Application Rental Criteria

Kirtland Family Housing, LLC
1012 Golden Smoke Dr. SE
Albuquerque, NM 87116
(505) 551-3855

All applicants will be approved on the following basis:

1. Applicant must be of legal age, eighteen (18) years, unless otherwise specified in your state. Everyone who is eligible for housing and residing in the home over the legal application age must submit an application.
2. Management requires a valid Driver's License, or Military ID, and may require two other forms of ID. Management reserves the right to require additional forms of identification.
3. If applicant cannot provide a social security number, applicant must provide proof of foreign citizenship (limited to work permit, a work or student visa, birth certificate and proof that the applicant's residency in the United States has not exceeded 90 days.
4. Applicant must provide written proof of verifiable income.
5. Applicant must submit to a credit check. Credit screening results may require additional deposits. Results with a FICO score that does not meet community minimum criteria may result in your application being rejected.
6. Applicant must not have filed Chapter 13 or any other form of bankruptcy within the past two (2) years. Proof of discharge may be required. Applicants with negative history after the filing of bankruptcy will be automatically denied.
7. Applicant must not have any open eviction proceedings within the last 36 months.
8. Applicant must not have any unsatisfied utility debt within the last 12 months.
9. Gross monthly income must equal **3 times the market rent** (not reduced or promotional rent) for all applicants. If applicable, the monthly rent qualifier for a guarantor is **5.0 times the market rent.** Income qualifier is based on gross monthly income without commissions, tips or child support.
10. A guarantor may be required for a full-time student whose sole income is from a parent.
11. Applicant must submit to a criminal background check. Applicant may be rejected based on results.
12. **No personal checks accepted.** All monies due at move-in will be paid through Hunt Military Communities' online payment portal. See your Leasing Specialist for details on how to set up your account.
13. Upon applying, all applicants are required to pay a **$50.00 non-refundable application fee**. Payment will be made through www.rentpayment.com.
    If any type of deposit is required, the application fee(s) and deposit will be paid through Hunt Military Communities' online payment portal in two (2) separate forms of payment at the time of the application. All payments must be made payable to: **Kirtland Family Housing, LLC.**
14. If an administrative fee is required, it must be paid through Hunt Military Communities' online payment portal to the property named above. All administrative fees are non-refundable.
15. All fees are non-refundable. Only deposits will be refunded upon cancellation, and refunds will be issued within 30 days.

Applicant(s) acknowledge(s) that their lease application will be approved or rejected on the basis of the above information. Falsification of any information on the lease application will result in immediate rejection. Applicant(s) also agree(s) to submit any documentation necessary to complete the lease application within twenty-four (24) hours of the application date. All information must be verifiable.