



Mayor
Jack Torres

Town of Bernalillo

"The City of Coronado"

Residential Rental Application

ALL THE FOLLOWING COMPONENTS ARE NEEDED TO COMPLETE RESIDENTIAL RENTAL APPLICATION:

- **Completed Residential Application**
 - **Full social security numbers needed!** *We will not accept blank/limited numbers provided on application.*
 - (Other federal ID number may be substituted if no SSN is available)
 - **Full driver's license numbers!** *We will not accept blank/limited numbers provided on application.*
- **Rental or Lease Agreement**
 - **Rental or Lease agreement must be typed**
 - **Show address of property**
 - **Signed by both Landlord and Tenant**
- **Land Owner Consent to Tenant Billing**
 - **Signed & Dated by Owner**
- **Deposit**
 - **\$120 deposit** *will need to be paid to the "Town of Bernalillo" to establish account into tenant's requested name.*

You can pay your deposit by the following options:

- *Pay by phone using debit/credit card (505)771-7120 or (505)771-7122*
- *Drop payment in drop box (Located on the right side of main entrance)*
- *Visit Town Hall at the Utility Clerk office window*

IF THERE IS A PREVIOUS BALANCE OWED BY PAST OWNER, WE CANNOT PROCEED WITH YOUR APPLICATION. PAYMENT MUST BE MADE IN FULL AMOUNT. NO EXCEPTIONS.
THANK YOU.

If any documents are missing, this may delay the application process.