

**Bruni/Karr Rental & Management Agency, Inc.**  
**12412 Menaul Blvd. NE**  
**Albuquerque, NM 87112**  
**505-296-0726 FAX 505-296-0878 info@brunikarr.com**  
[www.brunikarr.com](http://www.brunikarr.com)

**DATE:** \_\_\_\_\_ **APPLICATION TO LEASE:** \_\_\_\_\_ **RENT:** \_\_\_\_\_ **DD:** \_\_\_\_\_  
 (Property Address)

APPLICANT LAST NAME: \_\_\_\_\_  
 FIRST NAME: \_\_\_\_\_  
 MIDDLE NAME: \_\_\_\_\_  
 SOCIAL SECURITY #: \_\_\_\_\_  
 BIRTHDATE: \_\_\_\_\_

SPOUSE'S LAST NAME: \_\_\_\_\_  
 FIRST NAME: \_\_\_\_\_  
 MIDDLE NAME: \_\_\_\_\_  
 SOCIAL SECURITY #: \_\_\_\_\_  
 BIRTHDATE: \_\_\_\_\_

CURRENT ADDRESS: RENT: \_\_\_\_\_ OWN: \_\_\_\_\_  
 STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_  
 MOBILE PHONE: (HIM) \_\_\_\_\_ (HER) \_\_\_\_\_  
 WORK PHONE: (HIM) \_\_\_\_\_ (HER) \_\_\_\_\_  
 HOW LONG AT PRESENT ADDRESS: \_\_\_\_\_  
 MONTHLY PAYMENT: \_\_\_\_\_  
 CURRENT LANDLORD: \_\_\_\_\_  
 LANDLORD'S TELEPHONE: \_\_\_\_\_

PREVIOUS ADDRESS: RENT: \_\_\_\_\_ OWN: \_\_\_\_\_  
 STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 HOW LONG THERE: \_\_\_\_\_  
 PREVIOUS LANDLORD: \_\_\_\_\_  
 LANDLORD'S TELEPHONE: \_\_\_\_\_

NUMBER OF PEOPLE TO LIVE IN HOUSE: \_\_\_\_\_  
 SEX/AGE OF CHILDREN: \_\_\_\_\_  
 \_\_\_\_\_  
 PETS: \_\_\_\_\_

TOTAL OUTSTANDING DEBT: \_\_\_\_\_  
 MONTHLY PAYMENT TO DEBT: \_\_\_\_\_  
 HAVE YOU EVER FILED BANKRUPTCY? \_\_\_\_\_  
 ARE YOU A PARTY TO ANY OUTSTANDING SUITS,  
 COLLECTIONS OR JUDGEMENTS? \_\_\_\_\_

EMPLOYMENT  
 EMPLOYER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 POSITION: \_\_\_\_\_  
 MONTHLY INCOME \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_  
 SUPERVISOR'S TELEPHONE: \_\_\_\_\_  
 HOW LONG THERE: \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_  
 POSITION: \_\_\_\_\_  
 MONTHLY INCOME: \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_  
 SUPERVISOR'S TELEPHONE: \_\_\_\_\_  
 HOW LONG THERE: \_\_\_\_\_

SPOUSE'S EMPLOYER: \_\_\_\_\_  
 POSITION: \_\_\_\_\_  
 MONTHLY INCOME: \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_  
 SUPERVISOR'S TELEPHONE: \_\_\_\_\_  
 HOW LONG THERE: \_\_\_\_\_

OTHER INCOME: \$ \_\_\_\_\_  
 SOURCE: \_\_\_\_\_

PERSONAL REFERENCES  
 NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_

NOTIFY IN AN EMERGENCY  
 NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_  
 RELATIONSHIP: \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED? \_\_\_\_\_

WHY ARE YOU LEAVING YOUR PRESENT ADDRESS?  
 \_\_\_\_\_  
 \_\_\_\_\_

\* ARE YOU ON PROBATION OR PAROLE? \_\_\_\_\_ IF SO, NAME AND PHONE OF OFFICER \_\_\_\_\_

I (we) hereby certify that the foregoing information is true & accurate to the best of my (our) knowledge. I (we) hereby authorize the person or firm to whom application is made, any credit bureau, or other investigative agency employed by this person or firm to investigate the references, statements, or other data herein listed, obtained from me (us) or from other person pertaining to my (our) credit & financial responsibility. All information will be kept confidential and will only be used in relation to my (our) lease contract or as required by law. Your credit background will be checked before approval of this application. I/We have read and understand the information on the reverse of this form.

