

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 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:



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 1st and last after the 5th 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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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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**ALL OTHER RENTALS ARE TO SHOW PROOF THAT ALL UTILITIES HAVE BEEN
TURNED IN THEIR NAME PRIOR TO MOVE IN (REQUIRED INITIALS)**

____ 7. For all maintenance or management needs please contact our office at 575-740-6877. All maintenance requests need to be submitted in writing via email at riomesoffice@gmail.com or dropped off at our office at 801 HWY 195 Elephant Butte. We will call and arrange a time for maintenance staff to enter your unit and tend to the reported issues.

____ 8. After hours, and/or weekend calls to our office should be for emergencies only. An emergency call is constituted by a circumstance including fire, flood, crime, or injury. For these emergency circumstances please contact our office via text message, 575-740-6877.

____ 9. SMOKING IS PROHIBITED IN ALL RENTAL PROPERTIES. A MINIMUM of \$500 FEE WILL OCCUR IF SMOKING IS SUSPECTED AT ANYTIME. All smoking is required to take place away from any entrance. Cigarette buds are required to be disposed of properly and should never be found on the ground or in a canister near the outside of the property.

____ 10. All trash is required to be disposed of in the proper location in accordance with the property. Garbage receptacles can be located in the alleyway or individually assigned to the property address.

____ 11. Prior to moving out of the property, you are required to provide written notice **to Rio Mesa Realty minimum 30 days prior to moving out of the property.** Additionally, you will need to schedule a MOVE OUT inspection prior to move out of the property in order to have deposit returned to. A \$50 FEE WILL BE CHARGE IF NO MOVE OUT INSPECTION HAPPENS. Additional fees may apply.

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

Print

Signature

Date



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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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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.

Applicant Signature

Date

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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:

Name of Brokerage

Applicant Name (PRINT)

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 **3.9% 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