



Applicant's name _____

Rental property applied for _____

Rental Property Management, LLC

Agency disclosure: Rental Property Management, LLC (RPM) is an agent for the property owner, and as such represents the owner's interests in all rental and leasing transactions.

STATEMENT OF RENTAL POLICY

We are an equal opportunity housing provider. We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. We also comply with all state and local fair housing laws.

To rent with RPM, you must meet the following criteria:

Occupancy: To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a rental. In determining these restrictions, we adhere to all applicable fair housing laws. We determine the maximum occupancy by using the formula: two (2) persons per bedroom.

Age: All applicants must be at least **18 years old**.

Rental History: You must have satisfactory rental references from **at least two prior landlords, or satisfactory mortgage history**. If you have had lease violations, late payments, damaged the unit, have been evicted or sued for any lease violation, we will reject your application.

Employment: To rent a house: You must have been employed with your current employer for at least 6 months, otherwise we will require a co-signer (see at our sole discretion).

To rent an apartment: Our standard guidelines are that you must have been at your current job for at least 3 months.

Important: Criminal History - Important: If you have been convicted of a felony in the past 10 years, or convicted of a misdemeanor in the past 5 years or any crimes of a sexual nature and/or murder, **we will not rent to you!**

At our sole discretion, if you cannot meet ALL of the criteria below, we may still consider accepting your Application if you:

1. **Provide additional deposit** (typically double), or
2. **Provide an acceptable lease co-signer.** A co-signer must be at least 18 years old, live and own their own property between Fruita and Palisade. They must pass the same Application and screening process you must pass, except we will deduct the cosigner's housing costs before applying his or her income to our income standard.

Income: Your monthly gross income must be **at least 3 times the monthly rent**. If you are unemployed, you must provide proof of a source of income. If you are self-employed, you must provide copies of our last two **business** bank statements, and copies of the previous tax year IRS 1099 forms. If you receive supplemental income, government or insurance benefits or court ordered income, you must provide **verifiable** proof of that income.

Credit History: If your credit record **for the past seven years** shows any collections (other than proven medical bills), returned checks, court judgments, excessive late payments or bankruptcy please refer to 'At our sole discretion,' above. Please note that credit requirements are stricter for co-signers and also for housing other than apartments.

e-mail address: _____



Instructions

Each and every person, **18 years or older**, who will be residing at the property, must fill out and submit a complete rental Application with all questions answered and signed.

Applicant's Checklist - What you must bring when submitting this Application:

- Each applicant** must pay a non-refundable \$50.00 Application fee **in cash or money order and \$55.00 if you pay with a credit card, at the time you submit your Application.** This is an Application fee and not a deposit.
- All Applicants must have an **original government issued photo ID** (no military ID's allowed), so we can make a photocopy of it and return it to you immediately.
- Each Applicant must bring a **valid social security card, visa permit, or green card**, so we can make a photocopy of it and return it to you immediately.
- If you are employed, bring photocopies of your **last two pay stubs**.
- Only if you are self-employed, you must bring previous tax year 1099 forms to prove your income, and copies of your last two business checking account statements.
- If you have other forms of income; such as social security, court ordered child support or alimony, workman's comp, disability, etc., bring a **benefits letter** from the provider.
- If you have a service animal, we need the paperwork from your medical provider showing that information and we have forms in office that need filled out upon request.**
- Completed Application with your initials on the front and back** of every page.
- Drop off Application:** please call (970) 245-3939 first before dropping off application. RPM office is located at the Park East Apartments on the corner of North 24th Street & Teller Court at 2355 Teller Court # 9, GJ, CO. Office is past the center staircase in the rear of the apartments **Post Office and express delivery** (such as FedEx, UPS): RPM Office, 2355 Teller Court # 9, Grand Junction, CO 81501 **Fax:** (970) 241-5577 or **E-mail:** rebecca@rentalsgj.com

Application Process

Taking your Application does not mean you are approved or that we will hold this property for you. We take 2 to 3 business days to process your Application. During this time, this property is still considered for rent and can be rented to the first approved person to sign a Rental Agreement and pay the full security deposit. **As soon as your Application has been approved or declined, we will notify you.**

We review every Application to determine if you meet our basic criteria. We will then thoroughly verify your Application information by:

- Calling your employers to verify employment and income.
- Checking the public record for any eviction history or other judgments.
- Checking the public record for any convictions and court records.
- Contacting credit bureau, obtain copy of your credit report to determine your paying habits
 - **If you have a freeze or hold on your credit, you need to contact them prior to applying-otherwise you will be charged an additional \$15.00 fee to re-run your credit once you have removed the hold/freeze.**
- Calling your landlords regarding your rental history.
- Contacting references.

