

**THIS FORM HAS IMPORTANT LEGAL CONSEQUENCES AND THE PARTIES SHOULD CONSULT LEGAL, TAX OR OTHER COUNSEL BEFORE SIGNING.**



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[www.1stChoicePMservices.com](http://www.1stChoicePMservices.com)

## **Rental Application**

**FAIR HOUSING POLICY:** It is the policy of Real Living 1st Choice Real Estate Services (hereinafter referred to as Agent) to offer rental housing to the general public without regard to race, color, national origin, religion, sex, familial status, marital status, creed, ancestry, or handicap. All employees of Agent fully comply with this policy.

**APPLICATION FEE:** An initial application fee of \$45.00 per applicant must accompany this application. This fee is non-refundable.

**DEPOSIT & FEES:** We require half of the security deposit as earnest money with a completed application to hold a property. Please submit your application fee and earnest money in separate checks/funds. The balance of the security deposit, rent due and non-refundable carpet/lock fees are due at the time of move-in. A full refund of earnest money will be returned if your rental application is not approved. **YOU CANNOT WITHDRAW YOUR APPLICATION ONCE YOU ARE APPROVED WITHOUT FORFEITING YOUR EARNEST MONEY.** The security deposit plus a non-refundable carpet cleaning fee and lock re-key fee equals the monthly rental amount. If you have a pet, an additional deposit is required. Upon move in, rent and carpet/lock re-key fees must be paid in one check and the security deposit balance is to be paid in a separate check/funds. Real Living 1st Choice Real Estate Services does not accept debit or credit cards.

**APPLICATION:** All rental properties are leased on first-come-first-served basis. If you would like to rent a property you have been shown, bring a COMPLETED AND SIGNED application into our office with earnest money equaling one half of the total security deposit/carpet and lock re-key fee. **All rental properties are rented on an "as-is" basis unless otherwise negotiated and approved by Agent in the contingency portion of this application.** Please fill in every blank on the application including contact names and phone numbers for employment and previous landlords. Also, sign and date the application and indicate the date you want to move in at the top of the application. All applications must be submitted at the same time with the application fees and earnest money. If the application is not fully completed and another application is presented on the property, the second application will be accepted as first. Once an application has been approved, the applicant agrees to sign a lease within 48 hours of notification of that approval by voice mail message to any of the applicants for the property. If applicant is required to get a guarantor, applicant must submit the completed Guarantor form and an additional \$40.00 application fee within 48 hours of submitting the application or the property will be put back on the rental market. The security deposit and first month's rent must be paid prior to moving in.

**QUALIFICATION:** Each person applying for a rental will be approved or denied based on their FICO score. A FICO credit score of 600 points or above will be approved for the credit portion of the application process. Any applicant with a credit score of 500 to 599 or lacking credit history will require a Guarantor. Any FICO credit score under 500 points will be denied. Other qualifying criteria consists of Residents producing a positive rental and/or mortgage history within the last two years and current verifiable income (all applicants must have a combined income of 2 ½ times the rent). If you don't have a previous non-related rental reference, a Guarantor will be required. Also, Applicant must not have breached any present or previous rental contract. Any applicant who produces a negative rental reference will be denied. If you are currently unemployed, self-employed with a business for less than 3 years, or are paid on a commission basis, a Guarantor is required.

**STANDARD POLICIES:** All property amenities advertised are deemed reliable but are not guaranteed. Applying residents are to verify ALL amenities for the rental property. If the property you are applying for allows pets, the following pets will be excluded: snakes and other large reptiles. If a washer and dryer are provided in the dwelling, Agent does not guarantee that the washer/dryer currently in the property is in good working condition. The owner has the option to remove these appliances at any time. **Smoking is not permitted in any of Real Living 1st Choice Real Estate Services properties or garages.** Under no circumstances, medical or otherwise, will marijuana be allowed to be grown, smoked, or distributed in or on the property. Violation of this agreement could be grounds for immediate eviction and forfeiture of the security deposit. The Resident shall still be responsible for all other terms and conditions of the existing lease.

