



## APPLICATION INSTRUCTIONS/POLICIES

Thank you for considering Corner Post Company LLC for your rental Home. Below, you will find the instructions and criteria required for applying for a property managed by CPC. It is important that you read the information below prior to making application to understand what is required for renting the property. It is disclosed that Corner Post Company LLC has a written brokerage relationship with the Owner of the property to act on the Owner's behalf with the respect to the leasing and/or management of the rental property. If you have further questions, contact CPC at (505) 265-1241.

### Application

- It is a requirement that each applicant fill out a separate application, and is 18 years of age or older.
- It is required the entire application is completed on both sides. Failure to supply information can mean denial of the application.
- CPC accepts only signed applications.
- If a co-signer is required, the person applying as a co-signer must complete a co-signer application. Ask a CPC representative for this form if needed. It is not company policy to accept a co-signer unless there are extraordinary circumstances and CPC obtains approval from the owner.
- CPC processes applications after receipt. When there is more than one application pending for the same home, the first qualified application with deposit shall have priority.
- When making application, applicants must furnish verifiable photo identification such as driver's license, military ID, state ID, or passport. Identification from merchant stores is not acceptable. All applicants must have verifiable SSN.
- Deliver applications to Corner Post Company, 4200 Silver SE #D, Albuquerque, NM 87108. If mailing an application, please call (505) 265-1241 for instructions.

### The Application/Processing Fee

- A \$30.00 application fee is required for the first two applicants; each additional person is another \$30.00, without exception, and the fee is non-refundable.
- A \$30.00 application fee for co-signers is required as well, and is non-refundable.
- This fee is to cover the costs incurred while processing the application.

### Basic Criteria

The general criteria for all applications are good income, credit, and tenant history or ownership, of all applicants, proving the ability to support the rental income and care for the property. Negative findings on one or more of the three areas can cause denial of an application; false documentation is immediate grounds for denial of an application.

### Income

- Total gross monthly income of Single and Married applicants must be equal to, or more than, three times the amount of rent. Married couples and related residents over 18 may combine income. Roommates: Two or more non-related persons should each have a gross monthly income of at least two times the monthly rent. If income is below rental amount guidelines, a qualified co-signer must be obtained. Co-signer must make 4 times the amount of rent. They must live in the US and must come back a full Accept.
- All applicants are required to provide verification of income and supply reasonable, reliable, and legal documentation on all income; all documentation on income is required in a timely manner.
- Examples of income are employee records, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.
- CPC must be able to verify all income sources, and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.
- Students with limited income must obtain a qualified co-signer.

### Credit

- CPC uses an online screening service for credit reports for all applicants, and does not accept copies of credit reports from applicants, no exceptions. There are five classes of credit; Full Accept, which is good credit, Low Accept, Conditional, Decline and Refer (No history).
- If a credit report comes back as Low Accept, the applicant must pay a total deposit equal to 1-month rent less \$25.



- If a credit report comes back Conditional, the applicant must pay a total deposit equal to 1-month rent less \$25 AND pay 1<sup>st</sup> and last month's rent.
- If a credit report comes back Refer (No history), the applicant must pay a total deposit equal to 1-month rent less \$25 or obtain a qualified co-signer.
- Credit reports that are returned Declined, will be grounds for denial of an application. Applications with no SSN, a false SSN or that shows misuse of a SSN will be declined.
- Credit reports that come back with "High Risk" Collection warnings will be declined, if they are from an apartment or rental home unless the applicant verifies full payment of the collection.

### **Rental History or Property Ownership**

- CPC requires a minimum of three (3) years of rental history, and/or homeownership, unless a co-signer is accepted or mitigating circumstances are proven.
- All references must be verifiable, free of evictions and unpaid rents, and family references are not accepted.
- Negative references can be grounds for denial of an application.

### **Criminal History**

- An applicant will result in a decline for the following criminal-related activity within 7 years for misdemeanor and felony crimes.
- All felony convictions
- Any drug-related convictions (Both felonies and misdemeanors)
- Any prostitution related convictions (Felonies only)
- Any convictions involving a crime against a person or property (Felonies only)
- Any sex-related convictions (NO TIME LIMIT)
- Any terrorism-related convictions (NO TIME LIMIT)

### **Acceptance/denial**

- CPC notifies applicants of acceptance or denial within 1-3 business days of application, unless CPC cannot complete verifications. If more documentation is required, CPC will notify the applicant.
- If accepted, applicants are required to follow requirements outlined on the CPC Rental Application for completion of renting.
- All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.
- Giving false information is automatic grounds for denial.



