

Rental Application Checklist      Name \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your interest in renting from Rio Mesa Realty!

All renters must complete and provide the checklist items below. Please return all the documents via email at [riomesaoffice@gmail.com](mailto:riomesaoffice@gmail.com) or in person at our office at 801 HWY 195 Elephant Butte, NM 87935.

- Two forms of identification
  - Driver's License
  - Social Security Card
  - Passport
  - Birth Certification
- Proof of income for the past three months
  - Paystub
  - Letter from Employer
  - Social Security/Disability Letter
  - Housing Assistance Letter
- Responsibility and Acknowledgement Form
- Welcome Letter
- Rental Application
- Credit Card Authorization Form

Notes:

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801 HWY 195 ELEPHANT BUTTE NM 87935

PHONE: 575-740-6877      EMAIL: RIOMESAOFFICE@GMAIL.COM



## Responsibility and Acknowledgement

Attention ALL Tenants: FURNISHED UNITS

- Acknowledge and agree prior to move in to provide payment for the entirety of a month's rent and deposits (IF Applicable).
- Acknowledge and agree to place a credit card on file with lessor. This credit card must be kept active and open for charges during the duration of the stay living at the assigned property.
- Acknowledge and agree that in the event that damages, destruction, lost or broken furnishing, linens, and all items contained in property units that the credit card on file shall be used for all monetary expenses occurred.
- Acknowledge, agree, and accept the conditions of the property as recorded by the landlord and will ensure that upon vacating the property the conditions will be restored to that. Including but not limited to the cleanliness and condition of the property.
- Acknowledge and agree to provide a written 30-day notice prior to vacating the property or accept being subjected to pay associated fine or remainder of the monthly rent.
- Acknowledge and agree that IF the utilities being included in the rent payment that: **If applicable, you intend and agree to be cautious and adopt practices that conserve energy and maintain utility costs.**
- Acknowledge and agree that all rent payments shall be paid to the assigned owners as directed in my contract/lease agreement. Rent is due on the 1<sup>st</sup> and last after the 5<sup>th</sup> of each month, regardless of the day that you move in. If you need a rental payment agreement it must be submitted in writing and approved.

I acknowledge and agree that I have read and do understand the above responsibilities and requirements.

\_\_\_\_\_

Print

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



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The Equal Housing Opportunity logo consists of a stylized house icon with an equals sign inside, and the words "EQUAL HOUSING OPPORTUNITY" written below it.

Welcome!

This letter is to welcome you to your new home! We hope that as your management group we are about to help assist with your housing needs.

We would like to remind you of a few things during your stay.

Please initial each line that you acknowledge each statement and agree to your responsibility.

\_\_\_ 1. The property was properly cleaned, furnished, and inspected prior to move-in per your lease agreement.

\_\_\_ 2. If you are with a professional travel agency or corporation, they may be the responsible party for providing payment for rental expenses. It will be your responsibility to communicate and ensure payment.

\_\_\_ 3. Your property rental is not a hotel. Acknowledge that as the leaser you are responsible for the care and cleaning of your unit and its furnishings. A complete inventory was collected before and after your occupancy of the property. Acknowledge that it will be your responsibility for the compensation associated with any discrepancy in the inventory.

\_\_\_ 4. If this is to be short term rentals. We have no lease limits but if you intend to stay longer than 3 months you will be responsible pay a nonrefundable deposit of \$500 or more. All other rentals are subject to a deposit equal to the rent or greater.

\_\_\_ 5. For all properties that are furnished conditions you will be required to provide a major credit card. This card is required to be kept active and open during the entire stay of occupancy. This card will be used to cover any charges and fees that could occur for incidentals or damages to the property.

\_\_\_ 6. If your lease agreement states that the utilities are included, then you acknowledge and agree to adopt cautious practices that conserve energy. These practices include but are not limited to disconnecting the heating and cooling units when the unit is not occupied, switching off the lights when the unit is not occupied, limiting extended time showering, turning off televisions when unit is not occupied, etc.



