

Rental Application

Thank you for your interest in renting _____. Before you begin the application process, please take a moment to review the required details below.

Each resident 18 years of age and over must submit a separate rental application.

Please be prepared to submit the following items:

- Provide a copy of a valid form of identification
- Provide a recent W2 form
- Provide two months of pay stubs
- Provide five years of rental history
- Provide five years of employment history
- Pay \$_____ for credit and background check

All applicants must submit completed applications before processing begins.

Application approval will be based on the following criteria:

- Available – _____
- Requires 1-year lease
- Rent - \$_____ per month
- Deposit - \$_____
- Credit score _____ or higher
 - Credit check provided by TransUnion SmartMove
 - \$_____ paid by each adult applicant to TransUnion
- Household income must be _____ times rent
 - W2 form required
 - Two months of pay stubs required
- One dog up to 25 lbs, \$_____/month
- No cats
- No smoking
- Good report from all references
- Good report from previous landlords
- Clean background check
- Utilities paid by tenant
- Lawn mowing by tenant
- Snow removal by tenant



Sample 25 lb dog.

Contact Information:

Dan Smith
1327 Woodview Pl
Fort Collins, CO 80526
dan@dansmithengineering.com
970-690-1101

Rental Application

- All persons 18 years and older MUST complete a separate application.
- All information must be completed. Incomplete applications will not be processed.

Personal Information

First Name: _____ Middle Name: _____ Last Name: _____
Cell Phone: _____ Email: _____
Date of Birth: _____ Driver's License Number: _____ State: _____

Desired Occupancy

Address: _____ Desired Start Date: _____
City: _____ State: _____ Zip: _____ Desired Length of Stay: _____
How did you hear about us? _____

Housing History (previous 5 years)

Present Address: _____ Rent Amount: \$ _____ Is your rent current? ☐ Yes ☐ No
City: _____ State: _____ Zip: _____ Start Date: _____
Landlord Name: _____ Landlord Phone: _____
Reason for Leaving: _____

Previous Address: _____ Rent Amount: \$ _____ Is your rent current? ☐ Yes ☐ No
City: _____ State: _____ Zip: _____ Start Date: _____ End Date: _____
Landlord Name: _____ Landlord Phone: _____
Reason for Leaving: _____

Next Previous Address: _____ Rent Amount: \$ _____ Is your rent current? ☐ Yes ☐ No
City: _____ State: _____ Zip: _____ Start Date: _____ End Date: _____
Landlord Name: _____ Landlord Phone: _____
Reason for Leaving: _____

Employment History (previous 5 years)

Current Employer: _____ Position: _____ Hours per week: _____
Address: _____ Start Date: _____
City: _____ State: _____ Zip: _____ Supervisor Name: _____ Phone: _____

Previous Employer: _____ Position: _____ Hours per week: _____
Address: _____ Start Date: _____ End Date: _____
City: _____ State: _____ Zip: _____ Supervisor Name: _____ Phone: _____

Next Previous Employer: _____ Position: _____ Hours per week: _____
Address: _____ Start Date: _____ End Date: _____
City: _____ State: _____ Zip: _____ Supervisor Name: _____ Phone: _____

Income

Gross Income: \$ _____ ☐ Monthly ☐ Yearly Source: _____ Proof of Income? ☐ Yes ☐ No
Gross Income: \$ _____ ☐ Monthly ☐ Yearly Source: _____ Proof of Income? ☐ Yes ☐ No
Gross Income: \$ _____ ☐ Monthly ☐ Yearly Source: _____ Proof of Income? ☐ Yes ☐ No

Financial Debt Information

Creditor: _____ Total Owed: \$ _____ Monthly Payment: \$ _____
Creditor: _____ Total Owed: \$ _____ Monthly Payment: \$ _____
Creditor: _____ Total Owed: \$ _____ Monthly Payment: \$ _____
Creditor: _____ Total Owed: \$ _____ Monthly Payment: \$ _____

Financial Information

Checking Institution: _____ Balance: \$ _____
Saving Institution: _____ Balance: \$ _____
Are the funds for the damage deposit and first month's rent available now? ☐ Yes ☐ No

Emergency Contacts

Name: _____ Relationship: _____ Cell Phone: _____
Name: _____ Relationship: _____ Cell Phone: _____

Personal Reference (Non-Family Only Please)

