

ADDENDUM A - RENTAL APPLICATION

RENTAL QUALIFYING CRITERIA

ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA

A RENTAL APPLICATION MUST BE PROCESSED ON ALL PROSPECTIVE RESIDENTS 18 YEARS OF AGE OR OLDER. A \$30.00 NON-REFUNDABLE APPLICATION FEE MUST BE PAID PER APPLICANT.

1. INCOME AND EMPLOYMENT:

Gross Income must be THREE times the amount of rent. If not verifiable by employer, we require the past two (2) most recent paycheck stubs or bank statements. If self-employed, we require a copy of the previous years tax return or W-2. If retired, must provide proof of monthly income (Copies of Social Security Check, Pension Plan or Bank Statements). A prospect must have verifiable current employment history or a verifiable source of income.

2. CREDIT:

A credit report will be processed on each applicant. All applicants will be evaluated by a percentage system. The applicant cannot have 25% or more negative credit on current status of all accounts. Any accounts in default that are older than three (3) years will be waived in determining percentage of negative credit. Negative credit is defined as late payments, collection accounts and judgments. However, special consideration will be given to medical expense delinquencies, foreclosures and student loans. The credit of people who lack a credit history will be interpreted as good credit. If prospect has filed for bankruptcy and the bankruptcy has not been concluded with the courts, the application will be denied. If a prospect has filed for bankruptcy that is concluded with the courts, has either no credit history or a good credit history since the bankruptcy, they will be considered a good applicant as long as number (1) above and (3) below are satisfied. If an applicant is rejected on the basis of credit, and takes exception with the credit findings, he or she is responsible for contacting the credit bureau. The manager will provide the information on how to contact the credit bureau. If the discrepancy can be cleared up, we will consider the applicant based on the new information.

Approval will be based on credit scoring, income requirements, and a criminal background check. If the application comes back with a conditional approval, the applicant may obtain a qualified co-signer.

3. CHECK WRITING:

Positive verification of check writing is required or checks will NOT be accepted. Applicant will be required to pay all future monies due i.e. deposits and rents by certified funds only. When verifying the rental history if two (2) or more Not Sufficient Funds (NSF) checks are found the rent will be accepted in good funds only.

4. SOCIAL SECURITY NUMBER:

All lease holders, co-signers and occupants 18 and older applying for an apartment home must provide a social security number on the application provided. Should the applicants' name not match the SSN given on the rental application, Applicant will be required to provide documentation from the Social Security Administration validating their SSN. If the applicant has a green card or a work/student visa, it must be valid through the term of the lease and must be provided prior to acceptance. The lease term will be in accordance with the expiration of the visa.

5. RESIDENTIAL HISTORY:

- a. Rental History – No outstanding debt to any previous landlord. Applicants with evictions more than 7 years old will be considered.
- b. Military base housing will count as rental history as long as it is verifiable.

6. AN APPLICANT WILL AUTOMATICALLY BE DENIED FOR THE FOLLOWING REASONS:

- a. Anyone convicted of manufacturing and/or distributing or selling a controlled substance.
- b. Falsification of any information may result in the rejection of this application.
- c. A Criminal Background check will be conducted for each Applicant and Occupant over the age of 18. The application will be rejected for any of the following reported criminal related reasons that have occurred prior to the application;
 - 1.) Any felony conviction.
 - 2.) Any terrorist related conviction.
 - 3.) Any misdemeanor conviction involving violent crime against persons or property.
 - 4.) Any of the above related and/or pending charges resulting in "Adjudication Withheld", "Deferred Adjudication" and/or probation.
 - 5.) Active status on probation or parole resulting from any of the above.

This requirement does not constitute a guarantee or representation that residents or occupants have not been convicted of a felony or misdemeanor or are subject to deferred adjudication for such offences. Our ability to verify this information is limited to the information made available to us by the credit reporting services used.

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- 7. AGE:
Applicants must be at least 18 years of age.
- 8. OCCUPANCY:
Maximum number of occupants per apartment (subject to legal limitations regarding occupancy of unrelated parties):
 - 1 Bedroom 3 occupants
 - 2 Bedroom 5 occupants
 - 3 Bedroom 7 occupants
 Compliance with the community’s occupancy standards must be equally applied on each apartment style. Should the apartments occupancy change in such a way that it conflicts with the allowable limit, occupants will be required to transfer to the appropriate type of apartment (at resident’s expense) when the lease expires with a good 30-day written notice and management’s written approval. This policy is in no way intended to conflict with the number of occupants legally allowed in the apartment as listed on the lease.
- 9. SECURITY DEPOSIT:
A security deposit is required and must be paid in full by money order, cashier’s check, or traveler’s check prior to moving into an apartment. If applicant is not approved, a check for amount of deposit will be mailed to you within 7 days. Once deposit is left on apartment the applicant has 72 hours to cancel with no deposit penalty
- 10. PET DEPOSIT/PET POLICY (if pets are permitted at the property):
If any city, county or state laws forbid any vicious breeds the property will abide by those laws.
- 11. MOVE-IN COSTS:
All deposits, fees and 1st month’s rent must be paid by money order, cashier’s check, or traveler’s checks.
- 12. CO-SIGNER
 - a. A co-signer may be offered and accepted as additional support for items one (1) and two (2).
 - b. The co-signer must complete an application, pay the application fee, meet all criteria (INCOME must be 4 times the amount of rent) and must sign all paperwork before the resident moves in.
 - c. If the prospective resident does not have income or employment at this time, but can meet the requirements in number 2 and number 5, then a co-signer will be waived as long as 2 full months rent is paid in advance.
 - d. If a co-signer is required he/she must meet the above criteria including a criminal background check.

Our decision was based in whole or part on the information obtained in a report from the consumer reporting agency listed below. You have rights under the Fair Credit Reporting Act to know the information contained in your file at the consumer reporting agency. Under the Fair Credit Reporting Act, you have the right to make a written request to the consumer reporting agency, no later than 60 days after you receive this notice, for disclosure of the nature of this information in the form of a free copy of your consumer credit report from the consumer reporting agency. The reporting agency played no part in our decision, and is unable to supply specific reasons why we have made this decision on your leasing application.

I (WE) HAVE READ AND UNDERSTAND THE CRITERIA FROM WHICH MY (OUR) APPLICATION WILL BE APPROVED.

 Community Manager/Agent Date
 Skyline Property Management, Inc.
 Solely As Agent for Owner

Prospective Resident Date Time

Prospective Resident Date Time

Prospective Resident Date Time

Prospective Resident Date Time

Prospective Resident Date Time

SKYLINE PROPERTY MANAGEMENT, INC. DOES BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW. (FAIR HOUSING ACT 1988)

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All Applicants, eighteen (18) years of age or older, who will be residing in the Premises, must fill out a separate Application. To ensure your eligibility to lease an apartment, please carefully read our Rental Criteria before completing this application, submitting your application, or paying any fees. Applicant understands that there is a \$30.00 application fee for each application and that this fee must be paid prior to the application being submitted.

Laura Ann Unit Applying For: _____ Move-In Date: _____

Applicant's Name: _____ Date of Birth _____ SS# _____
Driver's License No. _____ State _____ E-mail Address _____

Other Occupants:

Name _____ Date of Birth _____ SS# _____
Name _____ Date of Birth _____ SS# _____
Name _____ Date of Birth _____ SS# _____
Name _____ Date of Birth _____ SS# _____

RESIDENT HISTORY

List every City and State you have resided in since you reached the age of 18:

(1) _____ / _____, (2) _____ / _____, (3) _____ / _____, (4) _____ / _____,
(5) _____ / _____, (6) _____ / _____, (7) _____ / _____, (8) _____ / _____.

Present Address _____
Street Apt. # City State Zip Dates: From _____ **Home phone #** _____

Apt. Name/ If Home-Mortgage Co. & Loan # Present Landlord/Manager Manager's Phone #
Monthly Payment \$ _____ Reason for Moving _____

Previous Address _____
Street Apt. # City State Zip Dates: To/From _____ **Home phone #** _____

Apt. Name/ If Home-Mortgage Co. & Loan # Present Landlord/Manager Manager's Phone #
Monthly Payment \$ _____ Reason for Moving _____

Previous Address _____
Street Apt. # City State Zip Dates: To/From _____ **Home phone #** _____

Apt. Name/ If Home-Mortgage Co. & Loan # Present Landlord/Manager Manager's Phone #
Monthly Payment \$ _____ Reason for Moving _____

Have you ever been: Evicted from any leased premises? YES _____ NO _____
Broken a rental agreement or lease contract? YES _____ NO _____
Do you require any special accommodations? YES _____ NO _____

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EMPLOYMENT

Present Employer _____ **Position** _____

Business Address _____ **Your Work Phone #** _____
Street City State Zip

Supervisor _____
Name _____ **Phone #** _____ **Employed Since** _____

Gross Monthly Salary _____

Additional Monthly Income (If Any) _____ **Source** _____

Other Employer _____ **Position** _____

Business Address _____ **Your Work Phone #** _____
Street City State Zip

Supervisor _____
Name _____ **Phone #** _____ **Dates of Employment** _____

VEHICLE

Year, Make & Model: _____ **Color:** _____ **License # & State** _____

Registered To: _____

Year, Make & Model: _____ **Color:** _____ **License # & State** _____

Registered To: _____

BACKGROUND

Have you been convicted, pleaded guilty or nolo contendere (no contest), received a deferred sentence, deferred prosecution, diversion, continued adjudication, continued petition, of any felony, or felony/misdemeanor sex offense within the past 10 years? YES _____ NO _____

*Please note: a "Yes" answer will result in an automatic denial of the Rental Application.

Are you registered or under consideration for registration as a sexual offender? YES _____ NO _____

*Please note: a "Yes" answer will result in an automatic denial of the Rental Application.

Are you currently facing prosecution for any felony, or felony/misdemeanor sex offense? YES _____ NO _____

*Please note: a "Yes" answer will result in an automatic denial of the Rental Application.

PETS

Do you own any pets? _____ If so, how many? _____ **Type/Breed** _____ **Weight** _____
Age _____ **Color** _____

EMERGENCY CONTACT **

Name _____ **Relationship** _____

Address _____ **Phone #** _____
Street Apt. # City State Zip

DEPOSITS AND FEES - DISCLOSURES

I understand the application fee is a non-refundable payment for a credit and criminal check and processing charge of this Application and such sum is not a rental payment or security deposit. This amount will be retained by Landlord to cover the cost of processing application as furnished by the Applicant, regardless if the Applicant is approved or denied; any false or misleading information or intentional omission will constitute grounds for rejection of application. THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGATE AGENT TO EXECUTE A LEASE OR TO DELIVER POSSESSION OF THE DWELLING UNIT TO APPLICANT. **THE RENTAL AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY SKYLINE PROPERTY MANAGEMENT, INC.** ("Agent"), on behalf of Landlord. Applications for the same apartment will be reviewed on a first come first served basis. Prior to signing a lease for the apartment, the Landlord is legally required to provide all Prospective Residents with DISCLOSURES OF INFORMATION ON LEAD-BASED

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and/or LEAD-BASED PAINT HAZARDS. Prospective Resident acknowledges that Agent will not process this application until such time that Prospective resident acknowledges in writing that Prospective Resident has received such disclosures. Additionally, while not legally required, Landlord has voluntarily disclosed that the premises or apartment community may contain asbestos. Prospective Resident acknowledges that Agent will not process this application until such time that Prospective resident acknowledges in writing that Prospective Resident has received such asbestos disclosures. Additionally, while not legally required, Landlord has voluntarily disclosed the presence of gasoline storage tanks. Prospective Resident acknowledges that Agent will not process this application until such time that Prospective resident acknowledges in writing that Prospective Resident has received such gasoline tank disclosures.

I understand the deposits and fees to be:

Security Deposit(s) \$ _____ Pet Deposit(s) \$ _____ Pet Fee(s) \$ _____ Other \$ _____
Non-refundable fee(s) \$ _____ Non Refundable Application fee \$ _____ Total \$ _____

I hereby deposit \$ _____ with Agent. This amount (less application fee) will be refunded within 7 working days: 1) if the Application is denied, or 2) if the Application is accepted and the Applicant withdraws the Application in writing within 72 hours of the date of notification of acceptance. Agent will notify Applicant of denial or acceptance via phone and/or mail. If the Application is accepted and Applicant fails to occupy the premises on the agreed upon date (regardless if Applicant executes a lease or not), except for delay caused by Agent, the deposited amount will be retained by Agent as liquidated damages for holding the apartment off the market. In such instance, Agent will provide Applicant a written accounting within 30 days. If Agent cannot provide a specific apartment on the requested move in date, Agent reserves the right to provide a similar apartment. If the delay in providing Applicant with this specific apartment or a similar apartment is longer than seven (7) days, Applicant may terminate the lease by notifying Agent in writing.

DISCLOSURE OF INFORMATION

I warrant and represent the information provided on this application to be true and correct. I authorize Agent to make such investigation into Applicant/Resident/Occupant’s credit, employment, rental and criminal history, as Agent may deem appropriate, and release all parties from liability for any damage that may result from furnishing such information to Agent. Agent shall have the continuing right to review this credit and criminal information, rental application, payment history and occupancy history for account review, improving application review methods, and all other purposes. If approved, Applicant shall have a continuing and on-going duty to update all of the information provided on the Application. Applicant acknowledges that Agent may enter into a Lease in reliance on the information contained in Applicant’s rental application and any and all other information provided to Agent by Applicant. Applicant/Resident shall promptly notify Agent in writing of any subsequent change in the information provided by Applicant on Applicant’s application. If Applicant is approved, Agent shall have the right to terminate Applicant’s tenancy on three days’ notice to quit: 1) if it is determined that Applicant provided false or misleading information on this Application, or 2) if the Application information is no longer correct, for example, Applicant is convicted of a sexual offense after moving into the Premises. Errors, omissions, or misstatements by Applicant shall provide Agent with the option to terminate the Lease upon three days notice to quit.

Agent does not have a duty to verify, and does not represent or promise that it will verify, the accuracy or the answers provided in the Application of any applicant. Furthermore, Agent has no duty, and expressly disclaims any obligation, to perform a criminal background check on each applicant. Agent does not represent or guarantee that all residents have no prior criminal record or background.

Agent’s approval or denial of this Application is based on information provided by independent third parties. Agent makes no representation as to the accuracy of the information that Agent obtains from third parties in approving or denying this Application. Agent hereby disclaims any liability for the accuracy of such information that Agent obtains pursuant to Applicant’s consent.

DISCLOSURE OF BROKERAGE RELATIONSHIP BETWEEN SKYLINE PROPERTY MANAGEMENT, INC. AND PROSPECTIVE RESIDENT

Skyline Property Management, Inc. (“Skyline”) and the Prospective Resident(s) referenced below have NOT entered into any Real Estate Brokerage Agency Agreement or Relationship. The working relationship between Skyline and Prospective Resident(s) specified below is for a specific property described as: a residential apartment unit located at the Laura Ann apartment community located at 4080 Upham St., Wheat Ridge, 80033, Jefferson.

Resident understands and acknowledges that Skyline is the agent for the property owner (Landlord), and Skyline represents only the landlord’s interests in this transaction. The Owner (Landlord) of the property has granted to Skyline the authority to manage and administer the Premises and Property and to enter into, administer and enforce provisions of this Application and any subsequent Lease that may result from the approval of this Application, and Skyline is not considered an agent for the Resident/Applicant at any time for any reason. As a prospective resident, you are a customer in this transaction. A customer is a party to a real estate transaction with whom the broker (Skyline) 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. If you desire representation, Broker recommends that you obtain either your own broker or legal advice from an attorney.

Different brokerage relationships are available that include seller agency, landlord agency, buyer agency, tenant agency or transaction-brokerage. The Colorado Real Estate Commission has a form setting forth the definitions of these working brokerage relationships (Form DD25). Upon request, Broker will provide the working definitions of the various brokerage relationships to you.

