

T&C Rep \_\_\_\_\_  
Rep Phone \_\_\_\_\_

**T&C**   
**Management**  
1701 Moon NE, Suite 400  
Albuquerque, NM 87112  
(Office) 505 268 1181  
(F) 505 232 2514

INTERESTED PROPERTY:  
Address \_\_\_\_\_  
Rent \_\_\_\_\_  
NO# BD/ BA \_\_\_\_\_

**APPLICATION INSTRUCTIONS:**

- 1. All adult applicants (18 years and older) must complete a separate application for rental.**
- 2. A valid photo government issued identification is required for each applicant.**
- 3. A NON-REFUNDABLE fee of \$45.00 per application is required to process the application.**

We offer Market single family homes, Market multi-family living. We also offer Tax Credit properties and National Stabilization Program (NSP) housing, which is residential opportunities for households whose income is at or below 80% of the Area Median Income (AMI). *If you are interested in participating in the Tax Credit or NSP housing, please call us at 505-268-1181. We will assist you in completing your application.*

**RENTAL CRITERIA: ALL APPLICATIONS WILL BE APPROVED ON THE FOLLOWING CRITERIA**

- 1. INCOME:** Proof of income is required in the amount of three (3) times the amount of rent for Market properties. If not verifiable by employer or other sources such as SSI, disability, Section 8 Voucher, or some other means, we require the past 6 months bank statements.

**Please Note:**

Unemployment checks are not considered long term income. *If you are interested in participating in the Tax Credit or afforded housing, please call us at 505-268-1181. We will assist you in completing your application.*

- 2. EMPLOYMENT:** Applicants must have verifiable current employment and three (3) months' employment history or another verifiable source of income. School will be accepted as an alternative to employment history, provided it can be verified.
- 3. CREDIT:** All applicants must provide a valid social security number or an identification card. A credit report will be processed on each application. If an applicant has questions or concerns with the credit findings, the applicant is responsible for contacting the credit bureau. If the discrepancy can be resolved, an applicant will be considered based on the latest information.
  - Market Properties: Credit score of 600 and above is approved. Below 600 will require a co-signer.
  - Tax Credit and Affordable Housing: Credit score of 500 and requirements set by the Federal Government, please call us if you fit this category.
- 4. Residential History:** Verification for the last 3 years and no evictions in the past 24 months. One year of verifiable residency for current/ previous address with at least 3 years or home ownership history. If the rental history is from a private owner, a copy of the rental agreement or six or more months of recent rent receipts payable to the owner, must be supplied. If the applicant does not have rental history but has one year of verifiable residency and meets all other criteria, the applicant may be accepted without a guarantor.
- 5. CRIMINAL HISTORY:** All applicants over 18 will be processed for a criminal background check. Felonies and Misdemeanors in the past 3 years will be a consideration for denial. We do not allow applicants listed on the Sex Offender Registry.

Applicant signature and Date \_\_\_\_\_ Applicant signature and Date \_\_\_\_\_

- Any conviction and or pending criminal activity including but not limited to indictments and or criminal charges for sex crimes, rape, or attempted rape, murder or attempted murder, illegal use of firearms, hate crimes, arson, and or terrorist offenses, will not be permitted un any circumstances.

- If the offense is within the last 24 months for the following: Threats or actual use of physical force against another person, including but not limited to simple assault and or battery; including disorderly conduct, misdemeanors against person, or property, vandalism, graffiti, and malicious mischief will not be permitted.

- If the offense is within the last 36 months for the following offenses: The sale, distribution, or manufacture of a controlled substance, receipt of stolen merchandise, disorderly conduct, or burglary will not be permitted.

- Any member of the household (including juveniles) that is current user of illegal drugs or if there is "reasonable cause" to believe that the household member's use to believe that the household member's use or pattern of use of illegal drugs or alcohol abuse may interfere with the health, safety, or right of peaceful enjoyment of the premises by other residents shall not have occurred withing the past 24 months.

