

KELLOGG AGENCY, INC.

1005 21st St, Suite C, Rio Rancho, NM 87124
(505) 896-1750 • F (505) 896-9554
www.KelloggAgency.com • info@kelloggagency.com



RENTAL APPLICATION – TERMS AND CONDITIONS

Each adult, 18 years old or older, who will live in the house must complete a separate application. This Agency does not discriminate and will not evaluate rental applications on the basis of race, color, religion, sex, familial status, handicap, sexual preference, national origin, or ancestry. We reserve the right to deny your application. Pre-paid rent and/or last month's rent may be required. Smoking is not allowed in any house or garage. Application expires 30 days after being submitted. This application is preliminary only and does not obligate the Owner or this Agency to execute a lease or deliver possession of the Property.

DOGS: We do not allow certain breeds of dogs or breeds that are mixed with dogs that have violent tendencies. These breeds include, but are not limited to: Akita, Chow, Doberman, Husky, German Shepard, Pit Bull, and Rottweiler.

RENT PAYMENTS: Kellogg Agency tenants pay rent using our **free** online payment system.

First approved application with security deposit and signed lease will be given the house. We cannot hold a property while your application is being processed. Kellogg Agency cannot be held responsible if processing your application is delayed or denied because employment and/or housing referral requests are delayed or not answered.

REQUIREMENTS

- ❖ Application fee = \$25.00 per adult *Non-refundable*
- ❖ Rent must start within two weeks (14 days) after application is accepted
- ❖ Security deposit = one month's rent
- ❖ Security deposit is due within 24 hours after notice of approval. *Certified funds only.*
- ❖ One full month's rent is due at lease signing. *Certified funds only.*

QUALIFIED APPLICANTS WILL HAVE:

- ✓ Credit score of 550 or above
- ✓ Gross monthly income equals 3x rent amount
- ✓ Acceptable debt to income ratio
- ✓ NO unpaid bills or collections accounts for utilities
- ✓ NO unpaid bills, collections, evictions, or judgments for management companies, landlords, etc.

LAST MONTH'S RENT WILL BE REQUIRED IF APPLICANT HAS:

- ✓ Current mortgage
- ✓ Current or past mortgage foreclosure/short sale
- ✓ Credit score between 500 – 550
- ✓ Inadequate housing history

APPLICATION CHECKLIST

Applications for all adults who will live in the property must be completed and turned in at the same time. We cannot begin processing your application until ALL of the following have been received in our office.

- Application fee
- Application form with all blanks filled-in
- 4 current paycheck stubs (or 3 month's current bank statements)
- Copy of driver's license
- Copy of social security card or similar identification
- Pet application and vet records (if applicable)

PAY WITH CASH, CHECK, OR MONEY ORDER

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PROPERTY APPLYING FOR

Address	
Move-In Date	Advertised Rent
How did you hear about Kellogg Agency or this house?	

SPECIAL REQUESTS Owner will consider special requests **after** application has been approved. Approval of special requests may increase advertised rent amount.

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APPLICANT

First Name		Middle Name	Last Name	
Work Phone	Driver's License #	Driver's License State	Social Security Number	Date of Birth
Cell Phone	Email			

OTHER ADULTS (18+) THAT WILL BE LIVING WITH YOU

Name	Relationship
Name	Relationship
Name	Relationship

CHILDREN UNDER 18 THAT WILL BE LIVING WITH YOU

Name	Date of Birth	Relationship
Name	Date of Birth	Relationship
Name	Date of Birth	Relationship
Name	Date of Birth	Relationship

EMERGENCY CONTACT (other than Applicant, Spouse, or Co-Applicants)

First Name		Last Name		Relationship
Current Address, City, State, Zip				
Cell Phone	Work Phone	Other Phone	Email	

In the event of serious illness or death, is the above listed person authorized to remove and/or store all contents found in dwelling, storerooms, common areas, and mailboxes? **YES** **NO**

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HOUSING HISTORY

CURRENT Rent Own

CURRENT Landlord or Listing Agent Name		Rent or Mortgage Amount
Address, City, State, Zip		Dates _____ To _____
Landlord or Listing Agent Phone	Landlord or Listing Agent Fax	

PREVIOUS Rent Own

PREVIOUS Landlord or Listing Agent Name		Rent or Mortgage Amount
Address, City, State, Zip		Dates _____ To _____
Landlord or Listing Agent Phone	Landlord or Listing Agent Fax	

EMPLOYMENT INFO

Employed: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Retired <input type="checkbox"/> Self <input type="checkbox"/> Other (explain)	
Company Name	Dates _____ To _____
Company Address, City, State, Zip	
Contact Name	Contact Phone

INCOME

Monthly GROSS Income	Other monthly Income	Source of Other Income
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VEHICLES

Make/Model	Year	Color	Lic Plate #
Make/Model	Year	Color	Lic Plate #
Make/Model	Year	Color	Lic Plate #
Make/Model	Year	Color	Lic Plate #

PLEASE ANSWER THE FOLLOWING QUESTIONS

Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been evicted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever filed suit against a landlord?	<input type="checkbox"/> Yes <input type="checkbox"/> No

The undersigned certifies that the information provided in this rental application is true and correct. By signing this application, I agree to the Terms and Conditions and authorize the Kellogg Agency to inquire with any and/or all of the following: employers, court records, banks, utility companies, credit bureaus, former landlords, or any person or entity who, in the sole discretion of the Kellogg Agency, information is required. I acknowledge that the Kellogg Agency, the Owner, and/or the Landlord may terminate any agreement to which I am a party should this application contain any misstatement or misrepresentation.

 Applicant (Signature)

 Date

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PET APPLICATION

Please list ALL pets that will be living with you (indoor and outdoor). Approved pets will increase the rent and security deposit by a **minimum** of \$50.00 per month. Include fish tanks over 5 gallons, birds, rodents, reptiles, etc. Evidence of unauthorized pets may be grounds for eviction. ***Pet fees become part of the rent and are non-refundable.***

We do not allow certain breeds of dogs or breeds that are mixed with dogs that have violent tendencies. These breeds include, but are not limited to: Akita, Chow, Doberman, Husky, German Shepard, Pit Bull, and Rottweiler.

REQUIRED DOCUMENTS Submit the following with this application:

- Vet records verifying type and breed of animal (for dogs and cats)
- Vaccinations
- Licenses and/or Tags
- Photos

REQUIREMENTS FOR CURRENT TENANTS (Please allow 7-10 days for approval.)

- Pet must be approved before moving pet into the property.
- Submit Pet Application with required documentation.
- Sign new lease with increased rent PLUS pay \$75 lease change fee.

Property _____

Applicants (or Tenants) _____

Vet Name _____ Phone _____ Fax _____

	ANIMAL 1	ANIMAL 2	ANIMAL 3
Type	<input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/>	<input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/>	<input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/>
Breed			
Color			
Weight			
Age			
Name			
Fixed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

The undersigned certifies that the information provided in this rental application is true and correct. By signing this application I agree to the Terms and Conditions and authorize the Kellogg Agency to inquire with any and/or all of the following: employers, court records, banks, utility companies, credit bureaus, former landlords, or any person or entity who, in the sole discretion of the Kellogg Agency, information is required. I acknowledge that the Kellogg Agency, the Owner, and/or the Landlord may terminate any agreement to which I am a party should this application contain any misstatement or misrepresentation. I hereby affirm that none of the dogs listed on this application are of any dangerous breed or are mixed with any dangerous breed including, but not limited to: Akita, Chow, Doberman, Husky, German Shepard, Pit Bull, and Rottweiler.

Applicant / Tenant (Signature)

Date