



**Thank you for considering Mountain-n-Plains, Inc.**

**FAIR HOUSING POLICY.** It is the policy of Mountain-n-Plains, Inc. (hereinafter referred to as Agent) to offer housing for rental to the general public without regard to race, color, national origin, religion, sex, familial status, marital status, creed, ancestry, or handicap. All employees of Agent fully comply with this policy.

**APPLICATION FEE.** An initial application fee of \$25.00 per applicant must accompany this application. This fee is non-refundable.

**DEPOSIT & FEES.** The security deposit plus a non-refundable carpet cleaning fee and lock re-key fee equals the monthly rental amount. If you have a pet, an additional deposit is required. We require half of the security deposit as earnest money with a completed application to hold the property. Please submit your application fee and earnest money in separate checks/funds/credit card (There is a non-refundable convenience fee for the use of a credit card. Please contact our office for the current fee). The balance of the security deposit, rent due, and carpet/lock fees are due at the time of move-in. A full refund of earnest money will be returned if rental application is not approved. **YOU CANNOT WITHDRAW YOUR APPLICATION ONCE YOU ARE APPROVED WITHOUT FORFEITING YOUR EARNEST MONEY.** Upon move in, rent and carpet/lock fees must be paid in one check and the security deposit balance is to be paid in a separate check/funds/credit card.

**SUBMITTING AN APPLICATION.** All rental properties are leased on first-come-first-serve basis. If you would like to rent a property you have been shown, bring a COMPLETED SIGNED application into our office with earnest money equaling one half of the total security deposit/carpet and lock fee. **ALL** persons the age of 18 or older must apply and be approved to occupy the property. All rental properties are rented on an "as is" basis, unless noted by you and approved by Agent in the contingency portion of this application. Please fill in every blank on the application including contact names and phone numbers for employment and previous landlords. Also, sign and date the application and indicate the date you want to move in at the top of the application. All ROOMMATE APPLICATIONS must be submitted at the same time with the application fees and earnest money. If the application is not fully completed and another application is presented on the property, the second application will be accepted as first. Once an application has been approved, the applicant agrees to sign a lease within 48 hours of notification of that approval by voice mail message to any of the applicants for the property. If applicant is required to get a co-signer, applicant must submit the completed co-signer form and a \$25 application fee within 48 hours of submitting application to Mountain-n-Plains, Inc. or the property will be put back on the rental market. The balance of the security deposit and the first and last months rent (if applicable) must be paid prior to moving in.

**QUALIFICATION.** **ALL** persons the age of 18 or older must apply and be approved to occupy the property. Each person applying for a rental will be approved or denied based on their personal qualifying score. All applicants must have a valid social security number in order to be taken into consideration when applying for a property. Applicant's personal qualifying score will depend on: (1) the length of time you have received a stable verifiable monthly income; [Applicant must have at least 2 ½ times the rent in stable verifiable gross income wages]; (2) the length of time you have been at your present residence; (3) the quality of reference given by your present landlord/mortgage company; (4) the ratio of your monthly rent compared to your monthly income; (5) the ratio of your debt compared to your monthly income; and (6) your FICO score, public records and credit history. Any credit score of 120 points or above will be approved for the credit portion of the application process. An applicant will be denied for the property if their credit score falls under 120 points. If you don't have a previous non-related landlord reference, a co-signer form will be required to take the place of needing that reference. Also, applicant must not have breached any present or previous rental contract without satisfying **ALL** requirements as stated by the Landlord and/or the lease contract. Any applicant who produces a negative rental reference will be denied. If you are currently unemployed, self employed with a business for 3 years or less, or paid on a commission basis, a co-signer is required. If a co-signer form is required, it is the responsibility of the applicant to get the co-signer form signed and application fee returned to Agent within 48 hours of submitting application. It is not Agent's responsibility to follow up on the co-signer forms.

