

Property Management Services & Solutions
700 McGraw Drive
Fort Collins, CO 80526
(970) 672-8550

APPLICATION POLICY

An application fee of \$45.00 per person is required to process each application. Applications will not be processed without application fee, security deposit, and valid federally issued ID for all applicants. If an applicant is rejected the Security Deposit will be returned in full. If an applicant fails to sign a Lease Agreement after submitting a deposit, the applicant understands that the Landlord may retain the Security Deposit as liquidated damages for removing the property from the rental market. Applications meeting the submittal requirements will be processed on a first come first serve basis.

RENTAL APPLICATION

Property Location: _____
Move In Date: _____

Last Name: _____ First: _____ Middle: _____
Birth Date: _____ Social Security Number: _____
Drivers License: _____ State: _____ Phone Number: _____
E-mail Address: _____

Additional Occupants (List every occupants name and relationship below, including children)

RESIDENT HISTORY

Current Address: _____ City: _____ State: _____ Zip Code: _____
Dates Occupied: _____ Own: ___ Rent: ___ Other: _____
Current Landlord Name: _____ Phone Number: _____
Current Landlord Address: _____

Reason For Moving: _____ Current Monthly Payment: _____
Number of Late Payments: _____ Security Deposit Currently Held By Landlord: _____
Was Your Full Security Deposit Returned: _____

Previous Address: _____ City: _____ State: _____ Zip Code: _____
Dates Occupied: _____ Own: ___ Rent: ___ Other: _____
Previous Landlord Name: _____ Phone Number: _____

Reason For Moving: _____ Monthly Payment: _____
Number of Late Payments: _____ Security Deposit Held By Landlord: _____
Was Your Full Security Deposit Returned: _____

EMPLOYMENT AND INCOME

Employer's Name: _____ Phone Number: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Average Weekly Hours: _____ Length Of Employment: _____
Position: _____ Monthly Salary: _____ Name of Supervisor: _____
Additional Verifiable Income Source: _____
Amount Received: _____ How Long Have You Been Receiving This Income: _____
Verification Contact: _____ Phone Number: _____

PERSONAL/PROFESSIONAL REFERENCE

Name: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Relationship: _____ How Long: _____

Name: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Relationship: _____ How Long: _____

Please note that a completed application requires submission of the following which will be copied and attached to this application:

Driver's License, Sheriff's Picture ID, Passport.

A fee of \$45.00 per applicant is charged on all rental applications for the purpose of verifying the information furnished on this application, and all administrative expenses. By signing below, applicant hereby represents all information on this application is true, complete, and hereby authorizes annual verification of information, references, and credit history for continual rental consideration or for collection purposes should that become necessary. This fee is non-refundable.

Applicant acknowledges this application will become part of the lease agreement when approved. If any information is found to be incorrect, the application will be rejected and any subsequent rental agreement becomes void. False and misleading statements will be sufficient reason for immediate eviction and loss of security deposit.

I understand this is an application to rent only and does not guarantee that a rental agreement will be offered to me. I hereby give my permission to communicate with my current and former Landlord or Property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed above. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed above. I am aware that a credit history, eviction search, and criminal background check will be down in conjunction with my application.

I understand that the Landlord reserves the right to reject my application and return the deposit placed less application fee(s). If the applicant is accepted and Resident does not enter into a Lease Agreement, the amount deposited will be retained by the Landlord as liquidated damages for removing the property from the rental market.

Printed Name: _____ Date: _____

Signature: _____