first FULL month, checks will be accepted, however, no third party checks.
 - b. (Applies to possession within two weeks) Sign lease within two business days and pay full deposit. Tenant is required to begin rental payments within 2 weeks of an approved application. Rent or prorated rent must be paid by possession date. Keys will be provided on move-in date only after all monies are paid. Alternate arrangements must be made by tenant for key pickup if tenant wishes to obtain keys outside of regular business hours.
 - **SHOULD AN APPROVED APPLICATION BE WITHDRAWN, DEPOSIT FUNDS ARE FORFEIT.**
 - **NO PROPERTY WILL BE HELD LONGER THAN TWO WEEKS WITHOUT OWNER APPROVAL.**
11. At owner/agent's discretion, a higher rent amount and/or additional prepaid rent amount may be accepted in lieu of poor credit and/or rental history. Should applicant be denied, GDR may consider allowing a co-signer, however co-signer must fill out an individual application and will be subject to all terms of the application/rental agreement. The co-signer must have a credit score equal to or higher than 700. Co-signers must have enough verifiable income to maintain their own bills/credit and be able to pay the full rent for the rental property. The co-signer must have at least 50% available credit and must also reside within the boundaries of New Mexico.
12. Any amounts owed at the end of tenancy may be submitted to a collection agency and/or national credit reporting agency and/or published for public view.

DO NOT SIGN BELOW WITHOUT READING AND UNDERSTANDING THE ABOVE INFORMATION!

Applicant Signature: _____ Date: _____

OFFICE USE: Date _____ • App Fee Pd ☐ • Dep Pd ☐ • ID'S ☐ • Auto Emp. Ver. PD ☐ Prop# _____

- Before you complete an application to lease property from GDR, you should be aware that we charge a **\$35 NON-REFUNDABLE FEE PER PERSON** for processing the application, which includes getting a **Credit Report**.
- **THE APPLICATION PROCESS WILL TAKE 5 BUSINESS DAYS AT MINIMUM & MAY TAKE LONGER**
- GDR reserves the right to deny your application based on information contained in the credit report or provided by rental and/or employment references. GDR may share your personal information with a co-applicant or co-signer.
- **DO NOT PUT DOWN A DEPOSIT IF YOU ARE NOT SERIOUS. IF YOU WITHDRAW YOUR APPLICATION AFTER IT HAS BEEN APPROVED WE WILL KEEP ALL DEPOSIT FUNDS.**
- GDR reserves the right to obtain additional credit reports in the course of collections or litigation.
- **COPY OF ID'S REQUIRED FOR ALL APPLICANTS. APP WILL NOT BE PROCESSED WITHOUT ID**

Property Address: _____ **Move-In Date (Required):** _____

Rent: \$ _____ **Deposit:** \$ _____ **Pet Rent:** \$ _____ **Lease Term:** _____ **Agent** _____

General Information

Name: _____ **Date of Birth:** _____ **SSN:** _____ - _____ - _____

Address: _____ **Apt:** _____ **City:** _____ **State:** _____ **Zip:** _____

Ph Number(s): _____ **Email** _____

Driver License Number: _____ **State:** _____

Has any applicant/potential resident of this property been convicted of a felony or sex crime? Yes ☐ No ☐

Are there any charges pending against any applicant/potential resident of this property? Yes ☐ No ☐

If yes to either of the questions above, explain _____

Other Occupants (including spouse, children and roommates):

Name	DOB	Relationship	SSN

Name	DOB	Relationship	SSN

Name	DOB	Relationship	SSN

VEHICLES (UNDISCLOSED VEHICLES WILL NOT BE PERMITTED AT PROPERTY):

Make/Model/Year: _____ **Color:** _____ **License/State:** _____

Make/Model/Year: _____ **Color:** _____ **License/State:** _____

Other Vehicles/Trailers: _____

Disclosures: ☐ Pool ☐ Hot Tub ☐ Trampoline ☐ Waterbed Other _____

DO YOU SMOKE? ☐ NO ☐ YES → ☐ Inside ☐ Outside

DO YOU HAVE (OR INTEND TO GET) PETS/ANIMALS? ☐ NO ☐ YES

Cats: Number: _____ Type: _____ Age: _____ Weight: _____ Name: _____

Type: _____ Age: _____ Weight: _____ Name: _____

Dogs: Number: _____ Type: _____ Age: _____ Weight: _____ Name: _____

Type: _____ Age: _____ Weight: _____ Name: _____

Other/Additional: _____

Are your pets: ☐ Outdoor ☐ Indoor ☐ Housebroken ☐ Kenneled

Resident History Must be Completely Filled Out, 2 Year's History Required

CURRENT ADDRESS: _____ APT# _____

City: _____ State: _____ Zip: _____ Dates of Residency: From _____ To _____

Rent amount \$ _____ Deposit amount \$ _____ # of occupants _____ # of pets _____

Reason for moving: _____

Landlord Name: _____ Phone: (_____) _____ Fax: (_____) _____

If you currently own your residence, how will you pay your mortgage? _____

(If rented, you must submit a copy of the lease to our office as proof of rental income.)

PREVIOUS ADDRESS: _____ APT# _____

City: _____ State: _____ Zip: _____ Dates of Residency: From _____ To _____

Landlord Name: _____ Phone: (_____) _____ Fax: (_____) _____

Employment History Must be Completely Filled Out
Do not list past employer. Only list current employer and current income information.

Current Employer: _____ Position: _____

GROSS monthly income \$ _____ Regular bonuses, incentives, etc \$ _____ per _____

Are you paid on an hourly basis ☐ (Rate \$ _____/hour) or are you on salary ☐ (Annual amount \$ _____/year)?

