



## WAITLIST AGREEMENT

(Refer to Poudre Property Services as PPS herein)

Requested Move-in Date: \_\_\_\_\_ Date (Today): \_\_\_\_\_

I, \_\_\_\_\_ understand that I will be added to the Priority Waitlist of Poudre Property Services (PPS). By initialing and signing below I acknowledge that I have read and fully understand this Waitlist Agreement.

My preferences for Apartments/Studios as indicated by 1, 2 and 3:

- WESTPARK            1 Bedroom \_\_\_\_\_  
                                 Other (Location, Style, Balcony etc. \_\_\_\_\_)
- BLUERIDGE            2 Bedroom \_\_\_\_\_  
                                 Other (Location, Style, Balcony etc. \_\_\_\_\_)
- COLLEGIO            Studio \_\_\_\_\_  
                                 Other (Location, Style, Balcony etc. \_\_\_\_\_)
- REMITNGTON            1 Bedroom \_\_\_\_\_  
                                 Other (Location, Style, Balcony etc. \_\_\_\_\_)

If you are applying for other properties apartments, condos, single family residences please indicate your preferences below (Priority first)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

- \_\_\_\_\_ 1. You may indicate your preference for certain apartments and or Apt. Numbers, west facing, street facing, with balcony etc. However; properties are offered on a first available basis therefore you may not get the specific apartment with the amenities you are requesting and you understand Poudre Property Services can offer you a similar unit which may not have the identical amenities.
- \_\_\_\_\_ 2. A completed Application is submitted with this signed Waitlist Agreement and I have paid a non-refundable \$30 Waitlist processing fee. I also understand that PPS will process the application as stated on the application form. If the application is not accepted you may be requested to provide a co-signer. Co-signer applications and agreement forms are available from PPS office or may be downloaded at [www.poudreproperty.com](http://www.poudreproperty.com). A \$40 Co-signer application fee is required at the time of submittal. A \$40 Application fee is required once you have been contacted by Poudre Property Services and have seen the unit applied for.
- \_\_\_\_\_ 3. Applications will not be processed until a unit is available for move in. If you are planning to have roommates, ALL applications must be submitted and approved at the same time.
- \_\_\_\_\_ 4. I understand that this is not a guarantee that I will get an apartment or home. Poudre Property Services will assign apartments and homes as they become available and in accordance with the Priority Waitlist. Our current residents are required to give 60 days notice prior to their lease expiring. Poudre Property Services

will only contact you when an apartment/home becomes available. We will not contact Co-Signers. Once you have been contacted by PPS you will have 48 hours to accept the apartment/home **and schedule to sign your lease.** SHOULD YOU DECLINE THE APARTMENT YOU MAY CHOOSE TO REMAIN ON THE WAITLIST BUT WILL BE MOVED TO THE BOTTOM OF THE LIST.

Poudre Property Services agrees not to accept more applications than needed and will only accept a certain number of applications so that everyone has a fair chance of getting one of their preferred homes. If for any reason it becomes impossible to offer any of your preferred properties Poudre Property Services will notify you as soon as possible.

**\*\*\*\*\* RENTERS INSURANCE \*\*\*\*\***

**Poudre Property Services requires proof of insurance from all Tenants with Poudre Property Services being named as additional insured. Failure to provide proof of insurance prior to lease signing will result in the lease not being signed, keys not provided nor possession granted.**

**\*\*\*\*\* CARPET CLEANING \*\*\*\*\***

**Poudre Property Services requires the carpet cleaning fee, which varies according to the size of the apartment/home be prepaid in full prior to picking up keys.**

**\*\*\*\*\* PETS \*\*\*\*\***

**Not all Poudre Property Services properties are pet friendly. Our pet policy is a \$200 non-refundable pet fee and \$25 per month for each pet. The following dogs are not permitted for Insurance reasons: Pit Bull, Chow, Doberman, Sharpei, Rottweiler, German Shepherd, Akita or any mix of these breeds. Other types of pets may or may not be accepted in certain properties.**

**Future Applicant:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

**Poudre Property Services:**

\_\_\_\_\_

Please list all other applicants (not Co-Signers) who will be applying with you:

1. \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

2. \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_ @ \_\_\_\_\_

**For Office Use Only**

Offered: \_\_\_\_\_ Date: \_\_\_\_\_ accepted/declined \*\* spoke/left msge. with \_\_\_\_\_ Init. \_\_\_\_\_

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