



## **RENTAL/LEASE POLICIES**

**THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY ALL COUNTY® PROPERTY MANAGEMENT WILL BE TREATED EQUALLY.**

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Please be advised that the following guidelines are for general information only. A number of criteria are used to evaluate an application. We reserve the right to evaluate individual circumstances used to make a final decision, subject also to our clients approval. In some cases alternative procedures can be used to approve an application. It should be noted that the owner of the property has the final authority for any decision made. We strictly adhere to Fair Housing Laws and do not discriminate against any federally protected class or handicap.

### **Applicants**

- Each person eighteen (18) years of age or older must complete and sign an application and only the applicants may reside in the property.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by All County® Property Management Colorado Springs and/or it's clients.
- To be processed and considered, a non-refundable processing fee must accompany applications.
- The applications will not be considered with any missing or false information.

### **Processing Fees**

- \$40 Non-refundable processing fee (per applicant) will be collected. **(check or money order only)**
- "Holding Deposits" are accepted. Such "Holding Deposits" are applied to the Security Deposit when approved applicant signs a lease agreement. If the applicant is not approved the "Holding Deposit" is refunded. The "Holding Deposit" is non-refundable if the applicant is approved and chooses not to rent the property.

### **Credit Criteria**

- All County® Property Management Colorado Springs will obtain a credit report for each applicant and co-signer eighteen (18) years of age or older. Reports supplied by applicants **will not** be accepted.
- Discharged bankruptcies are acceptable.

### **Identification**

- A Copy of your **Photo ID & Social Security Card** must be provided at the time of application.

### **Conditions of Move-In**

- Lease signing is available Monday through Friday by appointment only.
- All utilities, when applicable, must be transferred into the residents' name as of the date of possession.
- Security deposit and first month's rent are to be paid in certified funds and lease must be fully executed before keys are provided.

### **Conditions of Move-Out**

- Applicants understand that All County® Property Management Colorado Springs will charge a minimum carpet & unit cleaning charge at the expiration of the lease.

Note: Some properties do not allow pets.

**ALL COUNTY COLORADO SPRINGS, LLC.**

**ADDENDUM A RENTAL APPLICATION**

6799 Bismark Road Suite E, Colorado Springs, CO 80922

Ph: (719) 445-7172 Fax: (719) 445-6252

**All Applicants, eighteen (18) years of age or older,  
who will be residing in the Premises, must fill out a separate Application.**

**Applicant's Name:** \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expires: \_\_\_\_\_

\_\_\_\_\_  
Email Address \_\_\_\_\_ Cell phone # \_\_\_\_\_ Other phone # \_\_\_\_\_

**Other Occupants:**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

**RESIDENT HISTORY**

**List every City and State you have resided in since you reached the age of 18:**

(1) \_\_\_\_\_/\_\_\_\_\_, (2) \_\_\_\_\_/\_\_\_\_\_, (3) \_\_\_\_\_/\_\_\_\_\_, (4) \_\_\_\_\_/\_\_\_\_\_,

(5) \_\_\_\_\_/\_\_\_\_\_, (6) \_\_\_\_\_/\_\_\_\_\_, (7) \_\_\_\_\_/\_\_\_\_\_, (8) \_\_\_\_\_/\_\_\_\_\_.

**Present Address:**

Street \_\_\_\_\_ Apt. # \_\_\_\_\_ Dates: To and From \_\_\_\_\_ Home phone # \_\_\_\_\_

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Apt. Name/ If Home-Mortgage: Co. & Loan # \_\_\_\_\_ Present Landlord/Manager \_\_\_\_\_ Manager's Phone # \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

**Previous Address:**

Street \_\_\_\_\_ Apt. # \_\_\_\_\_ Dates: To and From \_\_\_\_\_ Home phone # \_\_\_\_\_

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Apt. Name/ If Home-Mortgage: Co. & Loan # \_\_\_\_\_ Previous Landlord/Manager \_\_\_\_\_ Manager's Phone # \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

**Have you ever been:**

Evicted from any leased premises? YES \_\_\_\_\_ NO \_\_\_\_\_

Broken a rental agreement or lease contract? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you require any special accommodations? YES \_\_\_\_\_ NO \_\_\_\_\_

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**EMPLOYMENT**

**Present Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_

Street \_\_\_\_\_ **Dates: To and From** \_\_\_\_\_ **Work phone #** \_\_\_\_\_

City \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Gross Monthly Salary:** \_\_\_\_\_