\_\_\_\_\_  
 Signature of Applicant #1

\_\_\_\_\_  
 Signature of Applicant #2

\*\*\*\*\*

**FOR OFFICE USE ONLY**

LANDLORD: \_\_\_\_\_  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PHOTO ID/SS# VERIFIED \_\_\_\_\_  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_

INCOME VERIFICATION: \_\_\_\_\_  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_

UTILITIES: \_\_\_\_\_

CREDIT BUREAU: \_\_\_\_\_  
 BY: \_\_\_\_\_ DATE: \_\_\_\_\_

LEASE START DATE: \_\_\_\_\_

END DATE: \_\_\_\_\_  
 PRO-RATA RENT: \_\_\_\_\_ # DAYS \_\_\_\_\_

DD: \$ \_\_\_\_\_ LAST MONTH'S RENT: \$ \_\_\_\_\_

TOTAL MOVE IN \$ \_\_\_\_\_

## **APPLICATON CRITERIA & RENTAL RULES**

Thank you for considering Bruni/Karr as your housing provider. We provide quality homes throughout the area, and look for quality tenants to live in them. To make the home shopping process as smooth as possible, please review the following information before completing your application.

It is disclosed that the Bruni/Karr Agency 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.

## **APPLICATION STANDARDS**

**Income Level** You should have Monthly Gross Income of at least three (3) times the monthly rent amount. Married couples may combine income. Two or more non-married applicants may combine income provided a *Roommate Agreement* is attached to the *Rental Agreement*. We must be able to verify employment history and income.

Acceptable forms of verifiable income are current pay stub with year to date earnings, last years income tax return, W-2, year to date earning on company letterhead, current year to date balance sheet and income and expense statement, verifiable documents for child support or alimony, copies of real estate contracts, and verification of income from other sources, (e.g. social security, disability, retirement).

**Credit History** To determine credit worthiness we obtain a report from a credit reporting agency.

**Rental History** your previous residencies must be verifiable, free of evictions and unpaid rents.

**Pets** Policies on pets vary from home to home. Please call the office to determine the pet policy for the home for which you are applying.

## **SUBMITTING YOUR APPLICATION**

**Complete and sign the Application Form.** You may receive an application at the office, by mail, fax, or from the web site. There is no application fee. Generally when there is more than one application pending for the same home, **the first application with deposit shall have priority.** **A property may be put "on hold" with an application and deposit for a short period of time while the application is processed.** Applications for each unmarried applicant are required.

## **SIGNING THE LEASE**

Once you are approved, we will schedule a lease signing appointment. All residents must sign the lease. At that time, money for the deposit is due. Rent is due on or before the lease start date.

## **GENERAL INFORMATION**

**Our Office** Bruni/Karr Agency is located at 12412 Menaul NE, the southwest corner of Menaul & Tramway. Office hours are M-F 8:00 am – 5:30 pm and Saturday 9:00 am – 1:00 pm.

**Fair Housing** It is unlawful to discriminate against any person based on race, color, religion, sex, national origin, handicap, or familial status. We strictly adhere to this policy.

## **RENTAL RULES**

1. Leases-All leases require a 30-day notice to vacate even if the move is in conjunction with a lease expiration. Residents must allow property to be shown during notice period.
2. Rent-All rents are due in full on the 1<sup>st</sup> of the month. Late fees begin on the 6<sup>th</sup> of the month.
3. Insurance-The landlord/property owner carries a fire policy that covers the dwelling only. Insurance coverage for the contents (i.e. your furniture, personal possessions, etc.) if desired, must be provided by the resident. We recommend that resident obtain liability coverage also to cover negligent or accidental act by resident, family, and/or guests.
4. Maintenance-The property owner is responsible for maintenance of structural and mechanical systems in the home. Resident is responsible for proper care and use of the house and for any expense that is a result of abuse, neglect or misuse.
5. Pest Control-Occupants are responsible for extermination of insects and pests. Property owners are responsible for maintaining the premises in a reasonable insect -proof condition.
6. Inspection-.The resident is required to complete the move in inspection form provided by our office within 5 days of occupancy.
7. Deposit Refund- Deposit, less itemized deductions, if any, will be mailed to Resident within 30 days of the termination of the lease.

## **LICENSEE BASIC DUTIES**

1)Honesty and reasonable care; 2)Compliance with all Fair Housing and anti-discrimination laws, NM Real Estate License Law, NM Uniform Owner Resident Relations Act and all other applicable local, state, and federal laws and regulations; 3)Performance of any and all oral or written agreements made with clients and customers; 4)Assist clients and customers in completing and complying with the terms and conditions of the contract, the Agency will negotiate all offers and counter offers on behalf of the client; 5)Agency acknowledges there may be matters outside Agency's knowledge or expertise and suggest that the client or customer seek expert advise on those matters; 6)Prompt accounting for all monies and property received; 7)Agency has a Brokerage Relationship with the client and notifies the customer of the Brokerage Relationship; 8)Disclosure of any adverse material facts actually known about the property or the financial ability of the parties to complete the transaction; 9)Maintain confidential information except with client consent or required by law; 10)Agency does not engage in any transaction regarding the buying or selling of property.