



706 S. College Ave., Suite 207,
Fort Collins, CO 80524
Phone: (970) 224-9204
Fax: (970) 224-0242
www.poudreproperty.com

Dear Applicant,

Thank you for considering Poudre Property Services for your accommodation needs and submitting your rental application! We look forward to a successful outcome and meeting your residence needs for many years to come.

*Poudre Property Services **requires** Renters Insurance on all our properties. Proof of insurance naming Poudre Property Services as additional insureds is required **prior to lease signing**. Failure to provide this insurance will result in the lease not being signed, keys not provided nor possession granted.*

A \$40 **non-refundable** application fee is required in order to process your application. A fully completed application and fee is required for each person over the age of 18 that will live at the property.

In addition to the application fee, the pre-paid security deposit equal to one month's rent is required at the time of application. Should you choose to pull your application, but remain approved by Poudre Property Services, you agree to forfeit said security deposit.

We verify and look at three major aspects of your application:

1. **CREDIT** – Current on all accounts as well as payment history with current bills. (e.g. Utility Bills, Bankruptcy, Judgments etc.)
2. **EMPLOYMENT** – We require a minimum of 6 months continuous current employment earning at least 2 times the amount of your prospective rent.
3. **RENTAL HISTORY** – A minimum of 6 months rental history is required. We will also contact your current and previous landlords for references.

Approval of your application requires good standing on at least two of the above three requirements.

Should the above requirements not be met then we may consider a co-signer. Co-signers must submit a notarized application as well as a \$40 non-refundable application fee and must have good credit with verifiable income in order to qualify as a co-signer. This notarized form legally binds the co-signer to all requirements of the lease.

NOTE: Not all our properties are pet friendly. Please check that the property you are applying fee meets your pet needs. Our Pet Policy is a \$200 non-refundable pet fee and \$25 per month for each pet. Our Insurance does not permit the following breeds of dogs: Pit Bull, Chow, Doberman, Sharpei, Rottweiler, German Shepherd, Akita or any mix of these breeds.

All forms can be requested from our office or downloaded from our website www.poudreproperty.com
Should there be any questions please do not hesitate to contact our office at any time!

Thank You

Poudre Property Services Residential Staff



Managing & Leasing • Residential • Commercial • Shopping Centers • Homeowners Associations





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Residential Lease Application Package

Please complete BOTH forms and PRINT or write clearly

Address Applying For: _____
Desired Lease Start Date: _____

Personal Information:

Name: _____	Date of Birth _____	SSN _____ - ____ - ____
Present Address: _____		
City: _____	State: _____	Zip: _____
Home: (____) _____	Work: (____) _____	Cell: (____) _____
Email: _____@_____		
Driver's License #: _____		State: _____

Rental History:

Current Address: _____		
City: _____	State: _____	Zip: _____
How Long at Address? _____	Rent/Mortgage: \$ _____	
Reason for Moving? _____		
Landlord's Name: _____		Phone: (____) _____
* If you own your own home, please supply the name and phone number of the mortgage company:		
Mortgage Company: _____		Phone: (____) _____
Previous Address - 1: _____		
City: _____	State: _____	Zip: _____
How Long at Address? _____	Rent/Mortgage: \$ _____	
Reason for Moving? _____		
Landlord's Name: _____		Phone: (____) _____
Previous Address - 2: _____		
City: _____	State: _____	Zip: _____
How Long at Address? _____	Rent/Mortgage: \$ _____	
Reason for Moving? _____		
Landlord's Name: _____		Phone: (____) _____

Employment History:

Current Employer: _____ Job Title: _____ Address: _____ City: _____ State: _____ Zip: _____ Supervisor: _____ Phone (_____) _____ Dates Employed: From _____ to _____ Monthly Salary: _____
Previous Employer - 1: _____ Job Title: _____ Address: _____ City: _____ State: _____ Zip: _____ Supervisor: _____ Phone (_____) _____ Dates Employed: From _____ to _____ Monthly Salary: _____
Previous Employer - 2: _____ Job Title: _____ Address: _____ City: _____ State: _____ Zip: _____ Supervisor: _____ Phone (_____) _____ Dates Employed: From _____ to _____ Monthly Salary: _____