# CPC RENTAL APPLICATION

HOW DID YOU HEAR ABOUT US?					
NAME					
Home #		Work #		Cell #	
Property to rent				Zip	
Application date		Date you want rent to begin			
Screening Fee		Rent Amount		Deposit Amount	

**To apply, the following is required:**

- Each applicant, 18 years of age or over, must fill out a complete Corner Post Company LLC (CPC) application.
- CPC supports Fair Housing Laws and is an Equal Opportunity Employer.
- Applicants must have current identification in the form of driver’s license, state ID, military ID, or passport.
- Note: properties cannot be held for long periods of time
- Applicant is required to fill out both pages and sign the second page.
- A \$30.00 application/processing fee must accompany this application. One \$30.00 fee is required for the first two applicants: each additional person is another \$30.00.
- An application/processing fee is required to process applications, no exceptions, and the fee is non-refundable.
- CPC reviews income, credit, rental, or home ownership information to qualify applicants – please read the CPC Application Instructions. If you do not have a copy of the Application Instructions, please ask CPC for one.
- Applicants must list all intended residents below.
- CPC requires listing of all animals/pets of any size, kind, or type. If you have an animal/pet, contact CPC to find out if this property can have animals/pets.
- If the owner allows animals/pets in the property, there is an increase in the security deposit of \$50.
- Disclose vehicles of any size, kind, or type. Each property has vehicle limitations; inquire at CPC.
- CPC generally processes applications in 1-3 business days, but applications can take longer if more information is required from the applicant or there is difficulty obtaining a reference for the applicant.
- CPC and/or the owner must approve all pets.
- An increase in deposit, determined by the owner of the property, is required for animals, whether they are considered an “inside or outside” animal by the applicant. To find out what pets are acceptable for the property desired, inquire at the CPC office.
- Disclose all water-filled furniture. Applicant must obtain an insurance policy for water-filled furniture, within ten (10) business days.

**If CPC approves applicant:**

- If approved, to hold a property and refuse other applicants, CPC requires the first month’s rent and security deposit paid and the rental agreement signed.
- All responsible persons 18 and over must sign the rental agreement, and supply a current ID at time of signature. A signature is required of any approved co-signer as well.
- If CPC approves the applicant and the applicant defaults on the requirements of renting a property, CPC reserves the right to deny this application.

**If CPC denies the applicant:**

- CPC will notify applicants of denial as soon as practical.

**List names (first and last) and ages of all prospective tenants, INCLUDING YOU**

Name	Age	Name	Age	Name	Age

**To complete application, please turn to page 2**

**Incomplete and/or unsigned applications will NOT be processed**

## CPC RENTAL APPLICATION, PAGE 2

**THE FOLLOWING INFORMATION ON THIS PAGE IS REQUIRED IN ORDER TO PROCESS THE APPLICATION**

Full name		Other last names	
Home phone		Nicknames	
Work phone	Cell phone	Social Sec. #	
Birth date		Driver's license #	
<b>Please answer all of the following questions</b>			
List all pets and types of pets:		Do the pets have current vaccinations? (yes) (no)	
List type and breed for all pets:			
Will you have water-filled furniture?	(yes)(no)	If so, specify	
Have you ever declared bankruptcy?		If so, when, why	
Do you have a previous eviction?		If so, when, why	
Have you ever refused to pay rent?		If so, when, why	
<b>Ownership or Landlord History</b>			
Current address		Previous address	
Current city		Previous city	
Current state		Previous state	
Current zip		Previous zip	
Rent or own?	How long?	Rent or own?	# Years
Landlord name		Landlord name	
Landlord telephone #		Landlord telephone #	
Reason for leaving		Reason for leaving	
<b>Income: (supply documentation for all income)</b>			
<b>Current employer</b>	(if a new employer, submit a letter of employment from the company with details)		
Employer name		Supervisor name	
Employer work #		# of years employed	
Human resources #		Position	F/T or P/T
Work address		Salary per month	\$
Other Income		Amount	\$
Other Income		Amount	\$
<b>Previous Employer</b>	(Employers older than five years do not need to be supplied)		
Previous employer		Supervisor name	
Employer Wk. Ph		# of years employed	
Human resources #		Position	F/T or P/T
Work address		Salary per month	\$
<b>Other income</b>			
Income source		Total monthly income	\$
Income source		Total monthly income	\$
Income source		Total monthly income	\$
<b>Vehicle information</b> (list ownership of cars, trucks, vans, trailers, boats, RV's, motorcycles, motor bikes, etc.)			
# of Vehicles		Make and license #	
Make and license #		Make and license #	

I, the **UNDERSIGNED APPLICANT**, affirm that the information contained in this two-page application is true and correct, and I authorize Corner Post Company LLC, to verify all information contained in this application. Misstatements, either false or incorrect are reason for denial of occupancy. I also understand that if I rent from Corner Post Company LLC, and I fail to fulfill my obligations, CPC can submit a negative credit report reflecting my rental history to a credit-reporting agency. I understand this application is the property of Corner Post Company LLC

APPLICANT SIGNATURE	DATE:
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**Submit application to**

**Corner Post Company LLC  
4200 Silver SE Suite D  
Albuquerque, NM 87108**

**Bus: (505) 265-1241  
Fax: (505) 265-1181  
Email: info@cornerpostco.com**