## **REQUIRED DOCUMENTS TO SUBMIT YOUR APPLICATION**

**Copies of the below documentation is required when submitting your application:**

- ✓ **GOVERNMENT ISSUES PHOTO ID:** Driver's License, Passport or government issued identification
- ✓ **PROOF OF INCOME:** Proof of income for any income claimed on the application is required
  - Employer verifiable income for no less than three (3) Months of pay stubs
  - Copies of other sources such as SSI, disability, Section 8 Voucher, or some other means,
  - We require the past 6 months bank statements.
- ✓ **COMPLETED APPLICATION:** By each adult (18 years or older)
- ✓ **APPLICATION FEE:** Paid in the form of a money order or cashier's check for each adult

### **REQUESTED PROPERTY INFORMATION**

Address interested in: \_\_\_\_\_ No# Bedrooms: \_\_\_\_\_ / Baths: \_\_\_\_\_  
Proposed move in date: \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Deposit: \$ \_\_\_\_\_ Term: \_\_\_\_\_

### **APPLICANT INFORMATION**

Name (First, Middle, Last): \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_  
Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail Adress: \_\_\_\_\_

List all residents planning to live at the property: (Including children) and pets.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
Pets: \_\_\_\_\_ Dog \_\_\_\_\_ Cat \_\_\_\_\_ Bird \_\_\_\_\_ Other \_\_\_\_\_

Applicant signature and Date \_\_\_\_\_ Applicant signature and Date \_\_\_\_\_

**Emergency Contact Information:**

Name: \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**RENTAL HISTORY: Last 3 Years**

Current Landlord's Name: \_\_\_\_\_ Landlord's Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Monthly Rent: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_ Dates From \_\_\_\_\_ To: \_\_\_\_\_  
Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Landlord's Name: \_\_\_\_\_ Landlord's Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Monthly Rent: \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_ Dates From \_\_\_\_\_ To: \_\_\_\_\_  
Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**EMPLOYMENT/INCOME: (Must have been employed greater than 3 months.)**

Present Employer: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Gross Monthly Salary \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Gross Monthly Salary \$ \_\_\_\_\_ Length of Employment: \_\_\_\_\_

**OTHER VERIFIABLE INCOME SOURCES:**

\*Provide proof of income with copies or six (6) months of bank statements. \*\*

Source: \_\_\_\_\_ Monthly Amount: \_\_\_\_\_  
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Source: \_\_\_\_\_ Monthly Amount: \_\_\_\_\_

**AUTOMOBILE: (All vehicles to be parked on the premises)**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License: \_\_\_\_\_

**APPLICATION QUESTION**

1	I understand that it is REQUIRED TO HOLD A UNIT with a deposit (May or May not be refundable) so I have chosen to pay the Security Deposit for this unit pending Approval of my Application.	Yes or No
2	Do you have unresolved debts to a previous property manager, having received a notice for non-compliance with any terms of a lease contract and/ or community policies or notice of substantial violation in the last 3 years?	Yes or No
3	Have you been evicted by a previous property manager in the past 12 months or an unfavorable landlord referral?	Yes or No
4	Are you pending bankruptcy, at the time of application for rental, which has not been discharged/ completed?	Yes or No

Applicant signature and Date \_\_\_\_\_ Applicant signature and Date \_\_\_\_\_

5	Are you a registered sex offender or have been convicted of a sexual offense?	Yes or No
6	Have you been convicted or pending criminal activity of a felony in the last 3 years?	Yes or No
7	Have you been charged with a misdemeanor in the last 3 years for threats, physical force against another person, assault and/ or battery, disorderly conduct, misdemeanor against person, or property, vandalism, graffiti or malicious mischief?	Yes or No
8	Are you or anyone in your household using illegal drugs?	Yes or No
9	Are you willing to follow the T&C Management requirement of Renter's Insurance via a third party or by T&C enrolling you in a Legal Liability to Landlord Insurance?	Yes or No
10	Do you have a pet?	Yes or No

**YOUR TERMS OF AGREEMENT**

The owner (acting in person or through his representatives) and applicant (including co-applicants agree as follows):

