



# Rental Application Guidelines

**FAIR HOUSING:** Independence Capital strictly abides by the Federal, State and Local Fair Housing Laws and principles of equal opportunity. We do not discriminate on the basis of race, color, religion, national origin, sex, disability, familial status, ancestry, sexual orientation, gender identity or spousal affiliation.

**APPLICANTS:** Each proposed occupant **18 years of age or older** must complete a separate rental application. Our application processing fee is **\$50 per application**. This fee is non-refundable. If there is more than one applicant, your scores will be blended to arrive at a decision. If a co-signer is needed, the co-signer will be required to complete a separate rental application, and will be required to execute the rental agreement along with the resident(s) of the property. Any co-signer approved will be fully obligated to all conditions and terms of the rental property lease. The co-signer must fully and solely qualify for the home on their own and must have a 625 or better credit score. \*Applicant will be subject to a Risk Management Fee of **\$150** (plus GRT) if a co-signer is needed and will be due on the date of move in.

**CREDIT CRITERIA:** ICPM may obtain a consumer credit report for each applicant. This report must be generated by ICPM, and not the applicant. Although we do evaluate creditworthiness, we do not use your credit scores as the sole determining factor in our decision to approve or decline your application. In addition to a credit report, we also run an eviction search, bad check search, national criminal database scan, residential history verification, employment verification and driver's license verification. We may also contact current and previous landlords, employers, and/or references provided by you.

**INCOME VERIFICATION:** Proof of Income – Please provide us with copies of your last 2 paycheck stubs or a letter on company letterhead from your employer to verify income. If you are unemployed or self-employed, please provide a copy of last year's income tax return and your last 3 month's bank statements. Other income such as retirement, SSI, child support, etc. must have reliable documentation if you wish us to consider it.

**IDENTIFICATION:** Photo identification is required. Please provide us a copy of your driver's license or other state issued photo ID.

**NUMBER OF OCCUPANTS:** The maximum number of occupants allowed in the rental property is 2 per bedroom.

**SMOKING POLICY:** All of our properties are non-smoking properties. No smoking is permitted inside or near any of our rental homes where smoke can vent into the home.

**PETS:** Most of our properties will consider pets on a case-by-case basis. The final decision as to whether to approve your pet(s) is always the property owner's. Before final approval can be obtained, we use a third-party pet screening service. If you have a pet/animal, please go to this link: <https://icpm.petscreening.com>. Rent will be increased by \$25 per month, per pet, and a risk management fee will be charged for each pet approved and be due at move in. The amount of the fee will vary depending on the screening score of the pet please see page 6 Terms of Agreement for those prices.

**RISK MANAGEMENT FEE:** A risk management fee of **\$150-\$300** (plus GRT) may be applicable if your application score (or blended score if applying with more than one applicant) falls below 26 points and/or a risk management fee of **\$150** may be applicable for each applicant whose credit score falls at or below 625. All risk management fees are due on date of move in.

**HOLDING / SECURITY DEPOSIT:** You will be required to pay a holding deposit upon approval of your application to remove the home from the market. The holding deposit will serve as a reservation fee until you move in and will convert to your security deposit when you take possession. Failure to take possession of the property within 15 days of placing the holding deposit will result in forfeiture of the reservation fee.

**RENT PRORATION:** All rents are prorated to become due on the 1<sup>st</sup> of each month.

**LEASE ADMINISTRATION FEE:** A \$100 (plus GRT) lease administration fee will be due on the date of move in to administer the lease and conduct the move in.

**RAPID MOVE-IN FEE:** Move ins can be done NO sooner than 3 business days from a deposit. Move-ins within 3 business days from a deposit will be subject to a Rapid Move-In Fee of **\$150.00** (plus GRT) due on date of move in.

**AFTER HOURS MOVE-IN:** After hour move ins will be subject to a Lock Box Move In Fee of **\$50** (plus GRT) for us to put a Lock Box with the keys on the property and pick it up after move in. This fee is to be due on date of move in.

**FALSE INFORMATION:** If any information provided on your application proves to be false or misleading, your application will be denied, and all application fees and deposits will be forfeited as liquidated damages. If you have already entered into a rental agreement on the property when we discover that you've provided false information, you will be subject to immediate eviction from the premises, and forfeiture of your security deposit.

**HOW AND WHEN WE DECIDE:** It usually takes a day or two to process rental applications, however, it can take longer if we have a hard time reaching your references. Please note that we cannot process incomplete applications. If you fail to provide all required information and/or documentation (processing fees, photo identification, proof of income, photo with pet), the screening process cannot begin. If you have any questions about completing your application, please contact our office.

