



Rental Application Checklist

To ensure a smooth application process, take note of the following and return the items listed below to our office. You may bring your application and required documents to the office or you may email them to pueblopropertymanager@live.com

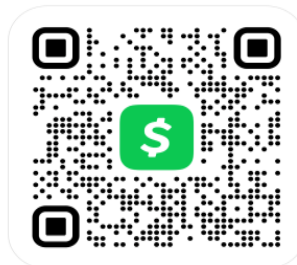
We will not process your application until all items listed below are received. We will be sure to provide you with an answer within 24-72 hours. If your application is approved, you will need to pay a holding fee within 1 business day to confirm and hold your new home.

- ☐ Completed and signed application for each person over 18 years of age
- ☐ Signed Brokerage Disclosure Form
- ☐ Proof of Income and Employment
- ☐ Government Issued Photo ID
- ☐ Social Security Card
- ☐ \$40 Application Fee (Cash, Money Order, CashApp)

PLEASE READ APPROVAL CRITERIA BEFORE YOU SUBMIT YOUR APPLICATION!

Criteria apply to ALL applications equally.

- Verifiable combined household income must be at least 2x the rent amount
- Credit Score ≥ 570
- 2 years verifiable rental history
- No evictions within the last 3 years
- No Unpaid rent or documented property damages or lease violations in the last 7 years



Lori Allen

Scan to pay \$PeakRealtyPueblo

Lori Allen, Rylynn Rodriguez- Licensed Brokers
Lisa Jackson-Unlicensed Assistant
2328 N. Grand Avenue
Pueblo, CO 81003
(719) 542-0322

PEAK REALTY LLC
RENTAL APPLICATION AND ACKLOWDEGEMENT

PROPERTY APPLYING FOR:			REQUESTED MOVE IN DATE:		
APPLICANT INFORMATION (PLEASE PRINT)					
FIRST NAME		M.I.		LAST NAME	
BIRTH DATE		SSN		DRIVER'S LICENSE #	
HOME PHONE ()		WORK PHONE ()		CELL PHONE ()	EMAIL
CURRENT ADDRESS					
STREET ADDRESS				CITY	STATE ZIP
MOVE IN DATE	MOVE OUT DATE	LANDLORD NAME		LANDLORD PHONE ()	
MONTHLY RENT \$	REASON FOR LEAVING				
PREVIOUS ADDRESS					
STREET ADDRESS				CITY	STATE ZIP
MOVE IN DATE	MOVE OUT DATE	LANDLORD NAME		LANDLORD PHONE ()	
MONTHLY RENT \$	REASON FOR LEAVING				
OTHER OCCUPANTS					
	NAME		BIRTH DATE		RELATIONSHIP
PETS					
PETS? YES / NO (CIRCLE ONE)			HOW MANY?		
DESCRIBE					
EMPLOYMENT & INCOME INFORMATION					
CURRENT OCCUPATION			EMPLOYER NAME		
SUPERVISOR NAME			EMPLOYER ADDRESS		
SUPERVISOR PHONE ()			MONTHLY SALARY \$		
START DATE			END DATE		
OTHER INCOME DESCRIPTION			OTHER INCOME AMOUNT \$		
EMERGENCY CONTACT					
NAME		ADDRESS		PHONE ()	RELATIONSHIP
ADDITIONAL INFORMATION					
DO YOU HAVE A REQUEST FOR REASONABLE ACCOMODATIONS? YES / NO					
HAVE YOU FILED FOR BANKRUPTCY? YES / NO					
HAVE YOU BEEN EVICTED? YES / NO			DO YOU HAVE A JUDGEMENT FOR PAST DUE REN' YES / NO		
DO YOU SMOKE? YES / NO			DO YOU HAVE A JUDGEMENT FOR DAMAGES? YES / NO		
BEEN CONVICTED OF A CRIME? IF YES, PLEASE PROVIDE TYPE OF OFFENSE, DATE, COUNTY AND STATE					
VEHICLE INFORMATION					
YEAR	MAKE	MODEL		LICENSE NO. & STATE	



