

## RENTAL APPLICATION

1710 E. Pikes Peak Ave. Suite 200  
Colorado Springs, CO 80909

### Introduction

Welcome, Bennett Shellenberger Realty, Inc. works with owners as the owners Agent and works with Tenants as Customers. As a Customer, we are disclosing that we have no brokerage relationship with you.

The purpose of the following lease application is to have you, the applicant, supply Bennett Shellenberger Realty, Inc. with sufficient information to enable us to determine if we will rent to you. As part of the application procedures we may also obtain additional information about you. You will not be considered for rental unless all questions on this form are answered in full. Further, you will automatically be disqualified for rental if you provide false answers or misrepresent any portion of this application in any way.

Our occupancy policy is that each occupant must qualify for the property individually. Each occupant who is named in the lease is responsible for all parts of the lease. We WILL NOT mediate any split of deposits, unpaid rent, late fees, or occupancy agreements between the parties.

There is a \$40 non-refundable application fee per adult. This application fee must be paid in cash only. Each adult living in the property must complete an application and will be named on the lease. We verify employment, income, credit check, and landlord references. Allow a minimum of 2 business days for processing.

Security Deposits are required in full at lease signing. We do not accept CASH or CREDIT CARDS for security deposit payment! PERSONAL CHECKS, EFT'S (Electronic Funds Transfers). MONEY ORDERS or CERTIFIED FUNDS only. We MAY accept a fully executed Promissory Note for the Security Deposit.

All inquires and negotiations MUST be addressed by the property manager. The person that shows you the property may not be a broker, and therefore, may not be able to answer questions or make any negotiations. Please, contact the manager with your questions.

#### **Reasons for Disqualification:**

- If the applicant has been evicted, the applicant may be disqualified.
- If the applicant receives a poor reference from a current or previous landlord, the applicant may be disqualified.
- If money is owed to a previous or current landlord for any reason (and restitution has not been made) the applicant may be disqualified.
- If the applicant is in the process of declaring bankruptcy, and the filing and/or judgments are not finalized, the applicant may be disqualified.
- If there has been a bankruptcy in the past 7 years, and the applicant has incurred more negative debt the applicant may be disqualified.
- If the applicant has ever been convicted of a felony, arson, or a sex offense, the applicant may be disqualified.
- Credit scores is greater then 600, anticipate a standard security deposit.
- If the credit score is between 550-600, anticipate paying additional security deposit.
- If the credit score is between 500-550, plan paying additional security deposit.
- If the credit score is less than 500, the applicant may be disqualified

***ALL QUESTIONS MUST BE ANSWERED TO BE CONSIDERED FOR RENTAL!!!***

**Credit Issues:**

- We may require a Colorado property owner as a co-signer. All co-signers must go through the application process and pay the appropriate application fee. All co-signers must sign on the lease and all extensions of the lease. If accepted, certified funds may be required for all transactions.

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**Once an applicant is approved**, we will contact them and set up an appointment, within three days, for them to come into the office and sign the lease. The security deposit (or fully executed Promissory Note) is due in full at the time of the lease signing. The applicant may pick up the keys at the lease signing.

**“Section 8 Housing”**, also known as “HUD”, is NOT accepted unless otherwise noted in the description of the Current Rental Availability Listing. If Section 8 Housing is accepted for the property you are interested in, it does not assist tenants with the security deposit. If you are on Section 8, the property you choose must be inspected and approved before Housing will subsidize you. Section 8 determines what you qualify for and how much you will have to pay, and how much housing will pay. Section 8 does not set the rent, we do. Housing will determine how much each party is responsible for. Bennett Shellenberger Realty, Inc. will not hold a property while waiting for your caseworker’s approval.

**Until we have executed the lease** and you have paid the full security deposit or the full rent due, the property will remain available for showings and rental to other prospective tenants.

**Where Properties allow pets**, there is a limit of 1 (one) pet under 25 pounds. Additional pets must be negotiated with a broker of Bennett Shellenberger Realty, Inc. We **DO NOT** accept cats at all or puppies under 1 year of age. We DO NOT accept the following breeds of dogs, sub breed, or any mix thereof: Dobermans (including miniature), Rottweiler’s, American Staffordshire Terrier, Bull Terriers, Chows, Pit Bulls, Akitas, Mastiffs, Dingos, Wolf Hybrids or other breeds which, in our subjective opinion have aggressive tendencies. Service pets are exempt from this policy but they must be declared in the application.

