

SITZMAN-MITCHELL PROPERTY MANAGEMENT/LANDLORD PROSPECTIVE TENANT POLICIES

- 1) **THANK YOU** for your interest in our rental property. Sitzman-Mitchell Property Management is an Equal Opportunity Housing provider. Our policy is to offer housing for lease without regard to race, color, national origin, religion, sex, familial status, marital status, creed, ancestry, sexual orientation or disability.
- 2) **APPLICATION**
 - Fill in all blanks (front & back)
 - Include all names and phone numbers of contacts and references
 - Verifiable background information is crucial to determine the status of your application
 - SIGN AND DATE application
 - Indicate your desired move-in date
- 3) **APPLICATION FEE.** An application fee in the amount of \$40.00 must be submitted prior to processing of any rental application. For applications involving multiple co-tenants, only one \$40 application fee is required. Such fee is intended to reimburse a portion of Landlord's management and leasing fees, which includes compensation for time and effort by management company personnel in connection with the processing of rental applications (i.e., reviewing applications, following up on references, etc.) All application fees received shall be non-refundable for applications reviewed and accepted by Landlord (whether or not a lease agreement is ultimately executed). All application fees will be refunded for rejected applications.
- 4) **SECURITY DEPOSIT**
 - Security deposit = one month's rent
- 5) **QUALIFYING CRITERIA.** The decision to accept or reject an application will be based upon a combination of factors, including without limitation, housing references, employment status/history and verifiable current monthly income. More specifically:
 - **HOUSING REFERENCES.** Current and former unrelated third party landlords or other housing references will be contacted to supply reference information. **MUST HAVE:**
 - At least six months valid, verifiable recent rental history or evidence of prior home ownership (with no foreclosures or deeds in lieu of foreclosure). If Applicant cannot provide such required rental or ownership history, Applicant must provide a double security deposit or a qualified co-signor in order to qualify.
 - Timely rental/mortgage payments
 - No incidence of abuse of or damage to any prior rental unit
 - No repeated incidence of creating noise or any other disturbance
 - No breach of any previous contract
 - No balance due on previous residential account
 - No falsification of rental applications
 - **EMPLOYMENT VERIFICATION.** Current employers or other income sources will be contacted to verify employment and income. Self-employed persons must provide tax returns or other supporting documentation satisfactory to Landlord to verify income. In situations involving multiple co-tenants, the combined income of the co-tenants will be considered. Tenant must demonstrate available income in excess of three (3) times the rental amount to qualify for approval.

If Applicants' income is less than three times the rental amount, Applicant must provide a double security deposit or a qualified co-signor in order to qualify.

If Applicant is currently a party to an open, ongoing bankruptcy proceeding (including without limitation, any ongoing reorganization or Chapter 13 plan approved or imposed by the Court), or has filed any bankruptcy in the last five years which has been dismissed by the Court without discharge of Applicant, the application may be denied by Landlord for that sole reason. If Applicant has previously filed a bankruptcy in which the Tenant's debts were discharged by the Court (regardless of how long ago), Landlord will still consider the application, subject to all other qualification requirements. Landlord may require Applicant to provide supporting Court documents if Applicant has been party to any prior bankruptcy proceeding.

