

APPLICATION QUESTIONS

Q: Can I fax or email my application?

A: Yes, you may fax or email your application to our office. However, your application will not begin processing until Mountain-n-Plains, Inc. has received both your application fee and half of the security deposit. Without receiving all fees, Mountain-n-Plains, Inc. will NOT hold the prospective property off the market. The application may also be mailed or brought to our office with the application fee and half of the security deposit.

Q: If I am moving to Fort Collins, how do I show proof of employment?

A: If you are moving to Fort Collins and will be starting employment here, please list your “present employment” as the new position and the “previous employment” as the position you are currently in. An offer letter or verbal verification from the future employer will satisfy our qualifying criteria.

Q: What is my income requirement?

A: You are required to make two and one half times your portion of the rent (see example below). If a parent or guardian provides one of your sources of income, the parent or guardian must co-sign for you.

- Example: If you have one roommate, and the rental amount is \$800.00 per month, you will each owe \$400 per month. $400 \times 2.5 = \$1000.00$. You each need to make at least \$1000.00 per month.

Q: Can I write one check for everything when applying for a property?

A: You must write two separate checks:

- One check should include \$25.00 for each applicant (all application fees can be in one check)
- One separate check for one half of the security deposit at the time the application is submitted.

Q: Is the carpet/lock fee the same as the security deposit?

A: The security includes the carpet/lock fee. The carpet/lock fee is the nonrefundable portion of the security deposit, whereas the remainder of the security deposit is refundable as long as there are no damages and/or changes to the property.

- For example: Rental rate is \$1200.00.
- Security deposit and the carpet/lock fee is also \$1200.00.
- The re-key fee (lock fee) is \$60.00 and the carpet (cleaning) fee is \$145.00.
- Therefore, your refundable security deposit is \$995.00 and the non-refundable portion (the carpet/lock fee) is \$205.00.

Q: What if I don't make enough money to meet income requirements?

A: You will be required to get a co-signer.

Q: What if I don't make enough money to meet income requirements and cannot get a co-signer?

A: You will be required to pay last month's rent in addition to first month's rent, and the security deposit including the carpet and lock fee.

- If your credit falls below Mountain-n-Plains, Inc. point scoring of 90, the application is denied. See *Qualification* on the application form for a detailed explanation.
- Please remember to sign the bottom of the application. Thank you.