Name: _____ Relationship: _____ Cell Phone: _____
Name: _____ Relationship: _____ Cell Phone: _____

Proposed Occupant(s)

Name: _____ Relationship: _____ Occupation: _____ Age: _____
Name: _____ Relationship: _____ Occupation: _____ Age: _____
Name: _____ Relationship: _____ Occupation: _____ Age: _____
Name: _____ Relationship: _____ Occupation: _____ Age: _____
Name: _____ Relationship: _____ Occupation: _____ Age: _____

Proposed Pet(s)

Name: _____ Animal/Breed: _____ Spayed/Neutered? ☐ Yes ☐ No Age: _____
Name: _____ Animal/Breed: _____ Spayed/Neutered? ☐ Yes ☐ No Age: _____
Have any of your pets exhibited aggressive behavior? ☐ Yes ☐ No
Have any of your pets ever bitten and/or harmed another person or animal? ☐ Yes ☐ No
If yes to either question, please explain: _____
Are any of the animals listed above ESA or service animals? ☐ Yes ☐ No

Vehicle Information

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

Questionnaire

Have you ever been sued? ☐ Yes ☐ No
How many evictions have been filed on you? ☐ Yes ☐ No
Ever been brought to court by another landlord? ☐ Yes ☐ No
Have you ever moved owing rent? ☐ Yes ☐ No
Have you ever been guilty of a felony? ☐ Yes ☐ No
Has a Sheriff ever locked you out of a house/apartment? ☐ Yes ☐ No
Have you ever been served a late rent notice? ☐ Yes ☐ No
Have you ever broken a lease? ☐ Yes ☐ No
Have you ever had a foreclosure/repossession? ☐ Yes ☐ No
Have you ever damaged an apartment/house? ☐ Yes ☐ No
Does anyone of the proposed occupants smoke? ☐ Yes ☐ No

Number of times rent/mortgage was paid late in the last 12 months? _____

Have you ever filed for bankruptcy? ☐ Yes ☐ No

If yes, bankruptcy date: _____ ☐ Chapter 7 ☐ Chapter 11 ☐ Chapter 13

Discharged? ☐ Yes ☐ No

If yes to any of the questionnaire, please explain: _____

Is there anything negative on your credit report you want to tell me about? _____

Have any of the proposed occupants ever been known by another name? ☐ Yes ☐ No

If yes, state all names and reason for change: _____

Do you own any of the following?

☐ Vacuum Cleaner ☐ Lawn Mower ☐ Water Bed ☐ Washer ☐ Dryer ☐ Musical Instrument; if so, list: _____

Include With Application

IMPORTANT! The following must be submitted before your application will be considered:

1. Copy of valid Driver's License (or state issued photo ID).
2. Most recent W-2. (black out SS number)
3. Pay stubs for the most recent two months (black out SS number). If self-employed, previous 2 years of tax returns.
4. Complete TransUnion SmartMove credit & background check (fee \$_____). Link will be sent via email.

The application will be processed on a first come-first served basis. Once approved, the applicant is requested to sign the lease agreement within 7 days (must be at least 1 day prior to move-in date). Upon signing the lease, a security deposit equal to one month's rent will be required in the form of a cashier's check. If applicant decides at any point to terminate the application process or lease agreement prior to moving into the property, then all monies paid shall be retained as liquidated damages since other prospective tenants may have been turned away and it may be necessary for management to re-advertise the property and evaluate other applicants.

I declare that the application is complete, true and correct and I HEREWITH GIVE MY PERMISSION FOR ANYONE CONTACTED TO RELEASE THE CREDIT OR PERSONAL INFORMATION OF THE UNDERSIGNED APPLICANT TO MANAGEMENT OR THEIR AUTHORIZED AGENTS, AT ANY TIME, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize Management or their authorized agents to verify the application information including but not limited to obtaining criminal records, contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with Management. Any false information will constitute grounds for rejection of this application, or Management may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.

Signature

Print Applicant's Name: _____

Applicant's Signature: _____

Date: _____

Return Completed Application To

Option 1: Scan application and supporting documents and send by email attachment to: dan@dansmithengineering.com

Option 2: Send application and supporting documents by US Mail to:

Dan Smith
1327 Woodview Pl
Fort Collins, CO 80526

Management Use Only

Received By: _____ Date: _____ SmartMove Report Ordered: ☐ Yes ☐ No