



NESTER PROPERTY MANAGEMENT CORP.

3715 Parkmoor Village Dr., Suite 105

Colorado Springs, CO 80917

WWW.NPMCORG.COM

RESIDENT ACCEPTANCE POLICY

PURPOSE:

1. To provide a standardized guideline for admitting residents to properties managed by Nester Property Management Corporation.
2. To ensure that all applicants are treated fairly and equally.
3. To ensure that only responsible tenants, who will pay rent on time and maintain the rental property are accepted.

SCREENING AND FEES:

All applicants will be screened by a tenant screening service contracted by Nester Property Management Corporation. The application fees, of **\$25.00*** per occupant over the age of 18, will be paid by the prospective tenant of a specific rental property.

**Disclosure of application fees –Nester Property Management Corp. is currently charged \$9.01 for the credit report and multistate sex offender search. Nester Property Management staff hours average a minimum of two hours (\$22.20 at Colorado minimum wage) for application data entry, processing, phone calls/emails for landlord references and employment verification in addition to contacting property owners for application reviews.*

Per Colorado HB23-1099 – The portable Screen Act

1. A prospective tenant has the right to provide to the landlord a portable tenant screening report, as defined in section 38-12-902(2.5), Colorado Revised Statutes; and
2. If a prospective tenant provides the landlord with a portable tenant screening report, the landlord is prohibited from:

Charging the prospective tenant a rental application fee; or

Charging the prospective tenant a fee for the landlord to access or use the portable tenant screening report.

SUBMISSION OF APPLICATIONS:

All applications must be turned in to Nester Property Management completed 100%. Missing information/incomplete applications will be returned to the applicant without being processed. All applications received will be processed and acceptance will be based on the **BEST QUALIFIED**, not any other criteria.

ACCEPTANCE AND POSSESSION:

Acceptance of the application does not guarantee possession of the property until (01) the **TENANT SECURITY DEPOSIT** is paid **IN FULL** and (02) the leasing contract is completed and signed. Written owner approval will be required to **HOLD** any property for more than 10 days-time.

SCORING AND DISQUALIFICATIONS:

Each applicant's screening report shall be reviewed for two types of adverse information, **NEGATIVES**

and **TERMINALS**. If **THREE OR MORE NEGATIVE** items are found in a report, with no extenuating circumstances, the applicant shall be declined. If **ONE TERMINAL** item is found, without extenuating circumstances, the applicant shall be declined.

NEGATIVES: (The following items shall be considered negative items)

- Any credit account that has more than five 30-day late payments in the last three years.
- Any credit account that has more than two 60-day late payment in the last three years.
- Any credit account that has one or more 90-day late payments in the last three years.
- Any credit account that is currently rated more than 30 days late.
- Any credit account, which is rated as having gone to collection.
- Any landlord reference that includes more than two late payments.
- Any instance of a damage deposit, which was not returned due to damage to the rental unit (beyond normal cleaning).
- Any instance of proper intent to vacate notice not being given to landlord.
- Any instance of lease being broken by the applicant.
- Any employment situation that is temporary or seasonal in nature.
- Any bank reference, which shows more than two NSF, checks in the previous 12 months.

TERMINALS: (The following items shall be considered terminal)

- The applicant possesses no valid picture identification, state or federal (or foreign passport).
- The applicant does not have a valid Social Security Number (may be waived for foreign applicants).
- Any OPEN bankruptcy (a bankruptcy to which new claims can still be added).
- Any judgment against applicant by a property management company or rental property owner.
- Any collection filed by a property management company.
- Any eviction or Unlawful Detainer action, past or pending.
- Any current 3-day Notice to vacate or 10-day Notice.
- Any income level which is less than two (02) times the rent of the property applied for.
- Any conviction or pending charges for the selling of drugs, possession of drugs with intent to sell, or for a crime of moral turpitude.
- Any employment reference which states that the applicant will be terminated in the near future resulting in the potential income dropping below the minimum qualification requirement.
- Any history of disruptive behavior, or of living or housekeeping habits that would pose a direct threat to the health and safety of other individuals.
- Any significant distortion of the truth by the applicant on the written application or during the oral interview.

