

Commercial 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 non-refundable** – Revised 2012.
3. Business must be registered and in good standing.
4. We will process the first application in our office with a signed application, application fee, and security deposit. If this application meets our written application criteria, then that will be the approved applicant. Any application with a security deposit that is declined will have the security deposit returned immediately.
5. If any potential applicant 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.
6. 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.
7. 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.
8. Copies of our standard lease are to be given to all applicants when they submit an application.
9. If notified, the applicant may be required to submit current business financials or tax returns.

COMMERCIAL 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.

COMPANY/ CORPORATION/ ENTITY NAME _____

PLEASE CHOOSE ONE: _____ CORPORATION _____ PARTNERSHIP _____ SOLE PROPRIETOR _____ LLC

BUSINESS ADDRESS _____ CITY _____ STATE _____

ZIP CODE _____ PHONE NUMBER _____ HOW LONG AT THIS ADDRESS? _____

NUMBER OF YEARS IN BUSINESS? _____ TAX ID / FEIN NUMBER _____

PRINCIPAL'S NAME & CONTACT _____

IF APPLICABLE

ADDITIONAL PRINCIPAL'S NAME & CONTACT _____

GROSS ANNUAL SALES _____ NET INCOME/LOSS FROM PREVIOUS TAX YEAR _____

PENDING OR CURRENT LAWSUITS? IF YES, PLEASE EXPLAIN BELOW:

BUSINESS REFERENCES:

COMPANY/ CORPORATION/ ENTITY NAME _____

CONTACT NAME? _____

ADDRESS _____ CITY _____ STATE _____

ZIP CODE _____ PHONE NUMBER _____ FAX NUMBER _____

COMPANY/ CORPORATION/ ENTITY NAME _____

CONTACT NAME? _____

ADDRESS _____ CITY _____ STATE _____

ZIP CODE _____ PHONE NUMBER _____ FAX NUMBER _____

FINANCIAL REFERENCES:

BANK NAME _____ ACCOUNT NUMBER _____

CONTACT NAME? _____

ADDRESS _____ CITY _____ STATE _____

ZIP CODE _____ PHONE NUMBER _____ FAX NUMBER _____

EMERGENCY CONTACT: PLEASE LIST TWO WITHIN BUSINESS ORGANIZATION:

NAME _____ POSITION _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____ EMAIL ADDRESS _____

NAME _____ POSITION _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____ EMAIL ADDRESS _____

OTHER:

SPECIAL ACCOMMODATIONS NEEDED? YES _____ NO _____ IF YES, PLEASE EXPLAIN:

PETS ON THE PROPERTY? _____ BREED, WEIGHT AND AGE OF PET _____

APPLICATION AND AUTHORIZATION:

I/WE _____, HEREBY APPLY TO LEASE THE PREMISES LOCATED

AT _____ FOR A TERM OF _____ MONTHS,

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

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

I/We authorize All Property Services, Inc. to confirm all the above information and obtain a credit report displaying credit history with the above named institutions, public utilities or other credit reporting agencies. I/We understand that there is a \$25.00 nonrefundable application fee assessed at the time this application is presented to the Landlord (**All Property Services, Inc.** as agent for the owner).

I/We understand that the Landlord has a right to reject this application and to return any deposit placed, less the application fee(s), on the property in the amount of \$ _____. I/We 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/We hereby acknowledge receiving and reading a copy of All Property Services, Inc. standard residential lease _____ (**Initial Here**).

I/We are authorized to enter into a Lease or Rental Agreement on behalf of the company/corporation/business/entity/person. I/We understand if the application is approved and upon signing of the Lease or Rental Agreement, all lease terms and conditions will be honored by either the company/corporation/business/entity/person or Principal(s) as indicated below.

PRINTED NAME AND SIGNATURE OF COMPANY PRINCIPAL OR AUTHORIZED OFFICER DATE POSITION

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