



## Application Screening

Please read the following criteria below BEFORE proceeding with the application.

We offer the following information so that all applicants will have available to them the rental qualifying policies. Although we have attempted to make this document easy to read and understandable, there may be some things that are unclear. If you have any questions about our policies, please contact us.

### Application Instructions:

Applications cannot be processed until all of the following is completed/received

- Application and fee for each applicant.
- Make sure all info is completed: Identification, Signature, Name spelling is legible, contact info for work and past tenancies included.
- All adults that will be residents will be signors on the lease and meet all application requirements. All adults applications & authorization forms must be completed/received for applications for a residence can be processed.
- Proof of income or funds
- Applications are processed in the order as received, 100% completed and fees received.
- Falsified information will disqualify Application
- State or Government issued identification with a picture

### Income

- Minimum: Gross Income = 2 times the monthly rental rate.
- Verified that it is being received consistently for past 3 months.
- Alternative: Evidence of 2 times annual lease amount in a verifiable account. (Bank, Retirement, loans, etc.)
- Examples of sources of income include wages, social security benefits, unemployment benefits, annuities, vouchers, etc.
- The income criteria applies to applicants without a housing subsidy.

### Rental History

- 2 years history of previous residence.
- No breach of previous leases without proper compensation to previous landlord in past 2 years.
- Left Rental in good condition and compensated Landlord for damage.
- No money owed to previous landlords.
- No more than 1 notice per year for all co-applicants for request to comply with lease agreement. If compliance notice was given, resident must have complied in a reasonable time frame.
- No eviction in past 7 years
- If rental history is not available due to applicant lived where rental history cannot be verified or does not exist, then FICO score needs to be above 675.
- Regardless of FICO score, rental history is required if obtainable/exists.

### Credit Report

- 2/3rds of income may come from co-applicants that have one of the following:
  - Credit Report FICO score above 650 with two years rental history with no more than 1 late pay per year.
  - Credit Report FICO score above 675 without rental history.
  - Applicants with a housing subsidy: Credit score, adverse credit event, or lack of credit score do not apply unless the landlord is required by federal law to consider a credit score or a lack of a credit score.

### Criminal History:

- No history of violent crimes
- No history of sex crimes or on sex offender list
- No felonies within past 5 years

A "deferred adjudication" or a pleading of "no contest" on a felony case is considered the same as a felony conviction.

### **Equal Housing**

No discrimination on the basis of race, color, sex, age, familial status, disability, religion, sexual orientation, national origin or source of income with regard to housing is the comprehensive policy.

### **Military Clause**

For active military, a lease can be ended by giving us a copy of the "orders" that require you to move outside of El Paso County and by also giving us a "30 Day Notice to Move" on our form.

### **Renter's Insurance:**

Proof of renter's insurance is required at time of lease signing. If this is not provided by time of lease signing then lease move-in will be delayed until such proof is given or residence will be given to next approved applicant.

### **Occupancy Policy**

Occupancy is based on the number of bedrooms in home. A bedroom is defined as a space that is used primarily for sleeping, designed to be closed with a door and with a closet space for clothing. Occupancy ceiling is 2 persons per bedroom and 2 persons per loft.

## **THE GLEN AT SAND CREEK TOWNHOMES HOMEOWNERS' ASSOCIATION**

All of our townhomes reside in a covenanted community, which means, all residents must agree to abide by ALL the covenants of the Homeowners' Association. We are happy to send these documents to you upon request, and an electronic copy will be sent to you if you become a resident. Below is summary of some of the rules of the community.

## **SUMMARY OF RULES**

### **Vehicles & Parking:**

**All residents must park vehicles in garage.** All exterior parking in community is for guest parking only. There is **NO EXCEPTIONS** to this rule. **Violator's vehicles may be towed without notice and residents may face eviction.** Garages are approximately 19'-0" deep. The garage door height is approximately 6'10". If your vehicle is larger than this, then it cannot be parked on site. We are happy to meet with you and "test" to see if your vehicle will fit.

### **Pets:**

Unless your lease specifically allows a certain pet on your premises, then you are not allowed to have a pet.

A maximum of two pets are allowed.

An additional \$200 is added to the security deposit for residents with pets. No aggressive breed dogs are allowed.

Evidence of current vaccinations from a veterinarian is required.

Pets may not be left outside alone at anytime. Pets are required to be leashed and supervised when outside at all times. Keep in mind that the area outside the townhomes is "common area" which means that it is shared by all residents. There is not an area on the exterior of the homes that is only for your use, unless you have a patio. When your pet makes waste, it needs to be picked up immediately and disposed of.

At the discretion of management, certain breeds of pets, and types, are restricted, such as aggressive breed dogs, venomous animals.

### **Utilities and TV:**

Residents are responsible for all the utilities & TV/internet service used inside the home. We will give you the contact information for the providers of these services.

### **Dish Satellite Services**

Satellite dishes are not allowed in the community. Any unauthorized Dish installed in community will be removed at resident's expense. Any damage to landscaping or buildings will be at resident's expense

### **Trash**

This service is provided at all properties. At most of our homes, a trash toter is provided. These toters must be kept in the garage of the home except on trash day. Large trash items, such as Christmas trees and large boxes, mattresses, or other items that cannot be placed in the toter, will need to be disposed of by resident hauling them away or paying for their removal.

We do have a service that can remove these items for a fee. Please make sure that any trash that falls out or blows out of your toter is picked up.