If your Application is approved and you wish to rent the property, you must make an appointment to sign a Rental Agreement and pay your security deposit. Only cash, money order or cashier's check are accepted. NO PERSONAL CHECKS OR CREDIT CARDS!

For the Applicants, time is of the essence!

Note: If you place a security deposit and do not enter into a lease agreement on that property, then that deposit shall be retained as liquidated damages for holding the property off the market.



FOR OFFICE USE ONLY

<u>Initial</u>		<u>Initial</u>	
_____	Verify DOB	_____	Current landlord verification
_____	Criminal check	_____	Current employer verification
_____	Credit check	_____	Previous landlord verification
_____	Mesa County Assessor	_____	Previous employer verification

Proof of income (Circle): Paycheck - W-9 - Determination letter

Property manager: Approved - Declined - Conditional _____ Date _____

____ Credit ____ Criminal ____ Employer ____ Landlord _____ Declination letter sent

Recommendation: _____

_____ Date: _____ Initial: _____

Application for Rental

Each tenant, co-tenant, spouse and co-signer, 18 years or older - must fill out a separate Application. It provides the information we require to approve your Application. **You must answer every question.** Before you start filling this out, please scan the form for the information you need to provide. If you do not want to answer these questions, then we will not accept your Application.

We endeavor to provide all applicants with either approval or disapproval within three business days. This time starts when your Application is complete. If you need to supply missing or additional information, please do so today! If you do not have some of the information, such as your landlord's phone number, you can call us back with it. However, this will increase the amount of time it takes to process your Application.

Personal Information - Please answer *Yes* or *No* to each question

We run a full criminal background check on every applicant. We check every applicant's credit background for the past seven years. If you answer yes to any of these questions, **please provide details below.** Failing to disclose or "forgetting" any information will result in instant rejection of your Application!

- | | |
|--|---|
| _____ Have you ever intentionally refuse to pay rent? | _____ Have you ever been evicted? |
| _____ Has your rent payment been late in the last 12 months? | _____ Any collections against you? |
| _____ Are you currently or planning on attending CMU? | _____ Are there any judgments against you? |
| _____ Have you ever been convicted of any crime(s)? | _____ Are you currently charged with a crime? |
| _____ Any credit obligations that have been "charged off"? | _____ Have you ever declared bankruptcy? |
| _____ Any service/therapeutic/emotional animals? | |

Details: _____

If you were convicted of a crime, provide details including; what you were convicted of, sentence and probation. Please give probation and/or parole officers name and phone numbers:



PLEASE WRITE LEGIBLY

Applicant's Legal Name: _____
First Middle Last

Other names you may have used in the past 3 years: _____ Social Security # _____ - _____ - _____

Home phone: _____ Cell #: _____ Date of Birth: ____/____/____

Vehicle Make: _____ Model _____ Plate # _____ Year _____ Color _____

Vehicle Make: _____ Model _____ Plate # _____ Year _____ Color _____

Legal First & Last names and Dates Of Birth of all children, younger than 18, to be residing with you

Name: _____ DOB ____/____/____ Name: _____ DOB ____/____/____

Name: _____ DOB ____/____/____ Name: _____ DOB ____/____/____

Emergency contact person – Please fill out completely

Note: Do not list someone who will be applying and/or living in same rental unit

Name: _____ Relationship to you: _____

Street: _____ Phone # _____

City: _____ State: _____ Zip: _____

References

*We are looking for people who can tell us about your character. List **three** different people. Do not list someone who will be applying or a relative. We prefer local references if possible.*

Name Personal reference: _____

Street _____ City _____ State _____ Zip _____

Relationship _____ Known how many years _____ Phone _____

Name Personal reference: _____

Street _____ City _____ State _____ Zip _____

Relationship _____ Known how many years _____ Phone _____

Name Professional reference: _____

Street _____ City _____ State _____ Zip _____

Relationship _____ Known how many years _____ Phone _____

Any other information you believe we should take into consideration:



Where have you lived?

Continuous residency history for past 3 years, including temporary housing. Begin with current address.

