



375 E. Horsetooth Road, Suite 3-100
FORT COLLINS, CO 80525
(970) 221-2323 Fax (970) 221-5310
www.mountain-n-plains.com

Thank you for considering a Mountain-n-Plains, Inc. managed property.

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 security money with a completed application to hold the property. **Please submit your application fee and security 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, last month's rent (if applicable), and carpet/lock fees are due at the time of move-in. A full refund of security money will be returned if rental application is not approved. **YOU CANNOT WITHDRAW YOUR APPLICATION WITHOUT FORFEITING YOUR SECURITY 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 security money equaling one half of the total security deposit/carpet and lock fee. **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 security 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 within 48 hours of submitting the 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. Each person applying for a rental will be approved or denied based on their personal qualifying score. 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. A score above 120 points will be approved, any score between 90 and 119 points will be approved with a parental/Co-Signer form **or** be required to pay *first and last months rent along with the security deposit/fee*. The application will be denied for a score that falls under 90 points. If you don't have a previous **non-related** landlord reference, a Co-Signer form or *first and last month's rent and deposit* will be required. 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. If you are currently unemployed, self employed with a business for 3 years or less, or paid on a commission basis, *first and last month's rent, plus a security deposit or a co-signer* is required. If a parental/Co-Signer form is required, it is the responsibility of the applicant to get the co-signer form signed and returned to Agent within 48 hours of application submission. 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.**

Also, if a washer and dryer is provided in the dwelling, Agent does not guarantee that the washer /dryer currently in the property is 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.

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. is contracted with and represents 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.



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Rental Application

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

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

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

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 _____
Payroll contact _____	Employed from _____ to present
Title _____	Gross salary \$ _____ mo.
Full or Part time _____	

Previous Income source _____	Phone # (_____) _____
Address/City/State _____	Zip _____
Payroll contact _____	Employed from _____ to _____
Title _____	Gross salary \$ _____ mo.
Full or Part time _____	

Student? Yes / No _____	Do you receive parental financial support? Yes / No _____	If yes, list monthly amount \$ _____
Any other source of Income ? _____	Amt. \$ _____	mo. _____
Please provide proof of other source of income		

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

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 _____ Yr. _____
Tag # _____ State _____ Insurance Co. _____ Legal owner's name _____
Make _____ model _____ color _____ Yr. _____
Tag # _____ State _____ Insurance Co. _____ Legal owner's name _____
Make _____ model _____ color _____ Yr. _____
Tag # _____ State _____ Insurance Co. _____ Legal owner's name _____

Please answer the following questions:

Yes _____ No _____ Have you ever been evicted from any apartment in the last five (5) years? (if yes, 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 us 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 Agent for this transaction will be paid by the owner and not by Resident. Agent owes duties to the owner, which includes but is not limited to; good faith, loyalty, and fidelity and 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 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. I hereby authorize Agent to obtain any information necessary to verify the accuracy of the information I have provided. I expressly 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 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 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) involved, and 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 voice mail message to any of the applicants for the property.

I am depositing with this application (Cash, Money Order, Bank Check, Travelers Check, Credit Card):

() \$ _____ Non-refundable credit check fee Ck # _____ Receipt # _____

() \$ _____ Security Money Ck # _____ Receipt # _____

() \$ _____ Other: _____ Ck # _____ Receipt # _____

I understand that I cannot withdraw my application without forfeiting my security money. I will receive my security money back only if I am not approved. If my application is not approved please mail my deposit to: _____
City: _____ State _____ Zip Code: _____

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** _____