Vehicles:

<u>Make</u>	<u>Model</u>	<u>License Plate#</u>	<u>State</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Person to Contact in case of Emergency:

Name: _____ Relationship: _____
Address: _____
Phone: _____ Other Phone: _____

Additional Information:

Do you have any special needs that we need to accommodate? Yes No
Explain: _____

Have you ever been evicted? Yes No
Explain: _____

Have you ever broken a Rental Agreement or Lease? Yes No
Explain: _____

Have you ever been sued for damage to a rental property? Yes No
Explain: _____

Do you currently owe any unpaid rent or late fees? Yes No
Explain: _____

Do you know of anything that could interfere with your ability to pay rent? Yes No
Explain: _____

Have you ever filed for bankruptcy? Yes No
When: _____ Explain: _____

Have you ever been convicted of a felony or a misdemeanor? Yes No
 In which State: _____ When: _____ Explain: _____

Do you smoke? Yes No Are you a Student? Yes No

Do you currently have Renters Insurance? Yes No
 Insurance Company: _____ Expiry Date: _____

*******It is required that all Tenants provide proof of Insurance naming Poudre Property Services*****
 *****as Additional Insured prior to move-in.*******

Please provide any additional income or other information you think will help with your application?
 Parental Support: \$ _____ SSI/Soc. Security: \$ _____ Fin. Aid/Grants: \$ _____
 Alimony/Child Suppt: \$ _____ Retirement/Pension: \$ _____ Other: \$ _____
 Additional Income Information: _____

Pets:

<u>Name</u>	<u>Type/Breed</u>	<u>Sex</u>	<u>Neutered/Spayed?</u>	<u>Indoor/Outdoor?</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Occupants: (Please list **all** occupants that will be living with you)

<u>Name</u>	<u>Age</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How did you hear about us? PPS Website Craigs List No. Co Rentals Rental Home Pros
 FortCollinsRent.com Hotpads Other (Specify) _____

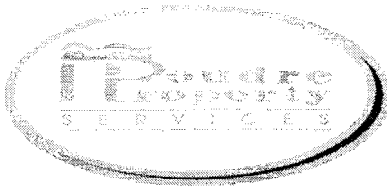
In compliance with State and Federal laws, this is to inform you that an investigation involving the above statements made on this application for tenancy for the above-mentioned property is being initiated. By signing this application you acknowledge that these verifications will be done and give us approval to do so. You have a right to dispute the information being reported.

I certify that to the best of my knowledge, the above statements are true and complete. I authorize RCE, Inc. DBA Poudre Property Services, to obtain character reports, credit reports, verification of rental or employment history as necessary to verify all information put forth in the above application for tenancy. False, fraudulent or misleading information may be grounds for denial of tenancy or subsequent eviction.

I acknowledge that I have received a copy of Form BDT-5-09 Brokerage Disclosure to Tenant as required by the Colorado Real Estate Commission.

It is a requirement that all Applicants obtain Renters Insurance. By signing and submitting this application Applicant agrees that should this Application be approved Applicant will provide proof of Renters Insurance with Poudre Property Services named as Additional Insured PRIOR TO MOVE-IN.

Signature: _____ **Date:** _____



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The printed portions of this form, except differentiated additions, have been approved by the Colorado Real Estate Commission.
(BDT20-5-09) (Mandatory 7-09)

DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE WHICH INCLUDE LANDLORD AGENCY, TENANT AGENCY OR TRANSACTION-BROKERAGE.

**BROKERAGE DISCLOSURE TO
TENANT**

DEFINITIONS OF WORKING RELATIONSHIPS

For purposes of this document, landlord includes sublandlord and tenant includes subtenant.

Landlord's Agent: A landlord's agent works solely on behalf of the landlord to promote the interests of the landlord with the utmost good faith loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate the landlord. The landlord's agent must disclose to potential tenants all adverse material facts actually known by the landlord's agent about the property. A separate written listing agreement is required which sets forth the duties and obligations of the broker and the landlord.