**DOCUMENTS / ITEMS TO SUBMIT:**

- GOVERNMENT ISSUED PHOTO ID
- PROOF OF INCOME (AS STATED ABOVE)
- PHOTO OF YOURSELF WITH YOUR PET (IF APPLICABLE)
- 3 YEARS RESIDENTIAL HISTORY (PAST AND CURRENT LANDLORD NAME(S) & NUMBER(S))
- \$50.00 APPLICATION FEE



# Rental Application

**MUST BE COMPLETED IN FULL TO BE CONSIDERED AND PROCESSED**

**SO WE CAN GIVE A BIG THANK YOU...**

HOW DID YOU HEAR ABOUT US?  INTERNET IF SO, WHAT WEBSITE? \_\_\_\_\_

REFERRAL IF SO, WHO? \_\_\_\_\_  WALK-IN or  OTHER \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_ ANTICIPATED MOVE-IN DATE: \_\_\_\_\_

**PROPERTY** \_\_\_\_\_  
Address City State Zip

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### APPLICANT INFORMATION

\_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Mailing Address City State Zip

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Phone Cell Phone Work Phone

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### RESIDENTIAL HISTORY

(Please account for at least the **last 3 years**. Attach additional sheet if necessary.)

\_\_\_\_\_  
Current Address City State Zip

**Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_ \$ \_\_\_\_\_  
Dates lived at address Rental / Mortgage Amount

\_\_\_\_\_  
Landlord / Manager Phone Number

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_  
Previous Address City State Zip

**Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_ \$ \_\_\_\_\_  
Dates lived at address Rental / Mortgage Amount

\_\_\_\_\_  
Landlord / Manager Phone Number

Reason for Leaving: \_\_\_\_\_

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**HOUSEHOLD INFORMATION**Name(s) of All Occupants **Under 18**RelationshipDate of Birth

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**PERSONAL INFORMATION**Date of BirthSocial Security NumberDriver's License # / State

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**FINANCIAL INFORMATION****Bank Accounts**

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<u>Banking Name</u>	<u>Account Type</u>	<u>\$ Balance</u>
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<u>Banking Name</u>	<u>Account Type</u>	<u>\$ Balance</u>
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**Credit Cards**

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<u>Issuer</u>	<u>\$ Balance</u>
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<u>Issuer</u>	<u>\$ Balance</u>
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**EMPLOYMENT INFORMATION**

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<u>Name of Current Employer</u>	<u>Name of Supervisor</u>	<u>Supervisor Position Title</u>	<u>Current Position</u>
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<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
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<u>Phone Number</u>	<u>Dates Employed</u>	<u>\$ Monthly Pay</u>
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If you do not have a job, how do you plan on paying for rent? \_\_\_\_\_

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<u>\$ Additional Income (Monthly Amount)</u>	<u>Source</u>
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**PLEASE ANSWER ALL QUESTIONS BELOW**

Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease?  Yes  No

Have you ever been convicted of a crime?  Yes  No

Have you ever filed suit against a landlord?  Yes  No

Do you have a water bed, an aquarium or any other water filled furniture?  Yes  No

Are you a smoker?  Yes  No

Have you had two or more late payments in the past year?  Yes  No

If you have answered yes to any of the above, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you given proper notice to your current landlord?  Yes  No

How long have you been in your current field of employment? \_\_\_\_\_ Months \_\_\_\_\_ Years

If you have any other information we should know that would help us in our decision making process, please provide: \_\_\_\_\_  
\_\_\_\_\_

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**VEHICLES TO BE PARKED ON THE PROPERTY**

(Attach additional sheets if necessary.)

Make: \_\_\_\_\_ Color: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate #: \_\_\_\_\_

Make: \_\_\_\_\_ Color: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate #: \_\_\_\_\_

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**PERSONAL REFERENCES**

(NON-FAMILY)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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**PETS**

(If applicable)

Pet's Name \_\_\_\_\_ Type/Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

Pet's Name \_\_\_\_\_ Type/Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

Pet's Name \_\_\_\_\_ Type/Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

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**IN CASE OF EMERGENCY, PLEASE CONTACT:**

(This must be someone who is not going to live on the property.)

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Name	Full Address		
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Relationship	Home Phone	Cell Phone	Work Phone
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Name	Full Address		
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Relationship	Home Phone	Cell Phone	Work Phone
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In the event of emergency, serious illness or death, the above individuals are authorized to remove and/or store all contents found in the dwelling unit, garage, storerooms, common areas, and mailboxes.

I authorize Independence Capital, LLC to contact either of the above individuals regarding any items of importance applicable to the rental unit (safety issues, condition of unit, pet health, missing payments, etc.).

