

## TENANT(S)' APPLICATION CHECK LIST

### Artesia Housing Solutions

Voice: 575.323.0888

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[www.artesiahousingolutions.com](http://www.artesiahousingolutions.com)

- “RENTAL APPLICATION” for each adult (e.g. Two (2) “RENTAL APPLICATION”s for a married couple). **All** lines must be completed in order to process the application.
- A copy of two (2) forms of picture identification, required for screening process. One form must be a driver license or social security card.
- A non-refundable application fee of Forty Dollars (\$40.00), in cash, or money order made payable to Artesia Housing Solutions, for credit, criminal, and eviction background checks (may be paid online during check). Last month rent required in advance for credit score below six hundred twenty (620). Monthly gross income must be three (3) times greater than the rent. Applicants with criminal records (except traffic tickets) or eviction records will not be approved.
- A refundable one month rent security deposit to secure the Premises. The security deposit must be a check or money order made payable to Artesia Housing Solutions. Cash will not be held or returned. The deposit at this time is optional; however, the Premises will not be reserved without a security deposit. If applications are declined, the security deposit will be returned via Wells Fargo Bank Bill Pay, for documentation and assurance of delivery and payment. Only **one** check will be accepted and refunded from the Premises, multiple checks will not be accepted from roommates.
- “SECURITY DEPOSIT RECEIPT”.
- Non-refundable pet fee of Two Hundred and Fifty Dollars (\$250) for one pet. No more than three (3) pets are allowed in the Premises. An additional pet fee will be charged for pets greater than fifty (50) lbs.

**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 \_\_\_\_\_  
Three Hundred Dollars (\$300.00), an advertising fee of Two Hundred Dollars (\$200.00),  
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 Artesia 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