

Application Policy

Effective July 8, 2002

- 1) We require showings of a specific property before an application can be accepted for that property.
- 2) Our application fee is **\$25.00 per person non-refundable** – Revised 2012.
- 3) We will process the first application in our office with a signed application, application fee, security deposit & photo ID for all applicants. If this application meets our written application criteria, then that person will be the approved applicant. Any application with a security deposit that is declined will have the security deposit returned immediately. Approval or denial is based on the following criteria:
 - a) You must be 18 years of age to apply for and sign a lease on a property.
 - b) Rental/Mortgage History
 - c) Credit Report
 - d) Income. Household income should meet or exceed 3 times the rent.
- 4) If any potential tenant turns in an application without a deposit the property will **NOT** be held. We will process the application; however, if we receive an application and deposit in the interim, that will be given priority.
- 5) If the applicant has pet(s), and the property allows for pet(s), a \$300.00 per pet deposit is required. Half of the total, collected pet deposit amount is non refundable and will be transferred to the property owner upon move out as consideration for allowing pet(s) on the property.
- 6) If an applicant fails to sign a lease after submitting a deposit we will retain the deposit as damages for having removed the property from the market.
- 7) Copies of our standard lease are to be given to all applicants when they submit an application.

LEASE APPLICATION

1630 S College Ave, Fort Collins, CO 80525
1113 N Cleveland Ave, Loveland, CO 80537
Phone: (970) 224-4446 / Fax: (970) 224-4488

All Property Services, Inc. (APS) is an exclusive agent of the Owner, NOT the Applicant. APS owes certain duties to the Owner, including good faith, loyalty and fidelity. APS does Not represent the Tenant in any capacity but does owe honesty and fair dealing to all Applicants.

NAME (Last) _____ (First) _____ (Middle Initial) _____

DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____

DRIVER'S LICENSE _____ STATE _____ CELL PHONE / HOME PHONE _____

CURRENT ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

HOW LONG AT THIS ADDRESS? _____ HOW MUCH WAS YOUR RENT? _____

LANDLORD'S NAME _____ PHONE NUMBER _____

LANDLORD'S ADDRESS _____

PREVIOUS ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

HOW LONG AT THIS ADDRESS? _____ HOW MUCH WAS YOUR RENT? _____

LANDLORD'S NAME _____ PHONE NUMBER _____

LANDLORD'S ADDRESS _____

DO YOU REQUIRE SPECIAL ACCOMMODATIONS? YES _____ NO _____ IF YES, PLEASE EXPLAIN:

DO YOU HAVE PETS? _____ BREED, WEIGHT AND AGE OF PET _____

PLEASE LIST NAMES OF ALL PARTIES THAT WILL BE RESIDING WITH YOU:

EMPLOYMENT / INCOME INFORMATION:

EMPLOYER'S NAME _____ PHONE NUMBER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

POSITION _____ MONTHLY SALARY _____

HOW LONG WITH THIS EMPLOYER _____ SUPERVISOR'S NAME _____

IF LESS THAN ONE YEAR, PLEASE LIST PREVIOUS EMPLOYER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

POSITION _____ MONTHLY SALARY _____ PHONE _____

HOW LONG WITH THIS EMPLOYER _____ SUPERVISOR'S NAME _____

ANY ADDITIONAL INCOME TO CONSIDER? _____ FROM WHAT SOURCE? _____ INCOME AMOUNT _____



HAVE YOU EVER BEEN EVICTED? _____ ADDRESS _____

REASON _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ____ IF SO, FOR WHAT CRIME? _____

HOW DID YOU HEAR ABOUT US? NEWSPAPER INTERNET SIGNS REFERRAL OTHER: _____

VEHICLE INFORMATION:

MAKE / MODEL _____ LICENSE PLATE NUMBER _____

MAKE / MODEL _____ LICENSE PLATE NUMBER _____

EMERGENCY CONTACT: PLEASE LIST YOUR NEAREST FAMILY MEMBER OR FRIEND NOT LIVING WITH YOU:

NAME _____ RELATIONSHIP TO YOU _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CELL/HOME PHONE NUMBER _____ WORK PHONE NUMBER _____

APPLICATION AND AUTHORIZATION:

I _____, HEREBY APPLY TO LEASE THE PREMISES LOCATED

AT _____ FOR A TERM OF _____ MONTHS,

BEGINNING _____, _____. I UNDERSTAND THAT THE MONTHLY RENT ON THIS PREMISES IS \$ _____

AND THAT A SECURITY DEPOSIT OF \$ _____ IS REQUIRED EQUAL TO ONE MONTHS RENT.

I authorize All Property Services, Inc. to confirm past or present employment and salary, acquire a criminal background report, verify past or present residences, and obtain a credit report displaying credit history with the above named institutions, public utilities or other credit reporting agencies. I understand that there is a \$25.00 nonrefundable application fee per person assessed at the time this application is presented to the Landlord (**All Property Services, Inc.** as agent for the owner).

I understand that the Landlord has a right to reject my application and to return any deposit placed, less the application fee(s), on the property in the amount of \$ _____. I also verify that all information provided is true and correct. 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. Upon signing of the Rental Agreement, the amount deposited becomes a Security Deposit on the referenced premises. I hereby acknowledge receiving and reading a copy of All Property Services, Inc. standard residential lease _____ (**Initial Here**).



PRINTED NAME AND SIGNATURE

DATE

APPLICANT EMAIL ADDRESS