

# Rental Application Check List

To accompany all applications

- Completed Application Signed by EACH applicant over 18 years of age  
Intl.
  
- Two (2) years of w-2's for EACH applicant over 18 years of age  
Intl.
  
- One (2) current months of pay stubs for EACH applicant over 18 years of age  
Intl. (If you have a new job, we need an employer letter with start date and company contact)
  
- Copy of a current/valid Driver's License for EACH applicant over 18 years of age  
Intl.
  
- \$50.00 cash or money order for EACH applicant over 18 years of age.  
Intl.
  
- (If Military) Current Orders & 2 Months L.E.S.  
Intl.
  
- Picture of Pet(s)  
Intl.

DAVIDSON PROPERTY MANAGEMENT, INC. IS ACTING SOLELY AS AN AGENT FOR THE  
OWNER OF THIS TRANSACTION

OFFICE USE ONLY      FEE RECEIVED BY:      DATE:

**DAVIDSON PROPERTY MANAGEMENT, INC.**

4905 N. Union Blvd, Suite 300, Colorado Springs, Colorado 80918

**RENTAL APPLICATION**

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

Rental Amount: \_\_\_\_\_ Length of lease wanted: \_\_\_\_\_

**THERE IS A NON-REFUNDABLE PROCESSING FEE of \$50.00 per applicant over 18 years of age. EXACT AMOUNT ONLY, No personal checks. ONLY COMPLETE APPLICATIONS WILL BE PROCESSED.**

**What date do you want to move in? \_\_\_\_\_**

How did you hear about this property? Gazette \_\_\_ Thrifty Nickel\_\_\_ Friend\_\_\_  
Rentals.com \_\_\_ Realtor \_\_\_ MLS \_\_\_ TeamDavidson.com\_\_\_ DPMrentals.com\_\_\_

Applicants (18 of age over ) use extra pages if needed.

<u>NAME</u>	<u>BIRTH DATE</u>	<u>SOCIAL SECURITY #</u>
A). _____	_____	_____
B). _____	_____	_____

**Present Address: (include landlord's name, address and phone number)**

A). \_\_\_\_\_  
B). \_\_\_\_\_

E-Mail Address:

A). \_\_\_\_\_  
B). \_\_\_\_\_

**Current phone numbers** to reach you: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

A). \_\_\_\_\_ Rental amount \$ \_\_\_\_\_

B). \_\_\_\_\_ Rental amount \$ \_\_\_\_\_

Reason for moving:

A). \_\_\_\_\_

B). \_\_\_\_\_

Previous address: **TO COVER THE LAST 24 MONTHS FOR ALL APPLICANTS  
(include Landlord's name & phone number.)**

A). \_\_\_\_\_

B). \_\_\_\_\_

**Present employer: INCLUDE SUPERVISORS NAME AND PHONE NUMBER**

**Military; also provide Unit information and copy of CURRENT orders and Length of service**

A). \_\_\_\_\_ How long? \_\_\_\_\_

B). \_\_\_\_\_ How long? \_\_\_\_\_

A). OCCUPATION \_\_\_\_\_ Gross monthly income \$ \_\_\_\_\_

B). OCCUPATION \_\_\_\_\_ Gross monthly income \$ \_\_\_\_\_

**PROVIDE:**

**\*\*2 YEARS WORTH OF W2'S,**

**\*\* L.E.S. or CURRENT PAYSTUB FOR ALL JOBS COVERING THE LAST 60 DAYS,**

**\*\*SELF EMPLOYED PROVIDE THE MOST RECENT LAST TWO YEARS OF PERSONAL TAX RETURNS (ALL PAGES)**

Names and ages of persons **under 18** who will be living with you?

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

REFERENCES: (other than those living with you currently)

	<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE #</u>
A).	_____	_____	_____
B).	_____	_____	_____

Nearest living relative NAME, ADDRESS, AND PHONE NUMBER

A).  
\_\_\_\_\_

B).  
\_\_\_\_\_

**Bank Information**

A). Bank name and address: \_\_\_\_\_  
Savings Acct # \_\_\_\_\_ Checking Acct # \_\_\_\_\_

B). Bank name and address: \_\_\_\_\_  
Savings Acct # \_\_\_\_\_ Checking Acct # \_\_\_\_\_

**Current valid driver's license for all applicants:  
(Please bring with you or make a copy for verification)**

A). # \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

B). # \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

How many cars will be parked at this property: \_\_\_\_\_

<u>MAKE</u>	<u>YEAR</u>	<u>COLOR</u>	<u>STATE</u>	<u>LICENSE#</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- **ALL VEHICLES MUST HAVE CURRENT LICENSE/REGISTRATION OR THEY WILL BE TOWED AT OWNERS EXPENSE.**

Do you plan to store any type of recreational vehicle on the property?