EXTENUATING CIRCUMSTANCES:

In some cases, Nester Property Management Corporation may feel that an applicant who does not qualify under the standards of this policy might still be an acceptable risk due to extenuating circumstances. Such circumstances might include (but are not limited to) severe medical problems, recent death of spouse, a temporary period of unemployment in the past. In these situations, Nester Property Management Corporation will consider the extenuating circumstances, and at Nester Property Management Corporation's discretion, approve or decline the application.

I have read and understand the Resident Acceptance Policy (first two pages of this application packet) provided to me at the time of the application presentation:

Applicant: _____ Date: _____ 2nd Applicant: _____ Date: _____



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ACKNOWLEDGEMENT OF DISCLOSURE

NOTE: Different brokerage relationships are available which include Landlord Agency, Tenant Agency, or Transaction Broker.

Nester Property Management Corporation, has informed me/us that they are working as the Landlord's Agent, defined as: 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.

As an Agent of the Landlord, we act solely on behalf of the Landlord, which includes reasonable care, undivided loyalty, confidentially and full disclosure. Landlord's Agents often work with renters, but do not represent the renter. However, in dealings with a renter, an Landlord's Agent must act honestly and fairly.

By signing below, I/We acknowledge that I/We have received, read, and understand the information contained in this disclosure statement. This statement was given to me at the time the Leasing Agent (Licensee) began providing specific assistance in leasing real estate.

Lessee

Date

Lessee

Date

Leasing Agent

Date



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I/We _____ authorize all persons or companies in the categories listed below to release, without liability, information regarding credit worthiness, employment, income, rental history and/or assets to **Nester P.M. Corp** for the purpose of verifying information on my/our residential rental application.

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity, employment/income, credit and rental history. I/We understand that this authorization cannot be used to obtain any information about me/us that is NOT pertinent to my eligibility for and continued qualification as a Tenant.

The following groups or individuals may be asked to release the above information to include, but not be limited to: Credit Reporting Agencies, Current Employer, Current & Past Landlords, Public Housing Agencies.

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization will remain on file, and will stay in effect, through the end of the calendar year from the date signed below. I/We understand the I/We have the right to ask questions of the credit reporting agency, and/or refute information contained in the report.

Signature: _____

Signature: _____

Date: _____

Date: _____

Please print when completing all information below to avoid any delays in the processing of your application

Applicant Name: _____
Last First Middle

2nd Applicant Name: _____
Last First Middle

Current Address: _____
Number Street Apt. City State Zip

Former Address: _____
Number Street Apt. City State Zip

Applicant Date of Birth: _____ 2nd Applicant Date of Birth: _____
Month/Day/Year Month/Day/Year

Applicant SSN/ITIN: _____ 2nd Applicant SSN/ITIN: _____

Address Applying For: _____

Applicant(s) Information

Name of Applicant: _____
Current Home Address: _____
City/State/Zip: _____
Driver's License: _____ Social Security: _____ Date of Birth: _____
Email address: _____ Phone: _____

Current Employer: _____ Employment Length: : _____
Position/Title: _____ Supervisor: _____
Employers Address: _____
Employers Phone: _____ Email address: _____

Income from Employer: \$ _____ (annual, monthly, bi-weekly, weekly)
Additional Income: \$ _____ Income Source: _____
Additional Income: \$ _____ Income Source: _____
Additional Income: \$ _____ Income Source: _____
Total Annual Income: \$ _____

Name of 2nd Applicant: _____
Current Home Address: _____
City/State/Zip: _____
Driver's License: _____ Social Security: _____ Date of Birth: _____
Email address: _____ Phone: _____

Current Employer: _____ Employment Length: : _____
Position/Title: _____ Supervisor: _____
Employers Address: _____
Employers Phone: _____ Email address: _____

Income from Employer: \$ _____ (annual, monthly, bi-weekly, weekly)
Additional Income: \$ _____ Income Source: _____
Additional Income: \$ _____ Income Source: _____
Additional Income: \$ _____ Income Source: _____
Total Annual Income: \$ _____

TOTAL ANNUAL INCOME OF APPLICANT(S): \$ _____

Name, Age and Relationship of All Others Who Will Occupy Property:

List and Describe all Pets: (Type, breed/coloring, age, weight)

Year/Make/Model of Primary Vehicle: _____ Plate #: _____

Year/Make/Model of Secondary Vehicle: _____ Plate #: _____

Landlord References - Please include the information for your landlords going back at least 5 years. If there are any gaps in your rental history, please include an explanation.

