

RENTAL APPLICATION

Go to www.stegnerrentals.com and click on "Forms" then on "Application Process & Guidelines" to see our approval process.



Stegner Property Management, LLC

Phone: 970-420-2191 - Fax: (866) 775-6473
1020 Luke St. Suite B
Fort Collins, CO 80524

Email: stegnerproperties@gmail.com
Website: www.stegnerrentals.com

Before You Begin:

PETSCREENING IS A REQUIRED PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS:

A welcoming environment is paramount to all of our residents. To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile (No Pet/Pet/Animal). This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If you need accommodation in another way, please contact your housing provider.

Please get started by selecting a profile category on our landing page. Copy and paste the following link in another tab: <https://stegner.petscreening.com/>

APPLICATION FEE: You will be required to pay a \$50.00 application fee per person. We will need an application from each individual applying for the property regardless of marital status. If applying with housemates or other, we will need all applications in before we can hold you in first place. We run applications on a first come first serve basis.

The fee consists of the following: \$5.00 for initial assessment of completeness of application and determination if additional information or documentation is required to complete application. This \$5.00 is paid to a third party service provider and is non-refundable; \$13.15 for the background / credit check; \$31.85 for the one hour average time required to process an application. If you apply for a property but another applicant has already been qualified for and offered the property before your application is fully processed, you will receive a refund of \$45.00 which is the total fee less the \$5 third party provider fee. Stegner Property Management does not keep this \$5.

PORTABLE SCREENING REPORTS: Portable Screening Report: Pursuant to Colorado law you have the right to provide a Portable Screening Report as defined in section 38-12-902(2.5) Colorado Revised Statutes, and if you do so we are not permitted to charge you an application fee or a fee for us to access the Portable Screening Report.

Our online application system cannot accept an application without collecting the application fee. In order to use a Portable Screening Report you must submit your application in paper format and provide us with direct access to your Portable Screening Report. You can find a printable application on our website, under "Tenants", then "Forms. For more information about what must be in the report see our web site on the "Application Process" page and CRS 38-12-904(1.5)

OTHER INFORMATION YOU WILL NEED TO HAVE AVAILABLE: To complete this rental application, you must be

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prepared to provide 3 years of residential history as well as contact information for your rental references. You will also be asked to provide information on your monthly income. *Please note, to rent without restriction, we require that applicant/s combined gross income is at least two (2) times the monthly rent amount. If you receive a housing subsidy from any program we do not consider that in evaluating your application except to determine that your income is at least twice the amount of your obligation for rent or when the program providing assistance requires us to qualify applicants based on income. We ask if you receive any housing subsidy in order to comply with state law that prohibits us from considering the credit history of an individual who receives a housing subsidy.*

Each resident over the age of 18 must submit a separate rental application.

CO-SIGNER/LEASE GUARANTOR

In order for someone to qualify as a co-signer, this person would need to be a family member as well as a property owner with a minimum of a 650 FICO Score/Experian. They are guaranteeing that the rent will be paid in a timely manner and all covenants of the lease will be followed. They would need to submit a Co-Signer Application and once approved sign the co-signer agreement form.

Our application currently asks for a Drivers license number & state, THIS IS NOT REQUIRED. We are working with our software company to have this question removed. However all applicants must provide some type verifiable identification sufficient to adequately screen them for credit *history (when applicable)* , criminal *history*, rental history and to confirm they are not on the terrorist list.

Finally, please remember that If your application is approved you must sign the lease and pay the security deposit within three (3) business days or you will have surrendered the opportunity to rent the property and we will move on to process the next application in the queue. Your application fee will not be refunded should you decline to rent the property after being qualified.

APPLICATION FEE: There is a \$55.00 application fee per individual applicant. The fee consists of the following: \$5.00 for initial assessment of completeness of application and determination if additional information or documentation is required to complete application. This \$5.00 is non-refundable; \$20.00 for the background / credit check; \$30.00 for the one hour average time required to process an application.

If you apply for a property but another applicant has already been qualified for and offered the property before your application is fully processed, you will receive a refund of \$50.00 which is the total fee less the \$5 for initial assessment/processing.

You must be 18 years of age to apply for and sign a lease/rental agreement on a property.

Please complete all requested information on this form. Thank you for your interest in our properties. If you pay by check and your check bounces, you will be assessed a \$35.00 fee.