Yes \_\_\_ No \_\_\_

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

**STATE**                      **LICENSE#**

**Do you plan to keep any pets at this address?** Yes \_\_\_ No \_\_\_

**If yes fill out the following and include pet picture:**

Dog \_\_\_\_\_ Male/ Female                      Neutered/ Spayed  
Cat \_\_\_\_\_ Male/ Female                      Neutered/ Spayed/ Declawed

\_\_\_\_\_

**NAME**                                      **AGE**                                      **BREED**                                      **WEIGHT**

If you answered yes, the pet policy is as follows:

**\$100.00 NON-REFUNDABLE PET CHARGE PER ANIMAL AND \$10.00 PER MONTH, PER PET ADDITIONAL RENT. PLUS ADDITIONAL \$250.00 PER PET SECURITY DEPOSIT.**

**Applicant A**

Do you have any bad credit?                                      Yes \_\_\_                                      No \_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant B**

Do you have any bad credit?                                      Yes \_\_\_                                      No \_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant A**

Have you ever been evicted or requested to vacate?      Yes \_\_\_      No \_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant B**

Have you ever been evicted or requested to vacate?      Yes \_\_\_      No \_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant A**

Have you ever been convicted of a felony?      Yes \_\_\_      No \_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant B**

Have you ever been convicted of a felony?      Yes \_\_\_      No \_\_\_

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\***MOVE-IN REQUIREMENTS**\*\*\*\*\*

A security deposit is due and payable in **CERTIFIED FUNDS** with a lease signed by all parties. The security deposit will be forfeited for liquidated damages should applicants not take occupancy of the property. **PERSONAL CHECKS** will not be accepted. Applicants understand that applications will continue to be accepted on all properties until a security deposit has been received and lease signed by all parties.

Upon signing of lease, tenant is required to provide landlord with a copy of Renters Insurance policy for **ALL TENANTS** occupying the property, if not married or dependents of policy holder. The Insurance Policy needs to include:

1. The property address of the said property where you will be renting.
2. The effective date of the lease.

\*If the effective date is after the day the lease takes effect, we will not turn over keys until the day the renters insurance takes effect. Landlord **WILL NOT** give keys to said property without copy of Insurance Policy.

Tenant must pay the first month rent in full, in **CERTIFIED FUNDS**, on or before day of move-in. If month is pro-rated tenant must have full pro-rated amount paid. I certify that the information provided in this application is true and correct. I understand that any false information will be sufficient grounds for disapproval of this application and forfeiture of my security deposit and if approval was based on this false information, that shall be grounds for eviction and security deposit forfeiture.

APPLICANT'S SIGNATURE(S)

A) \_\_\_\_\_

B) \_\_\_\_\_

# Davidson Property Management, Inc.

## CREDIT INFORMATION AUTHORIZATION

TO WHOM IT MAY CONCERN:

I/ We have applied to rent a property through Davidson Property Management Inc. This letter authorizes DPM to obtain any and all information necessary to process our rental application, including, but not limited to, information about our savings and checking deposits, consumer credit history, employment history, rental history, criminal background checks and any other information deemed necessary in connection with our application.

A PHOTOGRAPHIC COPY OF THIS AUTHORIZATION (being a photographic copy of the signature(s) of the undersigned) MAY BE DEEMED TO BE THE EQUIVALENT OF THE ORIGINAL AND MAY BE USED AS A DUPLICATE ORIGINAL.

YOUR PROMPT REPLY WILL FACILITATE THE PROCESSING OF MY/OUR APPLICATION.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature                      Date of Birth                      Social Security Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature                      Date of Birth                      Social Security Number



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 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. 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:

n/a

or real estate which substantially meets the following requirements: n/a

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,

Tenant(s) Initials \_\_\_\_\_ *AS*

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:** The Broker is the landlord's agent and the 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.

**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 ACKNOWLEDGEMENT:**

Tenant acknowledges receipt of this document on \_\_\_\_\_ *A*

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_ *A*

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_ *A*

**BROKER ACKNOWLEDGEMENT:**

On \_\_\_\_\_, Broker provided (Tenant) with this document via and retained a copy for the Broker's records.

Brokerage Firm's Name: *Davidson Property Management, Inc.*

Broker: *Trent Hill* Date: \_\_\_\_\_  
*Trent Hill*

**(BDT20-5-09) BROKERAGE DISCLOSURE TO TENANT**

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Tenant(s) Initials \_\_\_\_\_