

Columbine Realty & Property Management

Statement of Rental Policy

1. **We are an equal opportunity provider.** We comply with the federal Fair Housing Act and with all state and local fair housing laws. We do not discriminate against anyone because of race, color, religion, sex, handicap, familial status or national origin.
2. **Rental home availability.** Rental homes become available once they have been cleaned and prepared for new resident. We update our list as rentals become available.
3. **Occupancy guidelines.** We follow the fair housing laws on occupancy and restrict two persons to bedroom. This helps with overcrowding and undue stress on plumbing and other systems.
4. **Application process.** We evaluate every application submitted in the following manner. You must submit a completed application and pay the nonrefundable application fee. We will evaluate your responses on your application and determine if you qualify. If not your application will be rejected. If you do qualify we will screen your application by running a credit report, criminal history, employment and rental references to confirm they meet our requirements. If all requirements are met, your application will be approved. This process can take up to 7 days.
5. **Rental Criteria.** To qualify for a unit with Columbine Realty & Property Management you must meet the following requirements.
 - a. **Income.** Your monthly income must be at least 2 % times the monthly rent. You must be able to prove at least 6 months of employment. If you were a full time student anytime during the last year, we will require you to have a guarantor.
 - b. **Rental history.** You must provide your 2 most recent landlord references. We will reject your application if you have had any lease violations, excessive late payments, unit damage or have been evicted.
 - c. **Credit history.** Your credit record must be satisfactory. If credit history record shows any unpaid collections, judgements, liens or excessive late payments your application will be rejected. With the exception of unpaid medical bills. If application shows a bankruptcy in the last 6 month your application will be rejected.

d. **Criminal history.** If we find when running your criminal report that you have a felony your application maybe rejected depending on the offense. If you have been convicted of a misdemeanor with in the last 5 years and it was of a violent nature or dishonesty we will reject your application.

e. **Age.** All occupants over the 18 years of age will need to fill out an application.

6. **Viewing the unit.** We will not sign a lease on a site unseen property. Applicant must view property in person or have someone take a video of the unit for them.

7. **Security Deposit.** All security deposits are 1.5% times the rent and must be paid in full once application has been approved.

8. **Renters Insurance.** Renters insurance is to be acquired before lease signing, and maintained while renting the unit.

9. **Pets.** Not all properties accept animals. Only authorized animals are to be on the property. Animals must be approved prior to move in. A \$300.00 refundable pet fee and an additional \$35.00 in rent will be required.

Due to owner insurance coverage restrictions, we cannot accept the following dog breeds; Pit Bulls, Staffordshire Terriers, American Bulldog, Mastiff, Doberman, Rottweiler, German Shepard, Chow, Wolf, Akita or any dog which is a mix with these breeds.