**FORT COLLINS CITY CODE:** The City of Fort Collins Code permits not more than three unrelated adults, or no more than two unrelated adults and their related children, if any, to occupy a one-family dwelling.

**RENTER'S INSURANCE:** All Residents shall be required to obtain renter's insurance **with additional interest status.** Resident(s) agree(s) to speak with an insurance agent to discuss property coverage required for the Premises. All Residents shall be required to provide proof of renter's insurance by the date of Lease start.

**This document has not been approved by the Colorado Real Estate Commission**

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### Rental Application

<b>Office Use Only:</b>	<b>Date submitted:</b> _____	<b>Monthly Rental Rate:</b> \$ _____
	<b>Time:</b> _____ am/pm	<b>Applicant #:</b> 1 / 2 / 3

Applying for _____	If approved-Move In Date _____	Lease end Date _____
How did you find out about this property? (circle one) Sign Newspaper Word of Mouth Internet (which one?) _____		

Applicant Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Int. \_\_\_\_\_ SS# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_  
Cell# \_\_\_\_\_ Email Address: \_\_\_\_\_ Home/Other # \_\_\_\_\_

Current Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Current Landlord/Mortgage Co. \_\_\_\_\_ Phone # \_\_\_\_\_  
Address of Current Landlord \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
At current address from \_\_\_\_\_ to \_\_\_\_\_ Amount of monthly rent \$ \_\_\_\_\_

Previous Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Previous Landlord/Mortgage Co. \_\_\_\_\_ Phone # \_\_\_\_\_  
Address of Previous Landlord \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
At previous address from \_\_\_\_\_ to \_\_\_\_\_ Amount of monthly rent \$ \_\_\_\_\_

Present Income Source \_\_\_\_\_ Phone# \_\_\_\_\_  
Address/City/State: \_\_\_\_\_ Zip \_\_\_\_\_ Full or Part time \_\_\_\_\_  
Payroll contact: \_\_\_\_\_ Employed from \_\_\_\_\_ to present Title \_\_\_\_\_ Gross Salary \$ \_\_\_\_\_ mo.

Previous Income Source \_\_\_\_\_ Phone# \_\_\_\_\_  
Address/City/State: \_\_\_\_\_ Zip \_\_\_\_\_ Full or Part time \_\_\_\_\_  
Payroll contact: \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_ Title \_\_\_\_\_ Gross Salary \$ \_\_\_\_\_ mo.

Student? Yes / No Do you receive parental financial support? Yes / No If yes, list monthly amount \$ \_\_\_\_\_  
Any other source of Income? \_\_\_\_\_ Amount \$ \_\_\_\_\_ mo.  
Please provide proof of other source of income

Occupants (Please list all occupants below, even if temporary occupancy):

Name _____	Relationship _____	DOB _____
Name _____	Relationship _____	DOB _____
Name _____	Relationship _____	DOB _____
Name _____	Relationship _____	DOB _____
Name _____	Relationship _____	DOB _____

References

Parent's name _____	Address/City/State/Zip _____	Phone # _____
Nearest relative _____	Address/City/State/Zip _____	Phone # _____
Non relative _____	Address/City/State/Zip _____	Phone # _____

In case of emergency, please contact: Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Vehicles

Make _____	Model _____	Color _____	Year _____
Tag# _____	State _____	Insurance Co. _____	Legal Owner's Name _____
Make _____	Model _____	Color _____	Year _____
Tag# _____	State _____	Insurance Co. _____	Legal Owner's Name _____
Make _____	Model _____	Color _____	Year _____
Tag# _____	State _____	Insurance Co. _____	Legal Owner's Name _____

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Please answer the following questions:

