

# Uptown Park

Phone (505) 881-2313 Fax (505) 881-4307

Rental Amount \$ Leasing Agent

### Instructions:

- 1) Separate applications are required when a spouse, co-applicant, guarantor or roommate situation exists.
- 2) Please provide recent paycheck stubs with year-to-date earnings data.
- 3) Self-employed or retired provide recent: Tax returns or Bank Account Statements (2 mo).

Applicant	NAME (LAST, FIRST, MIDDLE INITIAL)		BIRTH DATE		SOCIAL SECURITY NUMBER	
	HOME PHONE ( ) - ( ) -		WORK PHONE ( ) - ( ) -		DRIVERS LICENSE	STATE
EMAIL						

Residential	CURRENT PHYSICAL ADDRESS	CITY	STATE	ZIP	RENT/MORTGAGE AMOUNT
	LANDLORD/MORTGAGE COMPANY	CITY	STATE	FROM (Mo. /Yr.) TO (Mo. /Yr.)	LANDLORD/MORT. CO. PHONE ( ) -
	PREVIOUS PHYSICAL ADDRESS	CITY	STATE	ZIP	RENT/MORTGAGE AMOUNT
	LANDLORD/MORTGAGE COMPANY	CITY	STATE	FROM (Mo. /Yr.) TO (Mo. /Yr.)	LANDLORD/MORT. CO. PHONE ( ) -

Employment / Income	CURRENT EMPLOYER / INCOME SOURCE	CITY	STATE	ZIP	EMPLOYER PHONE ( ) -	
	POSITION	AMOUNT \$	HR MN	WK YR	FROM (Mo. /Yr.) TO (Mo. /Yr.)	SUPERVISOR
	PREVIOUS EMPLOYER / INCOME SOURCE	CITY	STATE	ZIP	EMPLOYER PHONE ( ) -	
	POSITION	AMOUNT \$	HR MN	WK YR	FROM (Mo. /Yr.) TO (Mo. /Yr.)	SUPERVISOR

Automobile	AUTOMOBILE (MAKE / MODEL / YEAR)	COLOR	AMOUNT OWED \$	LICENSE PLATE
	AUTOMOBILE (MAKE / MODEL / YEAR)	COLOR	AMOUNT OWED \$	LICENSE PLATE

In Case of Emergency, Please contact:	NAME (LAST, FIRST)	PHONE NUMBER ( ) -	RELATION
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I/We specifically authorize Uptown Park Place LLC to investigate all pertinent background information including, but not limited to, information concerning credit worthiness, credit standing, credit capacity, and character and obtain credit reports(s). Criminal, eviction and public records may also be checked. I/We further authorize Uptown Park Place LLC to verify my current and former employment, income and/or salary amounts, rental, mortgage, and banking history, and verify any financial asset account listed on this application. The information obtained will be supplied to current and future prospective manager(s) from whom an application was received to assist said manager in making a decision as to whether to enter into a agreement with the prospective applicant. Uptown Park Place LLC does not discriminate on the basis of race, color, religion, national origin, sex, marital status or age (provided that the applicant has the capacity to contract). I further understand that any omission or misstatement of material fact on this application or any other document submitted in conjunction with this application shall be reason to reject application, retain the application fee, and/or immediate termination of residency if discovered after acceptance by the Owner/Manager. I understand that application processing fees are non-refundable, regardless of results or cancellation. I acknowledge information obtained by the processing of this application will become permanent records of Uptown Park Place LLC.

SIGNATURE OF APPLICANT	HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF A FELONY? <input type="checkbox"/> NO <input type="checkbox"/> YES – If Yes, Please explain on a separate sheet.	DATE
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**Uptown Park Apartments, 6200 Indian School Rd NE, Albuquerque, NM 87110**

**Phone 505-881-2313**

**Fax 505-881-4307**

**QUALIFYING PROCEDURES:**

Every person making application For residency at Uptown Park Apts. Must complete a rental application. This application must be completed by the actual resident and a separate application must be completed by any person contributing income to the household. A \$40.00 non-refundable application fee is required per application.

**INCOME:**

A base income of \$1130.00 is necessary to lease. All listed sources of income must be verifiable and will be verified; ie. Salary, hourly wage, commissions, bonuses, social security, retirement and investment income. Copies of documents verifying the income source may be required (tax return, 1099 etc.).

**CREDIT/CRIMINAL PROCESS:**

A credit and criminal history will be obtained on each applicant. If the applicant has no credit history, it is accepted that the applicant has qualifying credit. The history will be reviewed for slow payment, delinquent accounts, and outstanding collections, liens, judgments, and/or public records Applicants exhibiting poor credit (7-10 credit lines negative) will be charged an additional \$50.00 deposit. Applicants exhibiting more than 10 negative credit lines will be required to have a co-signor or prepay their lease term. Any applicant who has been convicted of a felony against person or property or any drug related felony or five (5) charges of any type other than minor traffic citations will be declined. Applicants with felony convictions, pending felony convictions or deferred adjudication for a felony will not be accepted. Applicants with convictions or pending cases, including deferred adjudication for misdemeanors related to sex, violence, drugs, child abuse or any crimes against persons, property or justice related will also not be accepted **Registered Sex Offenders are ineligible.**

**RESIDENCY:**

If prior residency was as a resident in a rental property, verification must be made with the owner/agent of the community. Acceptance of the applicant will be considered if no derogatory information is obtained from the previous landlord concerning timely payment, damages to property and compliance of lease terms.

**OCCUPANCY STANDARDS:**

**Studio apartments measure 240 square feet and can only accommodate one occupant.**

**LEASE TERM:**

Lease will be made for a minimum of three (3) months up to a maximum of one (1) year. Terms will be at the discretion of Uptown Park Apartments, as per the market or the Owner or Owner's agent's instructions.

**DEPOSITS:**

The standard deposit for a studio apartment home is \$150.00.

The Owner/Agent may grant exceptions from any or all of the above-mentioned Acceptance Standards./Applications Qualifications, if, in the opinion of the Owner/Agent the exceptions are justified. Special circumstances may dictate the final decision of the Owner/Agent after all standards/qualifications have been reviewed.

**HAVE YOU BEEN CHARGED WITH A FELONY?**

You warrant that neither you, nor any member of your household, have any criminal charges pending, awaiting disposition or looming in any way; nor do you, nor any member of your household, have any criminal charges in the process of being filed or awaiting filing by any government entity. You warrant that neither you nor any member of your household, have been involved in any activity that may result in an arrest or criminal charges. You agree that if tenancy is accepted and any criminal charge is later learned of by landlord, that landlord may immediately terminate your tenancy by eviction or otherwise and you will be responsible for the attorney's fees, costs, collections fees, concessions, bread lease fees, other charges and rent until the premises are re-rented. I, \_\_\_\_\_ have read the above Qualifying Procedures/Acceptance Standards for making application for residency at Uptown Park Apartments. I understand that these procedures will be used in the processing of my rental applications.