

Application

(this application is available online at DunnRE.com)

Applicants **must see** the interior of the property before an application can be submitted. The property must be accepted in **as is condition**, except where there is written agreement of repairs with owner. If so, that agreement will become part of the lease. Verbal representations are non-binding.

- All applications must be filled out **COMPLETELY**, signed by the applicant.
- No application will be processed if the Co-signer forms are not fully completed and signed.
- Anyone over the age of 18 that will be living in the rental must complete an application.
- No applicant that is a convicted felon will be considered for renting from Landlord.
- No application will be processed without: **NON-REFUNDABLE Application fee of \$35.00** and **Earnest Money equaling ½ of the security deposit amount. In separate certified checks or money orders.**

Security Deposit & Earnest Money: The security deposit may be the same as the monthly rent amount. Although this amount may be true for most properties, there may be exceptions. Be sure to verify the amount of the security deposit. **The Earnest Money will be returned to you if your application is declined.** The remaining amount of security deposit funds must be paid with good funds at the time of your lease signing. If an applicant fails to sign a lease after submitting Earnest Money, we will retain the Earnest Money as damages for having removed the property from the market.

Processing Time: You will be contacted immediately upon determination of approval or denial of application. We will take the first COMPLETE set of application paperwork (application, co-signer forms, app fees and earnest money) presented to us.

Standard Policies: Smoking is not permitted in any of the Landlord's properties. Under no circumstances, medical or otherwise, will marijuana or any illegal drug be allowed to be smoked, possessed, possessed for sale or distribution or transportation, cooked, cultivated/grown or manufactured, or distributed in or on the property. Violation of this agreement could be grounds for immediate eviction and forfeiture of the security deposit. If a washer/dryer are provided in the dwelling, Landlord does not guarantee that the washer/dryer are in good working order, and can remove these appliances at any time. The Tenant shall still be responsible for all other terms and conditions of the existing lease. Fort Collins City Code 3.8.16 will allow no more than three unrelated adults or two adults and their dependents, and not more than one additional person in any one dwelling.

PETS: The following are not allowed: Akita, Chow, Dalmatian, Doberman, German Shepard, Rhodesian Ridgeback, Pit Bull (Staffordshire Terrier), Presa Canario, Rottweiler, Shar Pei and Wolf/Dog hybrids or any mix of these dogs, or any breed known to have vicious tendencies or to have bitten anyone. **No puppies or kittens under the age of 2 years are allowed. Also no ferret, rabbits, or snakes; all other reptiles in the home must be caged at all times.** If the property permits pets, a \$250.00 additional deposit is required for each animal.

Agency: In accordance with Rule-35 of the Colorado Real Estate Commission it is disclosed that Dunn Real Estate and Management, LLC (Landlord) is a Manager representing the owner of the property. Landlord is contracted with and acts as an agent and advocate for the owner of the property. Any negotiations will be made on behalf of the owner and all information disclosed to **Landlord** by you must be disclosed to the owner of the property. We offer rental housing to the general public without regard to Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.

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.

Rental Application

Please print clearly

Property Address: _____

Tenant Name: Last: _____ First: _____ Mi: _____

Birth Date: ___/___/___ SSN: _____ - _____ - _____. Driver's Lic # _____ State _____

Cell#: _____ Other#: _____ E-Mail: _____

Present Address: _____ City: _____ State: _____ Zip _____

Landlord name _____ Phone _____ Occupied ___/___ to ___/___

Monthly Rent _____ Reason for Leaving: _____

Previous Address: _____ City _____ State _____ Zip _____

Landlord name _____ Phone _____ Occupied ___/___ to ___/___

Monthly Rent _____ Reason for Leaving: _____

Present Employer: _____ Supervisor _____ Phone# _____

Position Held _____ Monthly Salary: _____ How long Employed _____

Previous Employer _____ Supervisor _____ Phone# _____

Position Held _____ Monthly Salary: _____ Yr/Mo Employed _____

LIST ANY OTHER SOURCES OF INCOME:

Parental Support \$ _____

SSI/Social Security \$ _____

Financial Aid/Grants \$ _____

Alimony/Child Support \$ _____

Retirement/Pension \$ _____

Other \$ _____

Are you a Student yes/no (If yes co-signer required)

Are you a smoker yes/no

LIST NAME & RELATIONSHIP OF ALL PERSONS RESIDING AT THE PREMISES (INCLUDING CHILDREN, RELATIVES, & OTHER CO-RESIDENTS)

Name: _____

Relationship: _____

Name: _____

Relationship: _____

Name: _____

Relationship: _____

In Case of Emergency Notify:

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell/Home Phone: _____ Work Phone: _____

Pets or service animals: **yes / no** Number of pets _____ Male _____ Female _____
 Dog(s) _____ Breed _____ Name _____ Color _____ Weight _____
 Cat(s) _____ Breed _____ Name _____ Color _____ Weight _____

Vehicles:

Make/Model/Year of Vehicles: _____ License Tag#: _____
 Make/Model/Year of Vehicles: _____ License Tag#: _____

Have you ever:

Been sued for non-payment of rent?	_____ Yes	_____ No
Been evicted or asked to move out?	_____ Yes	_____ No
Violated a rental agreement or lease?	_____ Yes	_____ No
Been sued for damage to a rental property?	_____ Yes	_____ No
Declared Bankruptcy in past 7 years?	_____ Yes	_____ No
Been taken to Collections by a Landlord?	_____ Yes	_____ No
Been convicted of a Crime?	_____ Yes	_____ No

If yes, explain: _____

HOW DID YOU HEAR ABOUT US? _____

I, _____, **HEREBY APPLY TO LEASE THE PREMISES LOCATED AT**
 _____ **FOR A TERM OF _____ MONTHS, BEGINNING _____.**

I UNDERSTAND THAT THE MONTHLY RENT ON THIS PREMISES IS \$_____ AND THAT A SECURITY DEPOSIT OF \$_____ IS REQUIRED. Applicant hereby submits the amount \$35.00 for the application fee and in a separate Money Order or Cashier's Check \$_____ as *Earnest Money* to be applied to the applicant's account.

APPLICATION AND AUTHORIZATION:

I understand that the Landlord or his agent(s) have a right to reject my application and to return any earnest money placed on the unit. I also verify that all information provided is true and correct. If the application is denied, a denial letter of explanation and the Earnest Money deposited will be returned within 7 (seven) days of notice of denial.

If the applicant is accepted and does not enter into a Lease Agreement, the Earnest Money will be retained by the Landlord as liquidated damages for removing the property from the rental market. If applicant is accepted as a tenant and enters into a lease agreement, then this instrument shall become part of the lease. Upon signing of the Lease Agreement, the Earnest Money becomes all or part of a Security Deposit on the referenced premises.

ONLY SIGN BELOW IF YOUR APPLICATION IS DENIED!!!! REFUND OF EARNEST MONEY:

My signature below certifies that I have received the refundable amount of \$_____ (*Earnest Money*) from Dunn Real Estate and Management, LLC because my application was denied on _____.

Applicant signature: _____ Date: _____

This release and authorization acknowledges that DUNN REAL ESTATE & MANAGEMENT, LLC may now, or any time while I am renting or co-signing on a lease, or owe money, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under Landlord's tenant policies. I authorize persons, schools, current and former employers, current and former landlords and other organizations to provide Landlord with all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

APPLICANT'S PRINTED NAME: _____

APPLICANT'S signature _____ DATE _____



FOR OFFICE USE ONLY

Please circle the appropriate response below for our verification process with regard to the below named tenant.

Tenant: _____

Address: _____

Were there any late payments on the account? YES NO

Is there any money owing on the account? YES NO

Have they ever written an NSF check? YES NO

Have they ever been served with a 3 day notice

for demand for payment, or possession? YES NO

Have they ever violated their lease agreement? YES NO

Sincerely,
Dunn Real Estate & Mgmt, LLC
Fax: 888-691-4013
Email: Laurie@DunnRE.com