**Additional Monthly Income (If Any):** \_\_\_\_\_ **Source:** \_\_\_\_\_

**Other Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_

Street \_\_\_\_\_ **Dates: To and From** \_\_\_\_\_ **Work phone #** \_\_\_\_\_

City \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Gross Monthly Salary:** \_\_\_\_\_

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**VEHICLES**

**Year and Make:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **License # & State:** \_\_\_\_\_

**Registered To:** \_\_\_\_\_

**Year and Make:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **License # & State:** \_\_\_\_\_

**Registered To:** \_\_\_\_\_

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**CRIMINAL BACKGROUND**

**\*Please note: a "Yes" answer will result in an automatic denial of the Rental Application.**

Have you been convicted, pleaded guilty or nolo contendere (no contest), received a deferred sentence, deferred prosecution, diversion, continued adjudication, continued petition, of any felony, or felony/misdemeanor sex offense within the past 10 years?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Are you registered or under consideration for registration as a sexual offender? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you currently facing prosecution for any felony, or felony/misdemeanor sex offense? YES \_\_\_\_\_ NO \_\_\_\_\_

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**BED BUGS**

Are you aware of any facts or circumstances that you, your personal property, or your current or previous residences were exposed to bed bugs? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, Applicant makes the following disclosures regarding Applicant's exposure to bed bugs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (if more room is necessary attach sheet).

**If you have been exposed to bed bugs within the last two years:**

Do you represent and warrant that all of your personal property has been inspected, professionally treated if warranted, and that no bed bugs are present in your personal property?

YES \_\_\_\_\_ NO \_\_\_\_\_

Do you authorize Landlord to obtain for review documentation regarding such exposure, and will you upon Landlord's request make all of your personal property available for inspection to confirm the absence of bed bugs?

YES \_\_\_\_\_ NO \_\_\_\_\_

**\* PLEASE NOTE – If you have been exposed to bed bugs, and are unwilling to give the above representations, warranties, and authorizations, your application could be denied.**

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**PETS**

Do you own any pets? YES \_\_\_\_\_ NO \_\_\_\_\_ If so, how many? \_\_\_\_\_

Type/Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Color: \_\_\_\_\_

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**EMERGENCY CONTACTS**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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**DEPOSITS AND FEES**

I understand the application fee is a non-refundable payment for a credit and criminal check and processing charge of this Application and such sum is not a rental payment or security deposit. This amount will be retained by Landlord to cover the cost of processing the application as furnished by the Applicant, regardless if the Applicant is approved or denied; any false or misleading information or intentional omission will result in rejection of application. **THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGATE LANDLORD TO EXECUTE A LEASE OR TO DELIVER POSSESSION OF THE DWELLING UNIT TO APPLICANT. THE RENTAL AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY LANDLORD.** Completed Applications will be reviewed on a first come, first served basis. An Application is not considered complete unless all necessary and required information is provided by Applicant, and Applicant has signed all necessary documents. Applicant is responsible for signing all required documents.

**Property Address:** \_\_\_\_\_

**Move In Date if Approved:** \_\_\_\_\_

I understand the deposits and fees to be:

Security Deposit(s) \$: \_\_\_\_\_ Pet Deposit(s) \$: \_\_\_\_\_ Other \$: \_\_\_\_\_

(Specify): \_\_\_\_\_

Non Refundable Application fee \$: \_\_\_\_\_

Partial Month's Rent \$: \_\_\_\_\_

First Month's Rent \$: \_\_\_\_\_

Total Due at Move In \$: \_\_\_\_\_

Total Paid at Application \$: \_\_\_\_\_

Total Still Owed Prior to Move In \$: \_\_\_\_\_

**Total Paid at Application \$:** \_\_\_\_\_

This amount less any holding fee and less the application fee will be refunded within 7 working days: **1)** if the Application is denied, or **2)** if the Application is accepted and the Applicant withdraws the Application in writing within 72 hours of the date of notification of acceptance.

Landlord will notify Applicant of denial or acceptance in writing via email, or via phone if Applicant does not have an email address.

**Applicant's email address is:** \_\_\_\_\_.

If the Application is accepted and Applicant fails to occupy the premises on the Move-In Date (regardless if Applicant executes a lease or not), except for delay caused by Landlord, the holding fee amount will be retained by Landlord as liquidated damages for holding the Premises off the market.