Date of Application _____ Desired Date of Occupancy _____ Pets? _____

Describe: _____ **PETSCREENING IS A REQUIRED PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS: THIS IS A REQUIRED PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS**

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PERSONAL INFORMATION

APPLICANT'S FULL NAME (Print Clearly) _____

Home Phone _____

Cell Phone _____

Email Address _____

Date of Birth _____ SSN or (ITIN) _____

APPLICANT'S RESIDENCE HISTORY

PRESENT ADDRESS _____

City/State/Zip _____

Dates at this Address _____ to _____ Present Phone Number _____

Present Landlord/Mortgage Co. _____

Present Landlord Phone Number _____

Monthly Payment _____ Reason for Moving _____

PREVIOUS ADDRESS _____

City/State/Zip _____

Dates at this Address _____ to _____

Previous Landlord/Mortgage Co. _____

Previous Landlord Phone Number _____

Monthly Payment _____ Reason for Moving _____

EMPLOYMENT INFORMATION

Present Employer _____ Dates Employed _____ to _____

Employer's Address _____ Phone _____

Position _____ Supervisor _____ Gross Monthly Salary _____

If Less Than One Year, Please List Previous Employer _____

Dates Employed _____ to _____

Employer's Address _____ Phone _____

Position _____ Supervisor _____ Gross Monthly Salary _____

OTHER INFORMATION

Total Number of Vehicles _____

Make/Model _____ Year _____ Color _____ LicensePlate/State _____

Make/Model _____ Year _____ Color _____ LicensePlate/State _____

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If there are other sources of income you would like to have considered, please list:

Amount _____ Per _____ Source _____ Phone _____

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Have you ever:

In LAST 7 YEARS been sued for non-payment of rent? _____ Yes _____ No

In LAST 7 YEARS been evicted or asked to move out? _____ Yes _____ No

In LAST 7 YEARS broken a rental agreement or lease? _____ Yes _____ No

In LAST 7 YEARS been sued for damage to a rental property? _____ Yes _____ No

Declared Bankruptcy in past 7 years? _____ Yes _____ No

In LAST 7 YEARS been taken to Collections by a Landlord? _____ Yes _____ No

Convicted of a Crime? _____ Yes _____ No

Ever filed a suit against a landlord? _____ Yes _____ No

Do you receive any kind of housing subsidy from a public or private program? _____ Yes _____ No

If yes, please explain: _____

In case of an emergency, notify (**must provide two not living with you**):

Name _____ Relationship _____

Address _____ City, State, Zip _____

Phone _____ Work Phone _____

Name _____ Relationship _____

Address _____ City, State, _____

Zip _____ Phone _____ Work Phone _____

PLEASE LIST THE NAMES OF ALL PARTIES THAT WILL BE RESIDING WITH

YOU: _____

Applicant hereby pays a fee in the amount of \$ _____ for the application fee.

We process applications on a first come first serve basis only.

We will process the first application/s in our office with signed application/s and application fees of all parties applying together. If this application meets our qualifying criteria after reviewing Income/Employment, Credit, Criminal & Rental History, then applicant/s will be the approved applicant/s.

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Unless we authorize otherwise in writing, once approved you and all co-applicants must sign the Lease Contract within 3 business days after you have been approved and **must pay the full deposit at the time you sign the lease**. If you or any co-applicant fails to sign the lease and pay the deposit as required, we will move on to the next applicant and not hold the property for you.

Non-approval. We will notify you whether you've been approved usually within 24-72 hours after the date we receive a completed Application. Notification will typically be by phone if approved and by phone as well as a written notice with details of the reasons for denial if denied. You must not assume approval until you receive actual notice of approval.

Notice to or from Co-applicants. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

Please note: You can view our qualifying criteria on our website www.stegnerrentals.com under "Tenants" and then under "Application Process" or ask our office and we will supply you with a copy.

We ask that you view a copy of our sample lease before applying, you can view this on our website www.stegnerrentals.com under "forms" or contact our office and we will be happy to supply you with a copy.

Before submitting an application, applicant agrees that they have viewed the property, reviewed the lease and our qualifying criteria, have a clear understanding of the rent amount, all the lease terms and start date of the lease.

PLEASE FILL IN THE BELOW INFORMATION COMPLETELY THEN SIGN AND DATE

APPLICATION AND AUTHORIZATION:

I _____, HEREBY APPLY TO LEASE THE PREMISES LOCATED AT _____ FOR A TERM OF _____ MONTHS, BEGINNING _____, _____. I UNDERSTAND THAT THE MONTHLY RENT ON THIS PREMISES IS \$ _____ AND THAT A SECURITY DEPOSIT OF \$ _____ IS REQUIRED.

This release and authorization acknowledges that **Stegner Property Management** may now, or any time while I am renting or co-signing on a lease, or owe money, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under **Stegner Property Mgmt** tenant policies. I also authorize **Stegner Property Management** to give this application to the property owner and any future managers & landlords.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide Stegner Property Management with all information that may be requested. I hereby release Stegner Property Mgmt and any/all persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I understand that the Landlord or his Agent(s) have a right to reject my application. I also verify that all information provided is true and correct. If this application is accepted, the full deposit will need to be paid and the lease must be signed within 3 business days or Stegner Property Management will move on to the next applicant. I hereby acknowledge receiving and reading a copy of Stegner Property Management, LLC lease.

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Sign

Date

*THIS FORM WAS APPROVED BY MICHAEL T. KRUEGER, ATTORNEY FOR STEGNER PROPERTY MANAGEMENT. IT
HAS NOT BEEN APPROVED BY THE COLORADO REAL ESTATE COMMISSION*