



Loewen Clovis Realty
519 Pile #2
Clovis, NM 88101
Phone & Fax: 575.742.8488
E-Mail: home@clovisrealty.com
Web: ClovisRealty.com

Standards for Rental Application

What to Bring with Application:

- \$20 per adult living at the property. We accept cash, check, or money order.
- Current Picture ID for each person over 18 years of age.
- If not currently employed, must bring written proof of current income.

Criteria for Application:

You must meet the following standards to qualify for a rental with Loewen Clovis Realty. All fields in the application must be completely filled out to the best of your ability, for each applicant. If the standard isn't met, Loewen Clovis Realty may ask for a co-signer who will meet the criteria.

Credit History:

We will process a credit report on all applicants to verify credit worthiness. Credit checks are currently run through Equifax. All applicants must have a minimum average combined credit score of **580**.

Eviction and Skip History:

No evictions or skip history in the past.

Criminal History:

Must have a clean criminal background. No citation or convictions for such crimes as: Possession of Drugs, Domestic Violence, Possession of Drugs with the Intent to Distribute, Rape, Assault with a Deadly Weapon, Child Molestation, Burglary, or Murder. Other matters of similar nature or severity may be cause for denial of an application.

Income:

Combined income must be at least **3x** the rent on the unit they are renting. We will call employment for verification, or the resident will need to provide proof of income (i.e. last 2 pay stubs, proof of SSI, etc.)

Rental History:

Must provide all information on your current and previous landlords for the last three years. Good ratings from all landlords are a must. **Include phone numbers.**

RENTAL APPLICATION

- Each adult (18 or older) must fill out a separate application
- There is a non-refundable fee of \$20/adult to apply

First	Middle	Last	Birth Date	Social Security #	Driver's License #
Any Other Names You've Used In The Past			Home Phone		Cell Phone
All Other Proposed Occupants				Birth Date	Relationship To Applicant

RENTAL/RESIDENCE HISTORY

	Current Residence	Previous Residence	Prior Residence
Street Address			
City			
State & Zip			
Last Rent Amount Paid			
Owner/Manager and Phone Number			
Reason for leaving			
Is/Was rent paid in full?			
Did you give notice?			
Were you asked to move?			
Name(s) in which your utilities are now billed:			
	From/To	From/To	From/To
Dates of Residency			

EMPLOYMENT HISTORY

	Current Employment	Previous Employment	Prior Employment
Employed By			
Address			
Employer's Phone			
Occupation			
Name of Supervisor			
Monthly Gross Pay			
	From/To	From/To	From/To
Dates of Employment			

CREDIT HISTORY

	Bank/Institution Name	Balance On Deposit or Balance Owed
Savings Account		
Checking Account		
Credit Card		
Auto Loan		

VEHICLES (Include vehicles belonging to other proposed occupants also)

Make	Model	Color	Year	License Plate

REFERENCES & EMERGENCY CONTACTS

Name	Nearest Relative Living Elsewhere	Emergency Contact	
Street Address			
City			
State & Zip			
Phone Number			
By signing the application you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you. Furthermore, if you abandon the apartment for any reason then you grant us permission to allow your relative listed above to remove all contents of the dwelling on your behalf.			

GENERAL INFORMATION

Have you ever been served a late rent notice?		Do any of the people who would be living in the apartment smoke?		How long do you think you would be renting from us?	
Have you ever filed for bankruptcy? If so, when?			When would you be able to move in?		Have you ever been convicted of a felony?
Have you ever been served an eviction notice? If so, when?			How many pets do you have (list Type, Breed, approx Weight & Age)?		
Have you had any reoccurring problems with your current apartment or landlord? If yes, please explain:					
Why are you moving from your current address?					
List any verifiable sources and amounts of income you wish to have considered (optional):					
If you were to run into financial difficulty in the future and couldn't come up with the money to pay the rent, do you know someone that would loan you the money? If so, provide the person's name, address, & phone # so that we can use them as a reference for you.					
Have you been a party to a lawsuit in the past? If yes, please explain why:					
We may run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on?					
How did you hear about this apartment?			Do you have an e-mail address we can reach you at?		
Do you know of anybody else looking for an apartment? Please provide their name and number.					

Agreement & Authorization Signature

I believe that the statements I have made are true and correct. I hereby authorize a credit and/or criminal check to be made, verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for an apartment and does not constitute a rental or lease agreement in whole or part. I further understand that there is a **non-refundable** fee to cover the cost of processing my application and I am not entitled to a refund even if I don't get the apartment. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed stamped envelope.

Signature: _____

Date: _____