On properties’ that do not allow pets: **No pets means- NO PETS!** Exceptions may be made for fresh water fish tanks, less than 10 gallons. If you are in a property that does not accept pets, and a pet is found on the property at any time, there is a \$500.00 fine per pet and eviction could occur.

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**Maintenance Requests:** we want to make sure your home is maintained and that maintenance emergencies are dealt with quickly. To help us do this, we will provide guidelines at the time the lease is signed. If a maintenance request IS an EMERGENCY, contact our office by telephone at (719) 471-1703 to indicate you are filing an emergency request. The office or the after hours answering service will contact the appropriate property manager.

If you require maintenance that is not an emergency, you will be required to complete the form we provide when you sign the lease. We will process the request as soon as possible (other restrictions may apply).

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**It is understood that the property is a drug free and a non-smoking property.  
DRUGS AND SMOKING ARE NOT ALLOWED!**

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**Rent is always due on the 1st of each month. Rent is late at 5 pm on the 5th of each month, no exceptions. A \$100.00 late fee plus \$5.00 per day is automatically added at 5:01 p.m. on the 5th day of the month.**

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By signing above, I indicate that I have read and understand the above information.

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# RENTAL APPLICATION

1710 E. Pikes Peak Ave. Suite 200, Colorado Springs, CO 80909



**By initialing here \_\_\_\_\_, I understand that the rental application fee is \$40.00, CASH ONLY, non-refundable processing fee PER ADULT.**

I also understand this must be paid prior to turning in this application and that processing will not begin until this fee has been paid in full.

*Each adult living on the property must complete an application*

Address of property I am applying for: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Desired move in date: \_\_\_\_\_

Term of lease: \_\_\_\_\_ months

Monthly rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Pet Deposit: \$ \_\_\_\_\_

Referred by: \_\_\_\_\_ Shown By: \_\_\_\_\_ Date of tour: \_\_\_\_\_

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**Full Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Drivers Lic. #** \_\_\_\_\_ **State:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

**Present Address info: Street:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

Move in date: \_\_\_\_\_ Monthly rent \$ \_\_\_\_\_ Alt. or cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Current Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Previous Address info: Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Monthly rent \$ \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Current Employer: Company Name \_\_\_\_\_

Salary \$ \_\_\_\_\_ per Hour / Month / Year (circle one)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ From \_\_\_\_\_

Position/Rank \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor position/Rank \_\_\_\_\_ Phone \_\_\_\_\_

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Previous Employer: Company Name \_\_\_\_\_

Salary \$ \_\_\_\_\_ per Hour / Month / Year (circle one)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_ From \_\_\_\_\_ Position/Rank \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor position/Rank \_\_\_\_\_ Phone \_\_\_\_\_

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Additional Income (describe source and amounts) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In case of emergency:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship \_\_\_\_\_ Years known \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship \_\_\_\_\_ Years known \_\_\_\_\_  
Person who can always reach you:  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship \_\_\_\_\_ Years known \_\_\_\_\_

**Declaration of pets is required.** In properties that allow pets, a limit of 1 (one) pet of less than 25 pounds, unless negotiated with an agent. We do NOT accept cats at all or puppies under 1 year of age. We DO NOT accept the following breeds of dogs or any mix of: Dobermans (including miniature), Rottweiler's, American Staffordshire Terrier, Bull Terriers, Chows, Pit Bulls, Akitas, Mastiffs, Dingo's or Wolf Hybrids. We **DO NOT allow** amphibians, fowl, pigs (domesticated or otherwise) or Snakes. Undeclared and unauthorized pets will result in fines and lease termination. Pet deposit of \$250.00 per pet, is required and YOU are responsible for any damage, NO EXCEPTIONS!. **Remember, no pets means - NO PETS! Service dogs are exempt from pet policy!**

**Please list any pets you wish to have on the property:**

Name \_\_\_\_\_ Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_  
Sex \_\_\_\_\_ Spayed / Neutered (circle one)  
Name \_\_\_\_\_ Type \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_  
Sex \_\_\_\_\_ Spayed / Neutered (circle one)

List all vehicles owned or leased (that may be found at any time at the property):

Make \_\_\_\_\_ Model \_\_\_\_\_ Owner: \_\_\_\_\_  
Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate# \_\_\_\_\_ State \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Owner: \_\_\_\_\_  
Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate# \_\_\_\_\_ State \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Owner: \_\_\_\_\_  
Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate# \_\_\_\_\_ State \_\_\_\_\_

How many people will be residing in the rental property? \_\_\_\_\_ Provide their names and ages.  
\_\_\_\_\_  
\_\_\_\_\_

For any persons under the age of 18, please state their relationship to the applicant.  
\_\_\_\_\_  
\_\_\_\_\_

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**It is understood that the interior of the property is non-smoking.**

Do you or anyone in your household smoke? \_\_\_\_\_ Who? \_\_\_\_\_.