Additional Income Per Month: Child Support \$ _____ Alimony \$ _____ Social Security \$ _____

Retirement \$ _____ Disability: \$ _____ Student Loans: \$ _____

Other: _____

How did you find GDR? (Please circle all that apply) Trulia Zillow Rentals GDR Website Yard Sign

University or Base Housing Office General web search Office sign Other: _____

Personal referral? Please let us know who so we can say thank you!

Name: _____ Relationship: _____ Phone: _____

The undersigned warrants & represents the information on this application to be true & correct. All persons or parties named may freely give any requested information concerning me. I hereby waive all right of action for any consequence resulting from such information.

Misrepresentations, false statements, or falsifying documentation will result in automatic denial of application.

Applicant Signature

Date: _____

****ATTENTION APPLICANT(S): THERE ARE TWO MORE PAGES**

*Title VIII of the Civil Rights Act of 1968 makes discrimination based on race, color, sex, national origin, handicap, or familial status illegal in connection with the leasing or rental of housing. The Federal agency that administers compliance with this law concerning this company is the Department of Housing and Community Development and the Department of Housing and Urban Development, 1871 Peachtree Street Northeast, Atlanta, Georgia.

**EQUAL CREDIT OPPORTUNITY ACT: The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants based on sex or marital status. The Federal agency which administers compliance with this law concerning this company is the Equal Credit Opportunity Fed. Trade Commission, Wash. DC.

***Lease Agreement does not become effective until the Application is approved by Management and a Lease Agreement has been signed.

Verification of RENT for

↑ **Applicant name printed** ↑

The person named above has applied for housing with GDR Property Management, LLC or has applied as a co-signer for another other applicant. You were listed as a current or previous landlord. The applicant authorizes you, with his/her signature (bottom of page), to release any requested information to us. Thank you for your help.

Resident Address 1: _____ **Tenancy: From** ____/____/20____ **To** ____/____/20____

Landlord Name: _____ **Phone/Fax/Email:** _____

Resident Address 2: _____ **Tenancy: From** ____/____/20____ **To** ____/____/20____

Landlord Name: _____ **Phone/Fax/Email:** _____

↓ **APPLICANT DO NOT FILL OUT THIS SECTION** ↓

Tenancy: From ____/____/20____ To ____/____/20____ Rent Amount \$ _____ Deposit \$ _____
 # of Occupants _____ # of pets _____ HOA Violations? ☐ NA ☐ No ☐ Yes → ☐ Frequently ☐ Infrequently
 Rent paid ☐ On time ☐ Late → ☐ Frequently ☐ Infrequently NSF Checks ☐ No ☐ Yes → # _____
 Have late fees, past due balances, fines, etc been paid without hassle? ☐ No ☐ Yes _____
 Have you had to send ☐ 3Day ☐ 7Day ☐ Substantial Violation Notices? _____
 Issues with tenants, pets or guests? ☐ No ☐ Yes _____
 Are you a friend or relative of applicant? ☐ No ☐ Yes _____
 Has unit been well-maintained? ☐ No ☐ Yes ☐ Unk And/or do you anticipate damages? ☐ No ☐ Yes ☐ Unk
 When does current lease end? ____/____/20____ Did they provide proper 30 day notice to vacate? ☐ No ☐ Yes
 Do they currently have a past due balance or owe any other fees? ☐ No ☐ Yes _____
 Would you rent to them again? ☐ No ☐ Yes ☐ If qualified Should we rent to them? ☐ No ☐ Yes
 Anything we should know? _____
 Please print name _____ & Sign _____

The undersigned warrants & represents the information on this application to be true & correct. All persons or parties named may freely give any requested information concerning me. I hereby waive all right of action for any consequence resulting from such information.

Applicant Signature

PLEASE FAX BACK TO (505) 883-7474 or email leasing@gdrpm.com

Verification of EMPLOYMENT for

↑ Applicant name printed ↑

The person named above has applied for housing with GDR Property Management, LLC or has applied as a co-signer for another other applicant. You were listed as a current or previous employer. The applicant authorizes you, with his/her signature (bottom of page), to release any requested information, including wage/salary, other forms of compensation, and any other information to us. Thank you for your help.

FOR VERIFICATION USING "THE WORK NUMBER" OR ANY OTHER AUTOMATED EMPLOYMENT VERIFICATION SERVICE, APPLICANT MUST PROVIDE EMPLOYER CODE, INCOME PIN NUMBER AND SALARY KEY ALONG WITH AN ADDITIONAL \$25:

EMPLOYER CODE:_____ **SALARY KEY:** _____

Current Employer: _____ **Start Date** ____/____/____

Supervisor name/position: _____

Phone/Fax/Email: _____

Below info only necessary if employed with current employer for less than 90 days.

Previous Employer: _____ **From** ____/____/20____ **To** ____/____/20____

Supervisor name/position: _____

Phone/Fax/Email: _____

↓**APPLICANT DO NOT FILL OUT THIS SECTION** ↓

Current Position: _____ **From** ____/____/____ **To** ____/____/20____

Is employee compensation hourly ☐ (Rate \$_____/hour) or salary ☐ (Annual amount \$_____)

Does employee receive bonuses or other compensation regularly? ☐ No ☐ Yes \$_____/□week □month

Previous positions held with same employer? ☐ No ☐ Yes _____

Starting position: _____ hourly ☐ (Rate \$_____/hour) or salary ☐ (Amount per paycheck \$_____)

Do you drug test? ☐ No ☐ Yes

Please print your name:_____ & Sign:_____

The undersigned warrants & represents the information on this application to be true & correct. All persons or parties named may freely give any requested information concerning me. I hereby waive all right of action for any consequence resulting from such information.

Applicant Signature

PLEASE FAX BACK TO (505) 883-7474 or email leasing@gdrpm.com