1. **CONTROLLING AGREEMENT.** This agreement shall control the relationship between the parties until the Owner has accepted Applicant, both parties have signed the Rental Agreement, the Applicant has paid all amounts that the Applicant is required to pay prior to the move in under the Rental Agreement and Applicant has moved into the unit.
2. **APPLICATION TO RENT.** The Applicant hereby applies to rent the Unit in accordance with the terms and conditions contained in Owner's customary form of rental agreement.
3. **APPLICATION FEE (NOT REFUNDABLE).** Applicant agrees to pay a non-refundable application fee in the amount set forth below, which partially defrays Owner's administrative costs in processing the Application.
4. **APPROVAL OF APPLICANT.** As soon as Owner approves Applicant, the Owner shall notify Applicant of such approval. Both parties shall promptly sign the Rental Agreement, if they have not already done so, an Applicant shall pay all remaining amounts due prior to move in.
5. **FORFEITURE OF APPLICATION FEE AND DEPOSIT.** The Applicant shall forfeit the Application Fee and Deposit for any of the following: (a) if the Applicant does not sign the Rental Agreement within 3 days after notification that the Applicant has been approved; (b) if the Applicant does not pay all additional amounts that the Applicant is required to pay at least 3 days prior to move in; or (c) if the Applicant fails or refuses to move into the Unit on the scheduled day. Upon the happening of any of these events, the Applicant shall forfeit the Application fee and deposit.
6. **RIGHT OF CANCELLATION.** At any time within 2 days of the date that the Applicant signs this Application Agreement, the applicant shall have the right to cancel this Application by written notice. Upon such cancellation, the Owner shall refund the DEPOSIT (the Application fee is nonrefundable) within 30 days.
7. **NOTICES.** If there is more than one Applicant or if the Applicant is married, notice by the Owner to any on Applicant or Applicant's spouse shall be notice to all Applicants and notice by any one Applicant or Applicant's spouse to Owner shall be notice for all Applicants. All notices to owner shall be in writing and delivered or mailed to the place that this Application was accepted.
8. **NO NOTICE FROM OWNER.** If Applicant has not received notice of approval or non-approval within 3 days of the date of this Application, Applicant shall contact Owner to determine the status of the Application. Failure of Owner to contact Applicant shall not indicate either approval or non-approval.
9. **RECEIPT OF APPLICATION FEE AND APPLICATION DEPOSIT.** Owner hereby acknowledges the receipt of the following on or before the date of application.
10. **RENTER'S INSURANCE IS REQUIRED PRIOR TO MOVING INTO A T&C PROPERTY.** You will be expected to provide proof of renter's insurance prior to moving into the property.

I certify that the above information is true and complete. I authorize the verification of this information by contacting any or all individuals and financial institutions listed above. I understand that this is not a lease or an offer to rent. No binding obligation of any kind exists between the owner and me unless and until a lease is signed. This Application is subject to prior Applications. This Application shall remain the property of the owner.

**CREDIT REPORT DISCLOSURE:**

Not completing the application shall entitle Owner to reject the application. Providing false information entitles the Owner to retain the Application fee and Application deposit, reject the application, and terminate the resident's right of occupancy.

I/we, the undersigned, authorize T&C Management, LLC, and its agents to obtain an investigative consumer credit report including but not limited to credit history, OFAC search, landlord/tenant court record search, criminal record search and registered sex offender search. I authorize the release of information from previous or current landlords, employers, and bank representatives. This investigation is for resident screening purposes only and is strictly confidential. This report contains information compiled from sources believed to be reliable, but the accuracy of which cannot be guaranteed. I

Applicant signature and Date \_\_\_\_\_ Applicant signature and Date \_\_\_\_\_

hereby hold T&C Management, LLC, Landlord and its agents free and harmless of any liability for any damages arising out of any improper use of this information. Important information about your rights under the Fair Credit reporting Act: • You have a right to request disclosure of the nature and scope of the investigation.

- You must be told if information in your file has been used against you.
- You have a right to know what is in your file, and this disclosure may be free.
- You have the right to ask for a credit score (there may be a fee for this service).
- You have the right to dispute incomplete or inaccurate information. Consumer reporting agencies must correct inaccurate, incomplete, or unverifiable information.

These reports are being processed by Experian at [www.experian.com/rentbureau](http://www.experian.com/rentbureau). A summary of your rights under the Fair Credit Reporting Act is available by visiting (Para información en Español, visita la página o escribe): <http://www.consumerfinance.gov/learnmore> or writing Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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