**STANDARD POLICIES.** If the property you are applying for allows pets, the following may be excluded per our attorney's advice: Doberman, German Shepherd, Pit Bull/Staffordshire Terrier, Chow, Saint Bernard, Shar-Pei, Rottweiler, Akita, Great Dane, Ferrets, inside Rabbits, and large Reptiles. **NO DOGS UNDER 1 YEAR OF AGE WILL BE PERMITTED.** If your dog is a mixed breed or any type of terrier Mountain-n-Plains, Inc. requires the applicant to bring the dog into the office for inspection. Also, if a washer and dryer are provided in the dwelling, Agent does not guarantee that the washer /dryer currently in the property are in good working condition. The owner has the option to remove these appliances at any time. Smoking is not permitted in any of Mountain-n-Plains, Inc. properties. Under no circumstances, medical or otherwise, will marijuana be allowed to be grown, smoked, or distributed in or on the property. Violation of this agreement could be grounds for immediate eviction and forfeiture of the security deposit. The tenant shall still be responsible for all other terms and conditions of the existing lease.

**OCCUPANCY STANDARDS.** The following policy concerning maximum occupancy of apartments is based on the health and safety needs of all residents. No more than two persons may occupy a studio or one bedroom, no more than four persons shall occupy a two bedroom, and no more than six persons for a three bedroom. Fort Collins City Code Section 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.

**AGENCY DISCLOSURE:** Mountain-n-Plains, Inc. are contracted with and represent the owner of the property. All negotiations will be made on behalf of the owner and information disclosed to Agent by you may be shared with the owner.



Mountain - n - Plains, Inc.

REAL ESTATE SERVICES
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Rental Application

Office Use Only Date submitted: Time: Applicant #: 1 / 2 / 3
Rental Agent: Monthly Rental Rate: \$ Pending Board

Applying for If approved I/We will Lease
How did you find out about this property? (Circle one) Sign Phone book Word of Mouth Internet (which one) Move-in Date End Date

Applicant Full Name SS #
Date of Birth Driver's License # State
Cell #: Work #: Home/Other #:

Current Address City/State Zip
Name of Current Landlord/Mortgage Co. Phone #
Address of Current Landlord City/State Zip
At Current Address From to Amount of Monthly Rent \$

Previous Address City/State Zip
Name of Previous Landlord/Mortgage Co. Phone #
Address of Previous Landlord City/State Zip
Dates Occupied Previous Address: From to Amount of Monthly Rent \$

Present Income Source Phone # ( )
Address/City/State Zip Full or Part Time
Payroll Contact Employed From to Present Title Gross Salary mo.

Previous Income Source Phone # ( )
Address/City/State Zip Full or Part Time
Payroll Contact Employed From to Title Gross Salary mo.

Student? Yes / No Do You Receive Parental Financial Support? Yes / No If Yes, List Monthly Amount \$
Any Other Source of Income? Amount \$ mo.
Please provide proof of all other sources of income

Occupants Please list all occupants below, even if temporary occupancy:
Name Relationship Age
Name Relationship Age
Name Relationship Age
Name Relationship Age

References
Parents Name Address/City/State/Zip Phone
Nearest Relative Address/City/State/Zip Phone
Non-Relative Address/City/State/Zip Phone
In case of emergency, please contact: Name Phone #
Address City/State Zip

Vehicles
Make Model Color Year
Tag # State Insurance Co. Legal Owner's Name
Make Model Color Year
Tag # State Insurance Co. Legal Owner's Name
Make Model Color Year
Tag # State Insurance Co. Legal Owner's Name

**Please answer the following questions**

Yes \_\_\_ No \_\_\_ Have you ever been evicted from any property in the last five (5) years? (If yes, please explain below)  
Yes \_\_\_ No \_\_\_ Have you ever filed bankruptcy? (If yes, date \_\_\_\_\_ chapter filed \_\_\_\_\_)  
Yes \_\_\_ No \_\_\_ Have you ever been sued for non-payment of a debt? (If yes, please explain below)  
Yes \_\_\_ No \_\_\_ Have you ever been arrested and convicted of a felony? (If yes, please explain below)  
Yes \_\_\_ No \_\_\_ Have you ever been served an eviction notice or asked to vacate a property you were renting? (If yes, please explain below)  
Yes \_\_\_ No \_\_\_ Have you ever refused to pay rent when due? (If yes, please explain below)  
Yes \_\_\_ No \_\_\_ Have you ever broken, or in any manner failed to honor a lease or rental agreement? (If yes, please explain below)  
Yes \_\_\_ No \_\_\_ Have you ever changed your name? Please list all previous names: \_\_\_\_\_  
Explanation of above: \_\_\_\_\_

**Miscellaneous**

Pets # \_\_\_\_\_ Breed(s) \_\_\_\_\_ / \_\_\_\_\_ Weight \_\_\_\_\_ / \_\_\_\_\_ Height \_\_\_\_\_ / \_\_\_\_\_ Neutered/Spayed  
Age \_\_\_\_\_ / \_\_\_\_\_ Color \_\_\_\_\_ / \_\_\_\_\_ Name \_\_\_\_\_ / \_\_\_\_\_  
Outside Storage Items ( ) Boat ( ) Trailer ( ) Bicycle ( ) Camper ( ) Motorcycle ( ) Other: \_\_\_\_\_  
Describe \_\_\_\_\_  
Waterbed? Yes / No How Many? \_\_\_\_\_ Waterbed Insurance? Yes / No  
Please inform of any special requirements: \_\_\_\_\_

**Contingencies: (PROPERTY ACCEPTED AS IS UNLESS NOTED HERE)** \_\_\_\_\_  
\_\_\_\_\_

**Agency Disclosure:** Mountain-n-Plains, Inc. (hereinafter referred to as Agent) is a licensed Real Estate Agency in the State of Colorado. Charlie Koons is the current managing broker. Agent is managing and/or leasing the property as agent for the owner and is not the agent of the Resident. Any leasing and/or management fees due to the Agent for this transaction will be paid by the owner and not by the Resident. Agent owes duties to the owner, which includes but is not limited to; good faith, loyalty, and fidelity. Agent will negotiate on behalf of and act as an advocate for the owner. Agent shall disclose to Resident all adverse material facts about the property actually known by the Agent (subject to the limitations of section 38-35.5-101, C.R.S). Applicant should not tell Agent any information which applicant does not want shared with the owner. Resident shall not be vicariously liable for Agent's acts when Agent acts as Agent of the owner. (Vicarious liability is a principal's liability for the acts of an agent when the agent is acting within the scope of the agent's employment.

**Applicant Agreement:** I have examined the information I have provided on this application and hereby agree that all the questions I have answered are true to the best of my knowledge. I understand and agree that this application is subject to approval by Agent based primarily on the information I have supplied on this application. I understand and agree that this application is not a lease or a rental agreement. I hereby waive any claim for damages if my application is not accepted. I understand Agent will make every good faith effort to have the premises ready for occupancy as promised. However, should the premises not be available for occupancy, I hereby waive any and all rights to seek damages of any kind from Agent. On behalf of the owner and any assignees, I hereby authorize Agent to obtain a current credit bureau report, and to call or write any of my references for verification that the statements are true and accurate. If I need a co-signer in order to be approved, I understand and agree to provide the signed, notarized co-signer form and \$25 application fee within 48 hours of submitting my application. If my co-signer form is not submitted within the 48 hour time period, I understand the property will be put back on the market for rent and my 1/2 deposit will be returned to me. I also authorize Agent to make further credit inquiries in regard to continued creditworthiness and collection of unpaid rent or damages to the premises. Your credit report may be shared with principle owner(s) and assignees. This application will be attached and made part of the lease agreement.

Once an application has been approved, the applicant(s) agree(s) to sign a lease within 48 hours of notification of that approval by voicemail message to any of the applicants for the property.

I am depositing with this application (Cash, Money Order, Bank Check, Travelers Check, and Credit Card):  
( ) \$ \_\_\_\_\_ Non-refundable credit check fee Ck# \_\_\_\_\_ Receipt# \_\_\_\_\_  
( ) \$ \_\_\_\_\_ Security Money Ck# \_\_\_\_\_ Receipt# \_\_\_\_\_  
( ) \$ \_\_\_\_\_ Other: \_\_\_\_\_ Ck# \_\_\_\_\_ Receipt# \_\_\_\_\_

I understand that I cannot withdraw my application once I have been approved without forfeiting my earnest money. My earnest money will be returned if my application is not approved for any reason. Please mail my deposit to: \_\_\_\_\_  
\_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Any faxed documents with signatures pertaining to the lease, will be accepted in good faith, and shall be considered original signatures. I have read and understand all the information provided above, and I will seek legal counsel if I have any questions or concerns, PRIOR to signing this document.

APPLICANTS SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_