RENTAL APPLICATION, ACKNOWLEDGEMENT, AND DISCLOSURE

APPLICATION ACKNOWLEDGEMENT

By signing this application, you represent that all above statements are true and complete and do hereby authorize verification of such information. If you fail to answer any question, or answer in a way that is determined to be misleading or false, we may reject your application and retain all application fees and deposits as liquidated damages for our time and expense in processing your application, and it will terminate your right of occupancy. You authorize us to access a consumer credit report, verification from current and former landlords, and current and former employers for the purpose of evaluating your ability to meet the terms of the proposed rental contract. This application is not a lease agreement or a contract and is subject to approval by the Property Manager as the Agent for Owner.

The Application Fee of \$40.00 per person (18 years of age and older) must be paid before this application can be processed and is non-refundable. The rental application fee listed consist of the below charges. Applicant acknowledges that we may incur such costs which are reasonable and necessary to complete the screening and background check process.

\$15.00	Credit Screening Report
\$ 5.00	Current and Previous Landlord Verification
\$ 5.00	Employment and income Verification
\$15.00	Office time to review application/background/credit report, income and employment.

If approved, you will need to pay a Holding Deposit within 1 business day. If you have to cancel your move-in, you must notify us in writing within 24 hours after paying the Holding Deposit. Holding Deposits will be refunded within 30 days. There are no refunds of Holding Deposits after 24 hours as they become a fee for liquidated damages. The Holding Deposit will be applied to your Security Deposit balance when the lease is signed.

We will begin the application process when we have received completed applications and supporting documentation from all applicants and occupants. The three outcomes from the approval process are accepted, conditional acceptance, or denied. If there is limited credit history available, income and rental history will be used to evaluate your application and additional deposits may be required. Additional information and/or deposits may be required if a conditional acceptance is recommended. If your rental application is denied, Peak Realty LLC will give you a notice of denial that states the reason for denial within 20 days of making the decision. Such notice will be delivered electronically via the email address provided in the application. If there is not an email listed, we will mail such notice to the current address listed on the application. If you are denied credit because of information from a credit report, the Fair Credit Reporting Act requires the creditor to give you the name, address and phone number of the credit reporting agency that supplied the information. You should contact that agency to find out what your report said. We are not able to disclose any information we obtained from your credit report to you.

Fair Housing and Reasonable Modifications

The Federal Fair Housing Act (known as the Act) prohibits discrimination in housing based on race, color, religion, sex, national origin, familial status, and disability. If you or a member of your household have a disability and think you need an accommodation, you may request it in writing, at any time during the application process or after occupancy. You may obtain a Request for Reasonable Accommodation form the Property Management office at Peak Realty LLC. Requests for accommodations are assessed on a case-by-case basis. Please allow 5-7 business days for approval or denial of your request.

I have read and understand the Application Acknowledgement stated above. By signing this application, I declare that all statements in this application are true and complete. I also give Peak Realty LLC my permission to contact any of the employers or landlords listed herein for verification purposes.

Applicant Name (please print)

Signature, Applicant

Date

Signature, Agent for Owner

Date

OFFICE USE ONLY

Rental History	Credit Check	Employment Verification	ESM/SA	SH	Denial Date	Approved Date
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DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE WHICH INCLUDE LANDLORD AGENCY, TENANT AGENCY OR TRANSACTION-BROKERAGE.

BROKERAGE DISCLOSURE TO TENANT

DEFINITIONS OF WORKING RELATIONSHIPS

For purposes of this document, landlord includes sublandlord and tenant includes subtenant.

Landlord's Agent: A landlord's agent works solely on behalf of the landlord to promote the interests of the landlord with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the landlord. The landlord's agent must disclose to potential tenants all adverse material facts actually known by the landlord's agent about the property. A separate written listing agreement is required which sets forth the duties and obligations of the broker and the landlord.