Are you now or have you ever had eviction proceedings filed from any tenancy? \_\_\_\_\_

If so, When? \_\_\_\_\_ Where? \_\_\_\_\_

Have you ever willfully or intentionally refused to pay rent when due? \_\_\_\_\_

If so,-please explain: \_\_\_\_\_

Do you know of anything which may interrupt your income or ability to pay rent? \_\_\_\_\_

If yes-please explain: \_\_\_\_\_

Rent is due on the 1st of each month. Are you able to fulfill this requirement? \_\_\_\_\_

Have you ever filed a petition for Bankruptcy? \_\_\_\_\_

If so – When: \_\_\_\_\_ Where: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_

Have you or anyone in your household ever been charged with a felony or misdemeanor? \_\_\_\_\_

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

Are you, or anyone in the household required to register as a previous offender of any type? \_\_\_\_\_

Are you on or expecting to use government subsidized housing: \_\_\_\_\_

If yes, who is your caseworker: \_\_\_\_\_

What is their phone number? \_\_\_\_\_ What is your allowance: \$ \_\_\_\_\_

Reason for leaving current residence? \_\_\_\_\_

Are you obligated to pay child support or alimony? \_\_\_\_\_ If yes how much \$ \_\_\_\_\_

The fact that you have filled out this application and paid the non-refundable fee and the fact that we have accepted the application for consideration does not mean that you have a lease or that we have agreed to rent to you. Our decision to rent to you is based on a complete consideration of all the information you have provided and that we will collect on your behalf. Any inaccurate or false information provided will result in the denial of your application and may result in rescission of any lease we might eventually enter with you and the forfeiture of all security deposits held.

We may be requesting a consumer credit report, landlord references, eviction verification, proof of income, and criminal background on you. By signing this application, you are authorizing us to do so and requesting that reporting agencies provide such a report. The Fair Credit Reporting Act allows you to request a complete disclosure of the nature and scope of the investigation we intend to request. We hereby inform you that the credit report will include information relating to your employment, Occupation, Credit history, and verification of present address, and contact with current and previous landlords.

I authorize the verification of the aforementioned information. Bennett Shellenberger Realty reserves the right to cooperate with and release information regarding this application and tenancy to: Government Entities, Military Inquires, Police Authorities, Housing Authorities, and Landlord Verifications that may request information about me.

This application will become part of the lease. We may continue to take applications until we find a suitable Tenant for the owner.

By signing below I certify that the answers I have given are true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Applicant Signature:

\_\_\_\_\_  
Date of Signature:

***ALL QUESTIONS MUST BE ANSWERED TO BE CONSIDERED FOR RENTAL!!!***



## Authorization to release information

### Applicant Consent (Criminal History)

I hereby consent to allow Bennett Shellenberger Realty, Inc. (BSR) itself or through its designated agents or employees, to obtain a criminal history on me and to obtain a criminal history for the purpose of determining whether to lease a property to me. I also agree and understand that BSR and its agents and employees may obtain additional criminal record reports on me in the future to update or review my account. Upon my request, BSR will tell me whether criminal record reports were requested and the names and addresses of any reporting agency that provided such reports. \_\_\_\_\_

Applicant's initials

### Applicant Consent (Credit and Rental History)

I hereby consent to allow Bennett Shellenberger Realty, Inc. (BSR), itself or through its designated agents or employees, to obtain a consumer credit report on me and to obtain and verify each of my credit and rental history and employment information for the purpose of determining whether to lease an apartment or house to me. I also agree and understand that BSR and its agents and employees may obtain additional consumer reports on me in the future to update or review my account. Upon my request, BSR will tell me whether consumer credit reports were requested and the names and addresses of any consumer reporting agency that provided such reports. \_\_\_\_\_

Applicant's initials

Necessary credit information may include verifying checking and/or savings accounts or reviewing tax returns.

Applicant understands and agrees that applicant will NOT receive a copy of any of the above reports.

\_\_\_\_\_  
Applicant's printed name

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Please return completed forms to Bennett Shellenberger Realty, Inc. 1710 E. Pikes Peak Ave, Colorado Springs, CO 80909

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