- Yes \_\_\_\_\_ No \_\_\_\_\_ Have you ever been evicted from a rental? (If yes, explain below)  
Yes \_\_\_\_\_ No \_\_\_\_\_ Have you ever filed bankruptcy? (If yes, date \_\_\_\_\_ chapter filed \_\_\_\_\_)  
Yes \_\_\_\_\_ No \_\_\_\_\_ Have you ever been sued for non-payment of a debt? (If yes, please explain below)  
Yes \_\_\_\_\_ No \_\_\_\_\_ Have you ever been arrested and convicted of a felony? (If yes, please explain below)  
Yes \_\_\_\_\_ No \_\_\_\_\_ Have you ever been served an eviction notice or asked to vacate a property you were renting? (If yes, please explain below)  
Yes \_\_\_\_\_ No \_\_\_\_\_ Have you ever refused to pay rent when due? (If yes, please explain below)  
Yes \_\_\_\_\_ No \_\_\_\_\_ Have you ever broken, or in any manner failed to honor a lease or rental agreement? (If yes, please explain below)  
Yes \_\_\_\_\_ No \_\_\_\_\_ Have you ever changed your name? Please list all previous names:

Explanation of above: \_\_\_\_\_

Miscellaneous

Pets \_\_\_\_\_ Breed(s) \_\_\_\_\_ / \_\_\_\_\_ Weight \_\_\_\_\_ / \_\_\_\_\_ Height \_\_\_\_\_ / \_\_\_\_\_ Neutered/Spayed  
Age \_\_\_\_\_ / \_\_\_\_\_ Color \_\_\_\_\_ / \_\_\_\_\_ Name \_\_\_\_\_ / \_\_\_\_\_

Outside Storage Items ( ) Boat ( ) Trailer ( ) Bicycle ( ) Camper ( ) Motorcycle ( ) Other: \_\_\_\_\_  
Describe: \_\_\_\_\_

Do you have a waterbed, an aquarium or any other water filled furniture? Yes/No Types? \_\_\_\_\_

**Applicant(s) agree(s) to accept the property "as is"? If no, items must be noted as contingencies below and then approved by Owner and/or Agent. Failure to list any items prior to applying will result in applicant taking property in current condition.**

\_\_\_\_\_  
\_\_\_\_\_

Applicant Agreement: I have examined the information I have provided on this application and hereby agree that all the questions I have answered are true to the best of my knowledge. I understand and agree that this application is subject to approval by Agent based primarily on the information I have supplied on this application. I understand and agree that this application is not a lease or a rental agreement. I hereby waive any claim for damages if my application is not accepted. I understand Agent will make every good faith effort to have the premises ready for occupancy as promised. However, should the premises not be available for occupancy, I hereby waive any and all rights to seek damages of any kind from Agent. I hereby authorize Agent to obtain any information necessary to verify the accuracy of the information I have provided. I expressly authorize Agent to obtain a current credit bureau report, and to call or write any of my references for verification that the statements are true and accurate. If I need a co-signer in order to be approved, I understand and agree to provide the signed, notarized co-signer form within 48 hours of submitting my application. If my co-signer form is not submitted within the 48 hour time period, I understand the property will be put back on the market for rent. I also authorize Agent to make further credit inquiries in regard to continued creditworthiness and collection of unpaid rent or damages to the premises. Your credit report may be shared with principle owner(s) involved, and this application will be attached and made part of the Lease Agreement.

Once an application has been approved, the applicant(s) agree(s) to sign a lease within 48 hours of notification of that approval by voice mail message to any of the applicant(s) for the property.

**FOR OFFICE USE ONLY**

( ) \$ _____	Non-refundable credit check fee	Check # _____	Receipt # _____
( ) \$ _____	Advance Security Deposit Payment	Check# _____	Receipt# _____
( ) \$ _____	Other: _____	Check# _____	Receipt# _____

Any faxed documents with signatures pertaining to the lease, will be accepted in good faith and shall be considered original signatures

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_