- **EVICTION HISTORY.** Applicant must have no eviction actions filed against them within the five (5) year period immediately preceding the date of the rental application.
 - **CRIMINAL HISTORY.** Applicant must disclose in the rental application all criminal convictions for crimes of moral turpitude, including misdemeanors and felonies within the past 7 years. Any criminal conviction for offenses involving child abuse, child molestation, or child neglect, regardless of how long ago, or convictions for the manufacture or distribution of illegal drugs within the past seven (7) years, shall specifically be cause for denial. For all other convictions, Landlord will consider Tenant's explanation of the circumstances surrounding the conviction as disclosed in the rental application (including any supporting information) as well as any other information available to Landlord to evaluate the facts and circumstances surrounding the criminal conduct, including without limitation, the nature and severity of the criminal conduct, the age of the individual at the time of the conduct, the passage of time since the criminal conduct, the individual's history of good conduct before and/or after the conviction and evidence of rehabilitation efforts. After consideration of all relevant facts and circumstances, Landlord reserves the right to deny any application if Landlord reasonably believes that leasing to such applicant would involve a risk to the Landlord's property or to the safety, peaceful enjoyment and/or property of neighboring tenants.
 - **LANDLORD'S RIGHT TO DENY.** Landlord reserves the right to deny any application if Landlord discovers such application to contain falsified or intentionally omitted information, including without limitation, failure to disclose any eviction or criminal record, or if Applicant does not otherwise meet minimum qualification standards.
- 6) **REVIEW OF APPLICATIONS/MULTIPLE APPLICATIONS/PROCEDURE.** Landlord will attempt to process all applications and respond to Applicants in a reasonably quick and timely manner; usually as quickly as Landlord can complete due diligence with respect to each application. Upon receipt of an application that appears to meet Landlord's qualification criteria, together with Landlord's standard application fee, Landlord will cease scheduling any more showings of the property. However, Landlord reserves the right to go ahead and complete any other showings already then booked and to accept additional applications resulting therefrom. Generally, Landlord will require that such additional showings must take place within one day of the initial application, subject however to extension at Landlord's discretion to accommodate work schedules, travel schedules or other reasonable requests of other potential tenants who have scheduled showings of the property.

If Landlord receives multiple qualified applications for the same unit, Landlord will sort the applications based on the relative strengths of each, and then accept the most qualified (assuming verification and confirmation). The strength of the respective applications shall be judged on the following factors, with the respective weight and importance of each to be determined by Landlord considering pertinent facts and circumstances:

- Rental history - Condition and care of rented properties – Prior landlord references
- Financial strength/history/bankruptcy – stability of employment – rent to income ratio
- Other references

- Move in date
- Whether or not tenant has pets

If more than one Applicant is deemed by Landlord to be equally qualified with others, Landlord will select the application first submitted.

- 7) **MAXIMUM OCCUPANCY.** No more than three unrelated persons shall be permitted to occupy any dwelling unit in compliance with the Fort Collins City Code Section 29-1.
- 8) **PETS.** An additional deposit is required if a pet approved by Landlord is kept on the Premises. Such additional deposit is generally \$1,000, but may be more for certain properties. Tenants with pets should confirm the amount of the pet deposit required prior to submittal of an application. The following dogs are not allowed: Akita, Chow, Doberman Pinscher, German Shepherd, Pit Bull (Staffordshire Terrier), Rottweiler, St. Bernard, Wolf/Dog hybrids, mixed breeds of any of the above listed dogs and dogs known to have vicious tendencies or have bitten anyone.
- 9) **AGENCY DISCLOSURE.** Landlord employs Sitzman-Mitchell Commercial Brokerage, Inc. and Sitzman-Mitchell Property Management to lease and manage Landlord's rental properties. Tenant is advised that Sitzman-Mitchell Commercial Brokerage, Inc. is a licensed Colorado real estate brokerage company; and Sitzman-Mitchell Property Management is licensed by the Colorado Division of Real Estate as a Community Association Manager. All licensees under these entities (including without limitation, David Sitzman, Brian Stribley and Kristina Lorson) and all other employees are agents of and solely represent Landlord.



(version revised 07/31/2018)

Rental Application
Sitzman-Mitchell Property Management

Property Address _____ **Anticipated Move in Date** _____

Tenant Information: Name Last _____ First _____ Middle _____

Email address _____ **Student:** Yes__ / No__

Phone Home _____ Cell _____ Work _____

Please include a copy of a current driver's license or other government issued photo ID (required).

Present Address: _____ City _____ State _____ Zip _____

Monthly Rent \$ _____ Date of Occupancy _____ to _____

Landlord Name _____ Landlord Phone _____

Reason for Leaving _____

Present Employer: _____ Phone Number _____

Supervisor Name _____ Monthly Gross Income \$ _____

Is Income subject to any garnishments? Yes__ / No__ If yes, please provide amount, term, etc. _____

Occupation _____ Date of Employment _____ to _____

Note: If applicant is not employed or does not meet income or rental history requirements, then a co-signer and/or increased security deposit may be required.

Other References: Please list below any other references and contact information:

Other Income Sources

Parental Support \$ _____ SSI/Social Security \$ _____

Financial Aid/Grants \$ _____ Alimony/Child Support \$ _____

Retirement/Pension \$ _____ Other \$ _____

Other Monthly Debt/Financial Obligations (description/amount) _____

Have you ever filed for bankruptcy? Yes__ / No__ If yes, Date _____ Case # _____

Please provide additional details concerning the status of such, including copies of Court documents pertaining to any closure or dismissal. Please attach additional pages as needed.

Have you ever been evicted or convicted of a crime other than motor vehicle violations? Yes __ / No__

If yes, please review Landlord Prospective Tenant Policies and provide appropriate explanation and supporting information. Please attach additional pages as needed.

If you have been a previous home owner, have you ever been party to any foreclosure action or deed-in-lieu of foreclosure action? Yes __ / No__

Pets: Yes___ / No___ # of pets _____ Description/Size of Pets: _____

The following dogs are not allowed: Akita, Chow, Doberman Pinscher, German Shepherd, Pit Bull (Staffordshire Terrier), Rottweiler, St. Bernard, Wolf/Dog hybrids, mixed breeds of any of the above listed dogs and dogs known to have vicious tendencies or have bitten anyone. Other restriction may apply.

Occupants Information: List all other persons occupying the premises

Name _____ Relationship _____
Name _____ Relationship _____
Name _____ Relationship _____

Vehicle Information: List all vehicles to be parked on premises (required to obtain parking permits)

Vehicle Type _____ Year _____ Make _____ Color _____
License Plate # _____ State _____
Vehicle Type _____ Year _____ Make _____ Color _____
License Plate # _____ State _____

Emergency: In case of emergency please notify

Name _____ Relationship _____
Address City,State,Zip _____ Phone # _____
Name _____ Relationship _____
Address City,State,Zip _____ Phone # _____

Brokerage Disclosure: Applicant acknowledges that Sitzman Mitchell Commercial Brokerage, Inc., an affiliate of Sitzman Mitchell Property Management and Landlord, is a licensed Colorado real estate brokerage firm and that Sitzman Mitchell Commercial Brokerage, Inc. and its brokers, officers, directors, and employees are agents of, and solely represent landlord in this transaction. 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 for 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. Applicant acknowledges that any information disclosed to Sitzman Mitchell Property Management or Sitzman-Mitchell Commercial Brokerage, Inc. may be shared with the Landlord.

Megan's Law: If the presence of a registered sex offender is a matter of concern to Applicant, Applicant understands that Applicant must contact local law enforcement officials regarding obtaining such information.

Applicant hereby represents that the statements contained in this application are true and correct and that Applicant is over 18 years of age. Applicant authorizes Sitzman Mitchell Property Management to contact and conduct personal interviews with employer(s), prior landlord(s) or other referenced parties for purposes of verifying prior housing history, employment and other income sources. Applicant also authorizes Sitzman-Mitchell Property Management to obtain credit checks or criminal background checks, provided that such shall be at no additional cost or expense to Applicant. By signing below, Applicant acknowledges receipt of Landlord Prospective Tenant Policies (version revised 07/31/2018).

Applicant _____ Date _____

Applicant Name (please print) _____

SITZMAN-MITCHELL PROPERTY MANAGEMENT

970-223-5500 – office 970-223-5587 - fax

3500 John F. Kennedy Parkway, Suite #220

Fort Collins, Colorado 80525

bstriblev@sitzman-mitchell.com

FOR OFFICIAL USE ONLY

Application Fee Received? Yes ___ / No ___ Amount: _____ Date Received: _____

Property in good condition? Yes ___ / No ___

Late payments? Yes ___ / No ___

Money owed? Yes ___ / No ___

NSF? Yes ___ / No ___

3 Day notice? Yes ___ / No ___

Material lease violations? Yes ___ / No ___

Employment? Yes ___ / No ___

Dates? _____

Income? _____

Income ratio? _____

Bankruptcy? Yes ___ / No ___

Criminal history? Yes ___ / No ___

QUALIFIED? Yes ___ / No ___

Qualified w/ double deposit? Yes ___ / No ___

Qualified w/ Co-signor Yes ___ / No ___

DENIED: Letter sent _____/_____/_____

Lease term _____

Rent _____

Other comments/notes/reasons for acceptance or denial, etc _____