Tenant's Agent: A tenant's agent works solely on behalf of the tenant to promote the interests of the tenant with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the tenant. The tenant's agent must disclose to potential landlords all adverse material facts actually known by the tenant's agent, including the tenant's financial ability to perform the terms of the transaction and, if a residential property, whether the tenant intends to occupy the property. A separate written tenant agency agreement is required which sets forth the duties and obligations of the broker and the tenant.

Transaction-Broker: A transaction-broker assists the tenant or landlord or both throughout a real estate transaction by performing terms of any written or oral agreement, fully informing the parties, presenting all offers and assisting the parties with any contracts, including the closing of the transaction, without being an agent or advocate for any of the parties. A transaction-broker must use reasonable skill and care in the performance of any oral or written agreement, and must make the same disclosures as agents about all adverse material facts actually known by the transaction-broker concerning a property or a tenant's financial ability to perform the terms of a transaction and, if a residential property, whether the tenant intends to occupy the property. No written agreement is required.

Customer: A customer is a party to a real estate transaction with whom the broker has no brokerage relationship because such party has not engaged or employed the broker, either as the party's agent or as the party's transaction-broker.

RELATIONSHIP BETWEEN BROKER AND TENANT

Broker and Tenant referenced below have NOT entered into a tenant agency agreement. The working relationship specified below is for a specific property described as:

or real estate which substantially meets the following requirements:

Tenant understands that Tenant is not liable for Broker's acts or omissions that have not been approved, directed, or ratified by Tenant.

CHECK ONE BOX ONLY:

☐ **Multiple-Person Firm.** Broker, referenced below, is designated by Brokerage Firm to serve as Broker. If more than one individual is so designated, then references in this document to Broker shall include all persons so designated, including substitute or additional brokers. The brokerage relationship exists only with Broker and does not extend to the employing broker, Brokerage Firm or to any other brokers employed or engaged by Brokerage Firm who are not so designated.

☐ **One-Person Firm.** If Broker is a real estate brokerage firm with only one licensed natural person, then any references to Broker or Brokerage Firm mean both the licensed natural person and brokerage firm who shall serve as Broker.

CHECK ONE BOX ONLY:

☐ **Customer.** Broker is the ☐ landlord's agent ☐ landlord's transaction-broker and Tenant is a customer. Broker intends to perform the following list of tasks: ☐ Show the premises ☐ Prepare and Convey written offers, counteroffers and agreements to amend or extend the contract. Broker is not the agent or transaction-broker of Tenant.

☐ **Customer for Broker's Listings – Transaction-Brokerage for Other Properties.** When Broker is the landlord's agent or landlord's transaction-broker, Tenant is a customer. When Broker is not the landlord's agent or landlord's transaction-broker, Broker is a transaction-broker assisting Tenant in the transaction. Broker is not the agent of Tenant.

☐ **Transaction-Brokerage Only.** Broker is a transaction-broker assisting the Tenant in the transaction. Broker is not the agent of Tenant.

If Broker is acting as a transaction-broker, Tenant consents to Broker's disclosure of Tenant's confidential information to the supervising broker or designee for the purpose of proper supervision, provided such supervising broker or designee shall not further disclose such information without consent of Tenant, or use such information to the detriment of Tenant.

THIS IS NOT A CONTRACT.

If this is a residential transaction, the following provision applies:

MEGAN'S LAW. If the presence of a registered sex offender is a matter of concern to Tenant, Tenant understands that Tenant must contact local law enforcement officials regarding obtaining such information.

TENANT ACKNOWLEDGMENT:

Tenant acknowledges receipt of this document on _____.

Tenant

Tenant

BROKER ACKNOWLEDGMENT:

On _____, Broker provided _____ (Tenant) with this document via _____ and retained a copy for Broker's records.

Brokerage Firm's Name: _____

Broker