### **Maintenance**

All the exterior of buildings and grounds are maintained by management. This includes snow removal to the front door, but not patios.

### **Outdoor Furniture:**

If you happen to live in a home that has a patio, you are allowed to have furniture that is approved by management, such as, chairs and a table. Children's play sets are not allowed. All your outdoor furniture can only be located on your patio. It cannot be placed in sidewalks or planters or grass areas. You are encouraged to use the common areas for recreation, but please store all toys and personal items in your home or garage when not in use. Items left outside may be thrown away by management without notice.

Due to the extreme fire danger, no wood or charcoal barbeques, smokers or firepits are allowed. Only propane barbeques are permitted.

### **Smoking and Marijuana and Vaping:**

All homes are Non-Smoking and Non-Vaping of any substance. Growing of plants for production of marijuana or any other plants that require a lot of moisture are not allowed.

**RENTAL APPLICATION**  
 Separate Application Required for Each Applicant

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**THIS SECTION FOR LANDLORD USE ONLY**



Rental Property Address: \_\_\_\_\_

Term of Rental:  month to month  lease from \_\_\_\_\_ to \_\_\_\_\_

<u>Tenant Financial Obligation Prior to Occupancy</u>		<u>CONTACT CHECKLIST</u>
First Month's Rent:	\$ _____	Current Landlord Contacted - Timely Remittance
Security Deposit:	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pet Deposit:	\$ _____	Current Employer Verified:
Application Fee:	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Credit Report Fee:	\$ _____	Credit Report Determination:
Other (specify):	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Income Verified (pay stub, employer, etc.)
<b>TOTAL:</b>	<b>\$ _____</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**DESIRED DATE OF MOVE-IN:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**DESIRED LEASE TERM** (check one):  12 months  6 months  Other (Specify): \_\_\_\_\_

**UNIT TYPE:**  1 BR  2 BR  3 BR  Other (Specify): \_\_\_\_\_

**APPLICANT INFORMATION:**

Name (full legal name): \_\_\_\_\_

SDOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Driver's License / ID Number: \_\_\_\_\_ State: \_\_\_\_\_

Email Address: \_\_\_\_\_

**NAME OF OCCUPANTS AND RELATIONSHIP TO APPLICANT:**

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

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

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

**APPLICANT / OCCUPANT VEHICLE(S):**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Tag#: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

**Current Employer:**

Name and Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Length of Employment: Begin \_\_\_\_\_ Still employed? (check one)  yes  no

**Previous Employer**

Name and Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Length of Employment: Begin \_\_\_\_\_ End \_\_\_\_\_

**RENTAL HISTORY:**

**Current Address:** \_\_\_\_\_  
Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_  
Dates Lived at This Address: From \_\_\_\_\_ to \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Landlord/Manager: \_\_\_\_\_ Landlord/Manager's Phone: \_\_\_\_\_

**INCOME:**

Examples of sources of income include wages, social security benefits, unemployment benefits, annuities, vouchers, etc:

Gross Monthly Employment Income Before Deductions: \$ \_\_\_\_\_  
Gross Monthly Income From Other Sources (average): \$ \_\_\_\_\_

TOTAL GROSS MONTHLY INCOME: \$ \_\_\_\_\_

**CREDIT and FINANCIAL INFORMATION:**

**Bank and Financial Accounts**

Checking:  
Institution Name \_\_\_\_\_ Branch \_\_\_\_\_ ~~XXXX~~ Funds: \$ \_\_\_\_\_

Savings:  
Institution Name \_\_\_\_\_ Branch \_\_\_\_\_ ~~XXXX~~ Funds: \$ \_\_\_\_\_

**Credit Accounts**

Credit Card: Type \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Credit Card: Type \_\_\_\_\_ Amt Owed \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Vehicle Loan: Type of Vehicle: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_  
Vehicle Loan: Type of Vehicle: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Other: Type \_\_\_\_\_ Creditor \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

**MISCELLANEOUS: (check appropriate answer)**

Do you have pets? \_\_\_\_ yes \_\_\_\_ no If so, describe \_\_\_\_\_

**NOTE:** There may be additional fees and/or deposits required for pets housed on premises.  
In addition, specific rules and regulations regarding pets may apply.

Do you plan to have water filled furniture on the rental property? \_\_\_\_ yes \_\_\_\_ no If yes, detail below.

Have you ever been evicted? \_\_\_\_ yes \_\_\_\_ no If yes, explain below.

Have you ever been convicted of a felony? \_\_\_\_ yes \_\_\_\_ no If yes, explain below.

Have you ever filed for bankruptcy? \_\_\_\_ yes \_\_\_\_ no If yes, explain below.

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT PERSONAL REFERENCES:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Known this reference how long? \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Known this reference how long? \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Known this reference how long? \_\_\_\_\_

**APPLICANT EMERGENCY CONTACT INFORMATION:**

Contact in Emergency (Name): \_\_\_\_\_ Relationship: \_\_\_\_\_  
Emergency Contact Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby certify and affirm that all information provided above is true and correct. I fully understand that my lease or rental agreement may be terminated if I have made any false, misleading or incomplete statement(s) in this application. I hereby authorize verification of all information provided in this application, including financial and credit information, via credit bureaus and/or contact with current and previous employers, current and previous landlords and personal references.

\_\_\_\_\_  
APPLICANT **Signature**

\_\_\_\_\_  
DATE

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