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**NON DISPARAGEMENT / REPRESENTATIONS**

Applicant/Tenant and Landlord mutually agree, that as additional consideration, specifically the mutuality of this clause, each is prohibited from making disparaging remarks/statements or publications regarding the other to any third party, internet, web-based, cloud based, or "review" type publication site, effective the date of this agreement. This provision relates to remarks/statements/publications/ opinions/evaluations or any other thought process reduced to writing regarding: (1) this agreement; (2) any parties' performance under this agreement; (3) the lease agreement to which this provision is a part of; (4) any duty or obligation or action of or by the Landlord that relates to or touches upon the management of this property. If any dispute arises regarding whether any remark, statement, or publication is disparaging, the parties agree that for purposes of this provision, expressly including the enforcement of this provision detailed below, that any remark, statement, or publication shall be irrefutably deemed disparaging if: (1) the other party requests, in writing, that the writing/publishing party remove the remark and/or publication; and (2) the remark and/or publication is not removed within 72 hours of said requests. Applicant/Tenant and Landlord mutually agree that damages for failure to comply with this provision shall be liquidated at three hundred dollars (\$300) per day for each remark/statement/representation that is disparaging or is not removed within 72 hours of request to remove said remark/statement/representation. Applicant/Tenant and Landlord further agree that enforcement of this provision is appropriate through a temporary restraining order and/or injunctions and permanent injunctions, notwithstanding any rights under the First Amendment to the United States and/or New Mexico Constitutions or other codified statute, regulation, or code and that any party who prevails on enforcement of this provision, whether for monetary damages or injunctive relief is entitled to recover attorney fees against the other. The parties to this agreement agree that this provision shall survive the termination, expiration or cancellation of the lease and this agreement is enforceable at any time should any party publish a remark/statement/publication or other writing which is subject to this provision.

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**TERMS OF AGREEMENT**

(Fill in the blanks)

- I understand this is not a rental agreement. There is a non-refundable fee of **\$50.00** for each application completed. Any person aged 18 or older who is going to live in the property **must** complete an application.
- I understand that first and last month's rent will be required if applicant has no prior rental history or cannot provide a letter of responsibility with approved credit from a parent / guardian.
- I understand that a deposit for the above-listed address will be due upon approval of this application. I further understand that if I change my mind after I have been approved, I will forfeit my deposit.
- I understand that the rent for this unit is \$\_\_\_\_\_ a month and the deposit for this unit is \$\_\_\_\_\_. I understand that the deposit and rent (pro-rated if moving in after the 1<sup>st</sup> of the month) is due before keys are issued / given out and tenant begins moving in.
- Rent will be increased by **\$25.00** per month, per pet, and a risk management fee will be charged for each pet approved. The amount of the fee will vary depending on the screening score of the pet. It ranges between **\$250.00-\$325.00** (plus GRT) for the first approved pet. Any additional approved pet, constitutes a risk management fee ranging from **\$100.00-\$175.00**. Any pet that scores a 1 will require a **\$400.00** risk management fee.
- The following fee must be paid in order to process this application: \$50.00
- Depending on the cooling and heating unit(s) of the home you may be required enrollment into a program that will ship heating/cooling filters directly to you. The cost does vary from \$5-\$10 per month depending on the home system. If there are multiple heating/cooling filters in the home, the extra filters will be included in the cost.
- Tenant Liability Insurance is required to be carried throughout the tenancy. Independence Capital has partnered with a company that can provide this service or you may choose to use your own insurance provider. The cost with our partner is \$9.50 plus a monthly administrative fee of \$3.00.
- By signing your full name below, you declare that all your statements in this application are true and complete.
- By submitting this application, you are directing and authorizing Independence Capital, LLC to verify this information and obtain additional background information about you through any means, including using a third party consumer agency such as AppFolio, Inc., 50 Castilian Dr. Goleta, CA 93117, 866.648.1536, personal and professional references, employers and other rental housing owners.
- If you fail to answer any question or give false information, the property may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy.
- You further direct and authorize Independence Capital, LLC to obtain from any law enforcement agency, present or past employer or supervisor, landlord, finance bureau/office, credit bureau, collection agency, college, university or other institute of learning or certification, private business, military branch or the national personnel records center, personal reference and/or other persons, and authorize the same to give records or information that they may have concerning your criminal history, motor vehicle/driving history, earnings history, credit history, character, general reputation, personal characteristics, mode of living, employment records, record of attendance and earned degrees or certificates, or any other information requested, whether the said records are private or public, and including those which may be deemed to be privileged or confidential in nature and you irrevocably and unconditionally release all such persons, including any named or unnamed informant, from any liability resulting from the furnishing of this information.
- You have the right, upon written request made within a reasonable time after receipt of this notice to request disclosure of the nature and scope of any investigative consumer report.
- Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to tenants is an investigation into your prior rental history, education, and employment.
- You also acknowledge that our privacy policy is available to you.
- I understand that signing my name in the 'Authorized/Acknowledged by' section below, and submitting the application constitutes my signature, dated as of when I completed the application, and that by doing so:
  - I am authorizing AppFolio Inc. to conduct the background check(s) described above.

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**Authorized/Acknowledged by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