Current Address: _____

Move in/Move Out Dates: _____ Reason for Moving: _____

Monthly Rent: \$ _____

Landlord Name: _____ Are they OWNER / MANAGEMENT / APARTMENT

Email address: _____ Phone: _____

Past Address: _____

Move in/Move Out Dates: _____ Reason for Moving: _____

Monthly Rent: \$ _____

Landlord Name: _____ Are they OWNER / MANAGEMENT / APARTMENT

Email address: _____ Phone: _____

Past Address: _____

Move in/Move Out Dates: _____ Reason for Moving: _____

Monthly Rent: \$ _____

Landlord Name: _____ Are they OWNER / MANAGEMENT / APARTMENT

Email address: _____ Phone: _____

Past Address: _____

Move in/Move Out Dates: _____ Reason for Moving: _____

Monthly Rent: \$ _____

Landlord Name: _____ Are they OWNER / MANAGEMENT / APARTMENT

Email address: _____ Phone: _____

Prior evictions or failure to pay rent? No _____ Yes _____.

If Yes, please explain: _____

Banking and Credit References

Name of Bank: _____ Checking Y / N Savings Y / N

Credit Card Company: _____ Type: V – MC – DISC – AMEX Monthly Payment \$ _____

Credit Card Company: _____ Type: V – MC – DISC – AMEX Monthly Payment \$ _____

Credit Card Company: _____ Type: V – MC – DISC – AMEX Monthly Payment \$ _____

Credit Card Company: _____ Type: V – MC – DISC – AMEX Monthly Payment \$ _____

Any additional open loans/line of credit? Please include student loans, auto loans, mortgages, line of credit and amounts: _____

Criminal history

Do you have any felony convictions? No ___ Yes ___ If yes please explain: _____

Emergency Contacts

Name: _____

Address: _____

Phone: _____ Email: : _____

Relationship to applicant: _____

Name: _____

Address: _____

Phone: _____ Email: : _____

Relationship to applicant: _____

Leasing questionnaire:

What date are you looking to take possession of the property? _____

What is the latest date you would be able to take possession of the property? _____

What is the latest date you would be able to pay the deposit in full? _____

How did you learn about the rental unit?

Yard Sign _____ Print Ad _____ Friend/Family _____

Internet website: _____

Agent showing: (name) _____ (company) _____

Please review the following before signing:

In Submitting This Application:

1. It is mutually agreed between the proposed Landlord (or Landlord's Agent) and the applicant (Prospective tenant) that:

A. Possession of property will not be given to the applicant until this application has been checked and approved by the Landlord or his Agent.

B. The Landlord will either accept or reject this application within five (5) days from the date application is submitted.

C. The Landlord may investigate your credit record and may furnish information concerning your credit file to consumer reporting agencies and others who may properly receive that information.

D. APPLICATION IS CONSIDERED A CONTRACT OF INTENT TO LEASE SHOULD APPLICANT ELECT NOT TO SIGN SAID LEASE FOR **ANY** REASON, IT WILL BE CONSIDERED DEFAULT AND UP TO THE AMOUNT OF THE INITIAL DEPOSIT WILL BE RETAINED AS DAMAGES.

Applicant Signature

Date

Applicant Signature

Date

Property Manager

Date

EQUAL HOUSING OPPORTUNITY: We are pledged to the letter and spirit of United States' Policy equal housing opportunity in which there are no barriers to obtaining housing because of race, color, religion, sex, physically handicapped or families with children under the age of eighteen. Marital status, ancestry & creed shall also not be barriers. If you have any disabilities which may require special accommodations, please let us know: