

TENANT(S)' APPLICATION CHECK LIST

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- “RENTAL APPLICATION” for each adult (e.g. Two (2) copies of “RENTAL APPLICATION” for a married couple). **All** lines need to be filled in order to run the application.
- A copy of two (2) forms of picture identification, required for screening process.
- A non-refundable application fee, in cash, or money order, of Forty Dollars (\$40.00) for credit, criminal, and eviction background check. Minimum credit score of six hundred and twenty (620); last month rent required in advance for credit score below 620. Monthly gross income has to be three times greater than the rent. Generally, Applicants with criminal (except traffic tickets) or eviction records will not be approved.
- A refundable one month rent security deposit to secure the Premises (deposit at this time is optional; however, the Premises will not be reserved without security deposit). Only **one** check will be accepted and refunded from the Premises, multiple checks will not be accepted from roommates.
- Two copies of the “SECURITY DEPOSIT RECEIPT” for each adult.
- Non-refundable Two Hundred and Fifty Dollars (\$250) for one pet deposit, and two-Hundred Dollars (\$200) for each additional pet. No more than three (3) pets are allowed in the Premises.

Please contact us for housing in great neighborhood locations in Artesia, NM

We always appreciate your business and referrals.

SECURITY DEPOSIT RECEIPT

Dear prospective tenant(s),

Making a deposit on this property, _____,
along with your completed rental application, is a commitment to rent it on the date of _____.

Upon taking your deposit, we remove the property from the market and turn away other prospective tenants. Therefore, if you decided to withdraw from our agreement for any reason, we will deduct a basic leasing fee of _____
One Hundred Dollars (\$100.00), an advertising fee of One Hundred Dollars (\$100.00),
and the lost rent from the specified move in date until the date we rent out the property.

However, if we deny your application, we will return the full security deposit to you. In cases where the rental application contains falsifications (ex: claiming no evictions when records exist), deductions from the security deposit will be withheld as described above.

Please make sure you read carefully and understand the above paragraph and sign below. We thank you very much for your interest in Oklahoma Housing Solutions. We want your stay with us to be a happy one! We will work with you and try our best to make sure you are always satisfied.

Please feel free to give us a call if you have any questions.

Best Regards,
Management

Prospective tenant

Date