

KOKOPELLI PROPERTY MANAGEMENT

607 Old Santa Fe Trail, Santa Fe, NM 87505

Voice Phone: (505) 988-7244 Fax Phone: (505) 982-1013

www.kokoproperty.com

Application fee is \$35.00 for one applicant or legally married couples and \$25.00 for each additional applicant or guarantor.

We accept Personal Check, Cashiers Check, Money Order or Credit Card.

We do not accept Cash.

KPM strives to complete applications within 24 business hours, Monday- Friday.

Applications received after 3:30PM, MST will not be processed until the following business day.

Pet Rent per Month: \$25.00 per Dog, per Month

\$10.00 per Cat, per Month

APPLICATION TO RENT PROPERTY

PLEASE PRINT LEGIBLY!

We at Kokopelli carefully preserve the strictest& highest level of confidentiality regarding your personal information

Property Address Applying For: _____ Length of Lease: _____

Applicant's Current Phone#: () _____ Requested Move in Date: _____

Best Contact # Next 48 hours :() _____

Email Address-Applicant #1: _____

Email Address-Applicant #2: _____

First Applicant's Name (Last, First): _____ M.I _____

SSN: _____ Birthdate: ____/____/____ Cell Phone:(____) _____

Spouse's Name (Last, First): _____ M.I _____

SSN: _____ Birthdate: ____/____/____ Cell Phone:(____) _____

Current Address: _____ City: _____ State: ____ Zip: _____

Current Rent/Mortgage: \$ _____ From (mo/yr): ____/____ To (mo/yr): ____/____

Landlord/Mortgage Co.: _____ Phone :(____) _____

Pet(s) Name(s) _____ Breed _____ Age ____ Weight _____ Inside/Outside

Previous Address: _____ City: _____ State: ____ Zip: _____

Current Rent/Mortgage: \$ _____ From (mo/yr): ____/____ To (mo/yr): ____/____

Landlord/Mortgage Co.: _____ Phone: (____) _____

Pet(s) Name(s) _____ Breed _____ Age ____ Weight _____ Inside/Outside

First Applicant Employer: _____ Your Title: _____

Supervisor: _____ Supervisor's Phone Number: _____

Yearly Salary: _____ Start Date: ____/____/____

Spouse's Employer: _____ Spouse's Title: _____

Supervisor: _____ Supervisor's Phone Number: _____

Yearly Salary: _____ Start Date: ____/____/____

Emergency Contact Information Name: _____

Relationship: _____ Phone Number: _____

How did you hear about us?

Financial Assets Other than Retirement Funds

Other Income per Month: \$ _____ Source _____ Phone : (____) ____ - _____
 Checking Account Number: _____ Name of Bank _____
 Approximate Value: \$ _____ Contact Phone : (____) ____ - _____
 Savings Account Number: _____ Name of Bank _____
 Approximate Value: \$ _____ Contact Phone : (____) ____ - _____
 Investment Account Number: _____ Name of Bank _____
 Approximate Value: \$ _____ Contact Phone : (____) ____ - _____

Primary Applicant Auto Make & Model: _____ Monthly Payment: _____
 License Number _____ State: _____
 Spouse Applicant Auto Make & Model: _____ Monthly Payment: _____
 License Number _____ State: _____

Total Number of Occupants:

Adults _____ Smokers _____ Number of Pets _____ Neutered/Spayed? _____
 Children _____ Age _____
 _____ Age _____
 _____ Age _____

Additional Important Information

1. Associated Applicants – An additional application must be filled out in the following situations:
 When a co-applicant situation exists; or when a Guarantor is required
2. Employees – Please provide recent paycheck stubs with year-to-date earnings if possible
3. Self-employed or Retired – Please provide at least one of the following that will substantiate income indicated on this application:
 Recent Federal Tax Returns – Personal or Business
 Recent Paycheck stubs if an outside payroll service is used
4. KPM strives to complete applications within 24 business hours, Monday -Friday.

AUTHORIZATIONS

In connection with this application, I/We specifically authorize Kokopelli Santa Fe Real Estate & Property Management or any other parties it wishes to use, to investigate all pertinent background information including, and not limited to, information concerning credit worthiness, credit standing, credit capacity, and character and credit reports. Criminal evictions and public records may also be checked. I/We further authorize KPM or any other parties as it wishes to use, to verify current and former employment, income and/or salary amounts, rental and/or mortgage history, check transaction experience and verify and financial asset account listed on page one of this application. The information obtained will be supplied to the owner of the property mentioned in this application to assist the owner in making a decision as to whether to enter into a rental agreement with you the prospective tenant. KPM does not discriminate on the basis of race, color, religion, national origin, sex, marital status or age (provided that the party has the capacity to contract).

In accordance with the Fair Credit Reporting Act, I/We hereby specifically consent to the acquisition of said information by KPM or any other parties as KPM wishes to use to disclose said information to the owner for purposes of assisting in making a rental decision. I understand that all applicable processing fees are Non-refundable regardless of results.

Applicant Signature

Date

Spouse's Signature

Date

**KOKOPELLI SANTA FE REAL ESTATE &
PROPERTY MANAGEMENT
607 OLD Santa Fe Trail
Santa Fe, NM 87505**

Part I - BASIC LICENSEE DUTIES

1. Honesty and reasonable care; as set forth in the provisions of this section;
2. Compliance with local, state, and federal fair housing and anti-discrimination laws, the New Mexico Real Estate License Law and the Real Estate Commission Rules and Regulations, and other applicable local, state, and federal laws and regulations;
3. Performance of any and all oral or written agreements made with the Licensee's Customer or Client;
4. Assistance to the Licensee's Customer or Client completing the Transaction, unless otherwise agreed to in writing by the Customer or client, including:
 - a. Presentation of all offers or counter-offers in a timely manner;
 - b. Assistance in complying with the terms and conditions of the contract and with the closing of the Transaction.

If the Licensee in the Transaction is not providing service, advice or assistance described in paragraphs 4, a and b, the Customer or Client must agree in writing that the Licensee is not expected to provide such service, advice or assistance, the Licensee shall disclose such agreement in writing to the other Licensees involved in the Transaction;

5. Acknowledgement by the Licensee that there may be matters related to the Transaction that are outside the Licensee's knowledge or expertise and that the Licensee will suggest that the Customer or Client seek expert advice on these matters;
6. Prompt accounting for all monies or property received by the Licensee;
7. Prior to the time the licensee generates or presents any written document that has the potential to become an Express Written Agreement, written disclosure of
 - a. any written Brokerage Relationship the Licensee has with any other Parties to the Transaction and/or
 - b. any material interest or relationship of a business, personal, or family nature that the Licensee has in the Transaction;
8. Disclosure of any adverse material facts actually known by the licensee about the property or the Transaction, or about the financial ability of the Parties to the