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## REALTORS® ASSOCIATION OF NEW MEXICO RESIDENTIAL RENTAL APPLICATION - 2024

### 1. PROPERTY.

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

### 2. APPLICANT INFORMATION.

Full Name \_\_\_\_\_

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

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

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

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ Driver's License Number/State \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Color of Car \_\_\_\_\_ Year \_\_\_\_\_

License Plate Number \_\_\_\_\_ State \_\_\_\_\_

### 3. RENTAL INFORMATION.

Anticipated Move-In Date: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Security Deposit: \_\_\_\_\_

### 4. HOUSEHOLD INFORMATION.

Please list full name of all people who will live with you on this property:

\_\_\_\_\_  
\_\_\_\_\_

Please list all pets and type:

Pet \_\_\_\_\_ Type \_\_\_\_\_

Pet \_\_\_\_\_ Type \_\_\_\_\_

Do you or any of the occupants smoke?  Yes  No

Have you ever been evicted from a rental residence?  Yes  No

Have you ever been convicted of a crime?  Yes  No

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

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

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RESIDENTIAL RENTAL APPLICATION - 2024**

**5. RENTAL HISTORY.**

Current Address	City	State	Zip
Dates lived at address		Rental Amount	
Landlord/Manager		Phone Number	
Reason for leaving: _____			

Previous Address	City	State	Zip
Dates lived at address		Rental Amount	
Landlord/Manager		Phone Number	
Reason for leaving: _____			

**6. EMERGENCY CONTACT PERSON.**

Full Name	Relationship
Address	City State Zip
Phone	Email Address

**7. EMPLOYMENT INFORMATION.**

Name of current employer	Name of Supervisor	Position Title
Address	City	State Zip
Phone Number	Date Employed	

**8. INCOME INFORMATION.**

Gross Monthly wages before deductions	\$ _____
Gross Monthly amounts of other income:	\$ _____
List Sources of other income: _____	
_____	
Total Monthly Income	\$ _____

**9. CREDIT AND FINANCIAL INFORMATION.**

Name of Bank	Account Type	Account Number
Name of Bank	Account Type	Account Number
Have you declared bankruptcy in the past seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide any details and dates: _____		
_____		
_____		

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**10. APPLICATION FEE**

I hereby agree that I have paid \$\_\_\_\_\_ (application fee) for the Broker to process this application which will include, but is not limited to, ordering a credit report, obtaining references, verifying employment and income, and a criminal background check. I understand that this fee is non-refundable if I am not approved to rent this property, nor will it be applied to any rent or security deposit if I am approved to rent this property.

In the event I am approved to rent this property, I agree to sign a Rental Agreement within \_\_\_\_\_ days of notice of approval.

The information that I have provided herein is true and correct, to the best of my knowledge.

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Applicant Signature

Date

**REALTORS® ASSOCIATION OF NEW MEXICO  
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**EXHIBIT A**

**AUTHORIZATION  
Release of Information**

I hereby authorize an investigation of my credit, tenant history, banking, employment, income, and criminal background for the purposes of renting a house, apartment, or condominium from:

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Name of Brokerage

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Applicant Name (PRINT)

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Applicant Signature

Date



## Automatic Credit Card Billing Authorization Form

Automatic credit card billing allows us the ability to process your payment without having to bother you. We will automatically bill your credit card within the parameter provided below. You may cancel this automatic billing authorization at any time.

We require for all renters to have a credit card on file. Please completely fill out the following with the most accurate card information.

### Customer Information

Tenant Name: \_\_\_\_\_

Rental Address: \_\_\_\_\_

Name on Card (if different than tenant): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Credit Card Information

Credit Card Type:  Visa  Mastercard  American Express  Discover

Credit Card Number: \_\_\_\_\_

Expiration \_\_\_\_ / \_\_\_\_ CVV: \_\_\_\_\_ Billing Zip code: \_\_\_\_\_

### Payment Information

By signing below, I acknowledge the statements above, that the information I provided is true and correct, and I authorize automatic billing to the card listed above for reoccurring payments of the details below and/or incidentals/damages done to my unit if I am a renter. I understand that there will be an additional **4% transaction fee** that is added per transaction. This is charged by the credit card company; we do not get this.

Frequency:  One Time  Week  Month  3 Months  6 Months  Yearly

Start billing on: \_\_\_\_\_ End billing on: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date