Tenant's Agent: A tenant's agent works solely on behalf of the tenant to promote the interests of the tenant with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the tenant. The tenant's agent must disclose to potential landlords all adverse material facts actually known by the tenant's agent, including the tenant's financial ability to perform the terms of the transaction and, if a residential property, whether the tenant intends to occupy the property. A separate written tenant agency agreement is required which sets forth the duties and obligations of the broker and the tenant.

Transaction-Broker: A transaction-broker assists the tenant or landlord or both throughout a real estate transaction by performing terms of any written or oral agreement, fully informing the parties, presenting all offers and assisting the parties with any contracts, including the closing of the transaction, without being an agent or advocate for any of the parties. A transaction-broker must use reasonable skill and care in the performance of any oral or written agreement, and must make the same disclosures as agents about all adverse material facts actually known by the transaction-broker concerning a property or a tenant's financial ability to perform the terms of a transaction and, if a residential property, whether the tenant intends to occupy the property. No written agreement is required.

Customer: A customer is a party to a real estate transaction with whom the broker has no brokerage relationship because such party has not engaged or employed the broker, either as the party's agent or as the party's transaction-broker.

RELATIONSHIP BETWEEN BROKER AND TENANT

Broker and Tenant referenced below have NOT entered into a tenant agency agreement. The working relationship specified below is for a specific property described as:

_____ or real estate which substantially meets the following requirements:

Tenant understands that Tenant shall not be liable for Broker's acts or omissions that have not been approved, directed, or ratified by Tenant.

CHECK ONE BOX ONLY:

Multiple-Person Firm. Broker, referenced below, is designated by Brokerage Firm to serve as Broker. If more than one individual is so designated, then references in this document to Broker shall include all persons so designated, including substitute or additional brokers. The brokerage relationship exists only with Broker and does not extend to the employing broker, Brokerage Firm or to any other brokers employed or engaged by Brokerage Firm who are not so designated.

One-Person Firm. If Broker is a real estate brokerage firm with only one licensed natural person, then any references to Broker or Brokerage Firm mean both the licensed natural person and brokerage firm who shall serve as Broker.

CHECK ONE BOX ONLY:

Customer. Broker is the landlord's agent and Tenant is a customer. Broker is not the agent of Tenant.

Broker, as landlord's agent, intends to perform the following list of tasks:

Show a property Prepare and Convey written offers, counteroffers and agreements to amend or extend the lease

PREPARED BY: John W. Bickerton, Vice-President

BDT20-5-09. BROKERAGE DISCLOSURE TO TENANT

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Customer for Broker's Listings - Transaction-Brokerage for Other Properties. When Broker is the landlord's agent, Tenant is a customer. When Broker is not the landlord's agent, Broker is a transaction-broker assisting in the transaction. Broker is not the agent of Tenant.

Transaction-Brokerage Only. Broker is a transaction broker assisting in the transaction. Broker is not the agent of Tenant.

If Broker is acting as a transaction-broker, Tenant consents to Broker's disclosure of Tenant's confidential information to the supervising broker or designee for the purpose of proper supervision provided such supervising broker or designee shall not further disclose such information without consent of Tenant, or use such information to the detriment of Tenant.

THIS IS NOT A CONTRACT.

If this is a residential transaction, the following provision shall apply:

MEGAN'S LAW. If the presence of a registered sex offender is a matter of concern to Tenant, Tenant understands that Tenant must contact local law enforcement officials regarding obtaining such information.

TENANT ACKNOWLEDGMENT:

Tenant acknowledges receipt of this document on Application Date .

TENANT _____
Applicant Signature

TENANT _____

TENANT _____

BROKER ACKNOWLEDGEMENT

On Application Date , Broker provided

Applicant Name

(Tenant) with this document via Hand Delivery with Residential Application Package and retained a copy for Broker's records.

Brokerage Firm's Name:

Poudre Property Services
706 S. College Ave, Suite 202
Fort Collins, CO 80524
Phone: 970-224-9204, Fax: 970-224-0242

By: _____

Signature John W. Bickerton

Date