In such instance, Landlord will provide Applicant written notice of such application of funds within 30 days. If the delay in providing Applicant with this specific Premises is longer than seven (7) days, Applicant may terminate the lease by notifying Landlord in writing, and Landlord will refund all amounts less the application fee. If Landlord does not deliver possession of the Premises on or before the Move-In Date for any reason, Landlord shall not be liable to Resident for any damages whatsoever for failure to deliver possession on the Move-In Date.

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**DISCLOSURE OF INFORMATION**

I warrant and represent the information provided on this application to be true and correct. I authorize Landlord to make such investigation into Applicant/Resident/Occupant's credit, employment, rental and criminal history, as Landlord may deem appropriate, and release all parties from liability for any damage that may result from furnishing such information to Landlord. Landlord shall have the continuing right to review and obtain this credit and criminal information, rental application, payment history and occupancy history for account review, improving application review methods, and all other purposes. If approved, Applicant shall have a continuing and on-going duty to update all of the information provided on the Application. Applicant acknowledges that Landlord may enter into a Lease in reliance on the information contained in Applicant's rental application and any and all other information provided to Landlord by Applicant. Applicant/Resident shall promptly notify Landlord in writing of any subsequent change in the information provided by Applicant on Applicant's application. If Applicant is approved, Landlord shall have the right to terminate Applicant's tenancy on three days notice to quit: 1) if it is determined that Applicant provided false or misleading information on this Application, or 2) if the Application information is no longer correct, for example, Applicant is convicted of a sexual offense after moving into the Premises.

Landlord does not have a duty to verify, and does not represent or promise that it will verify, the accuracy or the answers provided in the Application of any applicant. Furthermore, Landlord has no duty, and expressly disclaims any obligation, to perform a criminal background check on each applicant. Landlord does not represent or guarantee that all residents have no prior criminal record or background.

Landlord's approval or denial of this Application is based on information provided by independent third parties. Landlord makes no representation as to the accuracy of the information that Landlord obtains from third parties in approving or denying this Application. Landlord hereby disclaims any liability for the accuracy of such information that Landlord obtains pursuant to Applicant's consent.

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**DISCLOSURE OF BROKERAGE RELATIONSHIP, LEAD-BASED PAINT, AND ASBESTOS DISCLOSURES**

Brokerage Relationship Disclosures Applicable: YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_ ("Broker" or "Agent" or "Landlord") and the Prospective Resident(s) referenced below have NOT entered into any Real Estate Brokerage Agency Agreement or Relationship. The working relationship between Broker and Prospective Resident(s) specified below is for a specific property described as:

\_\_\_\_\_  
Resident understands and acknowledges that Broker is the agent for the property owner (Landlord), and Broker represents only the Landlord's interests in this transaction. The Owner (Landlord) of the property has granted to Broker the authority to manage and administer the Premises and Property and to enter into, administer and enforce provisions of this Application and any subsequent Lease that may result from the approval of this Application, and Broker is not considered an agent for the Resident/Applicant at any time for any reason. As a prospective Resident, you are a customer in this transaction. 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. If you desire representation, Broker recommends that you obtain either your own Broker or legal advice from an attorney.

Different brokerage relationships are available that include seller agency, landlord agency, buyer agency, tenant agency or transaction-brokerage. The Colorado Real Estate Commission has a form setting forth the definitions of these working brokerage relationships (Form DD25). Upon request, Broker will provide the working definitions of the various brokerage relationships to you.

Lead Paint Disclosures Applicable: YES \_\_\_\_\_ NO \_\_\_\_\_

Prior to signing a lease for the Premises, the Landlord is legally required to provide all Prospective Residents (Applicants) with DISCLOSURES OF INFORMATION ON LEAD-BASED and/or LEAD-BASED PAINT HAZARDS. Prospective Resident acknowledges that Landlord or Landlord's Agent will not process this application until such time that Prospective resident acknowledges in writing that Prospective Resident has received such disclosures.

Asbestos Disclosures Applicable: YES \_\_\_\_\_ NO \_\_\_\_\_

Additionally, while not legally required, Landlord has voluntarily disclosed that the premises may contain asbestos. Prospective Resident acknowledges that Landlord or Landlord's Agent will not process this application until such time that Prospective resident acknowledges in writing that Prospective Resident has received such asbestos disclosures.

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Applicant's Signature

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Date

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Applicant's Signature

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Date

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Applicant's Signature

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Date

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Landlord/Broker's Signature

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Date