

EAGLE RIDGE APARTMENTS

APPLICATION REQUIREMENTS

Welcome to Eagle Ridge Apartments! Please review the following information, complete the attached application, and return it to the address below along with the non-refundable application fee:

EAGLE RIDGE APTS.
3419 N. DAL PASO
HOBBS, NM 88240
(575) 392-0488 Office
(806) 783-8514 Fax

This lease is held in severalty, as well as jointly. All applicants on the lease or joining the lease must meet the following requirements:

- A. Each applicant must complete an application.
- B. Each applicant must provide past resident history for the last two (2) years.
- C. Combined gross monthly income must equal to two (2) times the amount of rent due monthly. Proof of income is required.
- D. **Each applicant** must pay a **non-refundable** application fee in the amount of \$30.

A “Co-Signer Guaranty” will be required for the following applicant:

- A. Applicant cannot fulfill requirement “C” above.
- B. Applicant is currently a student or plans to be a student during the term of the lease.
- C. Applicant has been employed at the current place of employment for less than 12 months or in the same field for less than 24 months.

*** You will be notified of your approval status within five (5) working days after the receipt of the complete application and Co-Signer Guaranty. Leases must be signed by all residents within five (5) working days of notification of approval.**

The \$30 application fee is NON-REFUNDABLE.

ONLY 2 PARKING PASSES ISSUED PER UNIT. If you have any questions concerning the approval process, please contact the leasing office.

EAGLE RIDGE APARTMENTS

CO-SIGNER GUARANTY

Applicant Name: _____ **Unit (Circle One):** 1/1 2/1 or 2/2

As Co-Signer(s), I/We will be acting as surety for the above named person's rental agreement with Eagle Ridge Apts. I/We will be responsible for any charges, damages and for payment for the entire lease agreement, and any successive renewal leases that occur.

I/We understand that the lease agreement, in which the above named is entered into, is held in **SEVERALTY**. This means that each person on the lease is responsible for the entire lease as well as the entire amount of rent due on the first of each month and late fees that may occur. If an agreement exists between individuals on the lease as to the amount each person pays, this agreement is personal and not one that Eagle Ridge Apts. has made with individual tenants. If any one person on the lease does not pay or defaults, all of the remaining tenants are still responsible for seeing that the entire amount of rent is paid on or before the first of each month.

I/We unconditionally guarantee the prompt and complete payment of all rent due under the foregoing lease. I/We understand that I/We may be contacted for payment if the entire amount of rent is not paid as agreed on the lease. Therefore, I am giving my consent to have a credit report made of my credit history.

In order to process your credit history, we MUST have your Social Security Number. Please be advised that all information given will be held confidentially.

PERSONAL

Co-Signer Name: _____ SSN: _____
Hm Phone: (____) _____ Wk Phone: (____) _____
Address: _____ City/State/Zip: _____
D.L. #: _____ D.L. State: _____

EMPLOYMENT STATUS

Employer: _____
Date Employed: _____ Position: _____
Income: Under \$20,000/yr _____ \$20-50,000/yr _____ Over \$50,000/yr _____
Contact: _____ Phone (____) _____

CREDIT REFERENCES

Institution: _____ Phone :(____) _____ Acct#: _____
Institution: _____ Phone :(____) _____ Acct#: _____

It is understood that this form will NOT be accepted unless *notarized*, nor will this form be accepted if any wording of the agreement has been altered. Please return completed form to:

Eagle Ridge Apartments
3419 N. DAL PASO
HOBBS, NM 88240

Original form must be received prior to resident(s) signing lease.

Signature: _____ Date: _____

Signature: _____ Date: _____

Notary: _____ Exp Date: _____

The execution of this document is a material inducement for Landlord to enter into a lease contract, and Landlord is fully relying upon the due and valid execution by the persons whose names are shown above. Landlord reserves all recourse, civil or criminal, in the event of a false or forged execution hereof. Further, this agreement shall remain in effect for the entire term of the lease contract and any renewal contracts. **Please Notarize Here:**

EAGLE RIDGE APTS. RENTAL APPLICATION

RETURN TO: 3419 N. DAL PASO, HOBBS, NM 88240

*** A THIRTY DOLLAR (\$30) NON-REFUNDABLE APPLICATION FEE IS REQUIRED**

Personal Information:

Property: EAGLE RIDGE APARTMENTS # OF BR (Circle One): 1/1 2/1 or 2/2
Date: _____ Desired Date of Occupancy: _____
Name: _____ SSN: _____ DOB: _____
Home Phone :(_____) _____ Work Phone :(_____) _____
Number of Roommates: _____ Pets? _____ Mature Weight _____
Name of Roommates: _____ Pet fee & Pet deposit required: **\$200 FEE / \$200 DEP**

Marital Status: Married Divorced Single Maiden Name: _____
In Case of Emergency, Notify: _____ Phone :(_____) _____
Are You a Full or Part Time Student? Yes No Co-Signer required for all students.
How did you hear about the **Eagle Ridge Apartments?** _____

Vehicle Information: 2 parking passes per unit –

Driver's License Number(s) _____ Make/Model/Color(s): _____
Year(s): _____ Tag #/State(s): _____

Residence History- Provide two year history:

1) Present Address: _____ Move In/Out Dates: _____
Landlord: _____ Landlord Phone: _____
2) Previous Address: _____ Move In/Out Dates: _____
Landlord: _____ Landlord Phone: _____

Employment/Bank References-Provide two year history:

1) Employer: _____ Phone _____
Address: _____ Position: _____
Dates Employed: _____ Gross Monthly Income _____
2) Employer: _____ Phone _____
Address: _____ Position: _____
Dates Employed: _____ Gross Monthly Income _____
3) Bank/Branch: _____ Phone _____
Type of Account: Checking Savings Both How Long? _____
4) Other Income: _____ Amount: _____

Have You Ever...

Been evicted from tenancy? Yes _____ No _____ Been convicted of a felony? Yes _____ No _____

The above information, to the best of my knowledge, is true and correct. I hereby authorize you to process this application for the purpose of obtaining a Lease Agreement with this property. Additionally, I authorize all corporations, companies, and law enforcement agencies, academic institutions and employers to release information they may have about me and release the landlord, leasing agent, their officers, employees, and agents, and any person so furnishing information, from any and all liability of every nature and kind arising out of the investigation or the furnishing or inspection of such documents, records, and other information. A photographic or faxed copy of this authorization shall be as valid as the original.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approved _____ Not Approved _____ Approved w/ Co-Signer _____

By: _____ Date: _____ Apt# Assigned _____