Current address

Street _____ City _____ State _____ Zip _____

Why are you moving? _____ Are you on the lease? _____

Moved _____ Landlord's _____ Landlord's _____

In on: ____/____/____ Name _____ Phone _____

What is your relationship with this landlord? _____

i.e.: Friend/Family/Employer/Landlord _____ Monthly Rent \$ _____

Previous address

Street _____ City _____ State _____ Zip _____

Why did you move? _____ Were you on the lease? _____

Moved in: ____/____/____ Landlord's _____ Landlord's _____

Moved out: ____/____/____ Name _____ Phone _____

What is your relationship with this landlord? _____ Monthly Rent \$ _____

Previous address

Street _____ City _____ State _____ Zip _____

Why did you move? _____ Were you on the lease? _____

Moved in: ____/____/____ Landlord's _____ Landlord's _____

Moved out: ____/____/____ Name _____ Phone _____

What is your relationship with this landlord? _____ Monthly Rent \$ _____

Sources of income

Please furnish employment history for the past two years. Ask for extra pages if necessary.

If you are self-employed, you must provide proof of self-employment income, such as IRS 1099 forms.

Current Employer -Name: _____

Street _____ City _____ State _____ Zip _____

Start Date: ____/____/____ Supervisor's _____ Employer's _____
Name _____ Phone _____

Job Responsibilities _____ Monthly Gross Income _____
(before withholding) _____

Previous Employer -Name: _____

Street _____ City _____ State _____ Zip _____

Start Date: ____/____/____ Supervisor's _____ Employer's _____
End Date: ____/____/____ Name _____ Phone _____

Job Responsibilities _____ Monthly Gross Income _____
(before withholding) _____

Previous Employer -Name: _____

Street _____ City _____ State _____ Zip _____

Start Date: ____/____/____ Supervisor's _____ Employer's _____
End Date: ____/____/____ Name _____ Phone _____

Job Responsibilities _____ Monthly Gross Income _____
(before withholding) _____

Please list all other forms of income (applicant must provide proof) _____



Applicant's Authorization

Applicant's Social security #
 Legal name: _____
 First Middle Last

Legal names of all people who will be living in the rental unit applied for:
Other than yourself, include all other applicants and all children under 18

Person #1	Person #2	Person #3
Person #4	Person #5	Person #6

By signing below:

1. **I authorize** the release of any information needed to verify the accuracy of my Application to rent a property from Rental Property Management, LLC (RPM). I authorize all persons and/or firms named in this Application to freely provide any requested information concerning me, and, hereby waive all rights for action for any consequence resulting from such information.
2. **I allow** this page to be given to an employer, or landlord, as proof of my release of information.
3. **I authorize** RPM to run a credit check on my behalf, and understand that RPM is unable to supply me with a copy of this report.
4. **I authorize** the release by any current, or former employer, any information regarding my employment. This includes; income verification, reason for leaving employment, disciplinary problems, etc. I hold the employer(s) harmless for providing any information to RPM.
5. **I authorize** the release by any current, or former landlord, any information regarding my tenancy. This includes, rent amount, late rent payments, disturbance of neighbors, evictions, etc. I hold the former landlord(s) harmless for providing any information to RPM.
6. **I authorize** RPM to run a criminal, eviction, and civil court background report.
7. **I understand** that should I sign a Rental Agreement, RPM shall have a **continuing right** to verify, obtain, and review; before, during or after any tenancy for account review purposes:
 - (1) a copy of Applicant's credit report;
 - (2) a criminal background check regarding Applicants, or any other occupant;
 - (3) any current and past employment or rental information.
8. **I agree that** all residents, over the age of 18, must sign on the Rental Agreement and only those listed will occupy the premises. If I have misstated the number of persons intended to occupy the rental, or if I have made any misstatements of material facts relating to the Application, I can be evicted.
9. **I represent and warrant** the accuracy of the information in this Application, and I authorize RPM to verify any references listed. I understand that if I do not live up to the Rental Agreement, or fail to pay the rent, information may be turned over to a credit-reporting agency.
10. **I agree** that the landlord may cancel this Application, or terminate any agreement entered into, in reliance on any misstatements made in the attached Application.
11. **I understand** that until this Application has been processed and approved, the property applied for is still for rent and other Applications can be accepted.
12. **I am aware** that all Applications are subject to owner approval.
13. **I understand** that all properties are rented in a "AS IS" condition unless otherwise agreed upon by the Property Manager in writing.
14. **I completely agree** that if my Application is accepted, and, I sign a Rental Agreement with RPM, that this document and the attached Application will become part of that Rental Agreement.
15. **I declare that all the information I provided to be true under penalty of perjury.**

Applicant's Signature: _____ Date ____/____/____

The information given on this Application will be held in the strictest confidence.