

## Rental Property Management, LLC

**Agency disclosure:** Rental Property Management, LLC (RPM) is an agent for the property owner, and as such represents the owner's interests in all rental and leasing transactions.

### STATEMENT OF RENTAL POLICY

We are an equal opportunity housing provider. We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. We also comply with all state and local fair housing laws.

### **To rent with RPM, you must meet the following criteria:**

**Occupancy:** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a rental. In determining these restrictions, we adhere to all applicable fair housing laws. We determine the maximum occupancy by using the formula: two (2) persons per bedroom.

**Age: To rent a house - All applicants must be at least 21 years old** and all dependents 18 to 21 years old, living with you, must also fill out an Application.

**To rent an apartment – All applicants must be at least 18 years old and every applicant between 18- 21 must** also have a co-signer over 21 (see under 'At our sole discretion #2' below.)

**Rental History:** You must have satisfactory rental references from at least two prior landlords, or satisfactory mortgage history. If you have had lease violations, late payments, damaged the unit, have been evicted or sued for any lease violation, we will reject your Application.

**Employment: To rent a house:** You must have been employed with your current employer for at least 6 months, otherwise we will require a co-signer (see 'at our sole discretion #2' below)

**To rent an apartment:** Our standard guidelines is that you must have been at your current job at least 3 months

**Important: Criminal History** - If you have ever been convicted of a felony, or convicted of a misdemeanor involving dishonesty, violence, or of a sexual nature, **we will not rent to you!**

**At our sole discretion**, if you cannot meet ALL of the criteria below, we may still consider accepting your Application if you:

- 1. Provide additional deposit** (typically double), or
- 2. Provide an acceptable lease co-signer.** A co-signer must be at least 21 years old, live and own their own home between Fruita and Clifton. They must pass the same Application and screening process you must pass, except we will deduct the cosigner's housing costs before applying his or her income to our income standard.

**Income:** Your monthly gross income must be **at least 3 times the monthly rent**. If you are unemployed, you must provide proof of a source of income. If you are self-employed, you must provide copies of our last two **business** bank statements, and copies of the previous tax year IRS 1099 forms. If you receive supplemental income, government or insurance benefits or court ordered income, you must provide **verifiable** proof of that income.

**Credit History:** We will reject your Application if your credit record **for the past seven years** shows any collections (other than proven medical bills), returned checks, court judgments, excessive late payments or bankruptcy. Please note that credit requirements are stricter for cosigners and also for housing other than apartments.

## Instructions

Each and every person, **18 years or older**, who will be residing at the property, must fill out and submit a complete rental Application with all questions answered and signed.

- Applicant's Checklist** - What you must bring when submitting this Application:
  - Each applicant** must pay a non-refundable \$18.00 Application fee **in cash or money order, at the time you submit your Application**. This is an Application fee and not a deposit.
  - All Applicants must have an **original government issued photo ID**, so we can make a photocopy of it and return it to you immediately.
  - Each Applicant must bring a **valid social security card, visa permit, or green card**, so we can make a photocopy of it and return it to you immediately.
  - If you are employed, bring photocopies of your **last two pay stubs**.
  - Only if you are self-employed, you must bring previous tax year 1099 forms to prove your income, and copies of your last two business checking account statements.
  - If you have other forms of income; such as social security, court ordered child support or alimony, workman's comp, disability, etc., bring a **benefits letter** from the provider.
  - Completed Application with your initials on the front and back** of every page.
  - Drop off Application:** please call (970) 245-3939 first before dropping off application. RPM office is located at the Park East Apartments on the corner of North 24<sup>th</sup> Street & Teller Court at 2345 Teller Court, GJ, CO. Office is past the center staircase in the rear of the apartments  
**Post Office delivery:** RPM Office, PO Box 2537, Grand Junction, CO 81502  
**Express delivery only** (such as FedEx, UPS): RPM Office, 2345 Teller Court, GJ, CO 81501

## Application Process

Taking your Application does not mean you are approved or that we will hold this property for you. We take 1 to 2 business days to process your Application. During this time, this property is still considered for rent and can be rented to the first approved person to sign a Rental Agreement and pay the full security deposit. **As soon as your Application has been approved or declined, we will notify you.**

We review every Application to determine if you meet our basic criteria. We will then thoroughly verify your Application information by:

- Calling your employers to verify employment and income.
- Checking the public record for any eviction history or other judgements.
- Checking the public record for any convictions and court records.
- Contacting credit bureau, obtain copy of your credit report to determine your paying habits.
- Calling your landlords regarding your rental history.
- Contacting references.

**If your Application is approved and you wish to rent the property, you must make an appointment to sign a Rental Agreement and pay your security deposit. Only cash, money order or cashiers check are accepted. NO PERSONAL CHECKS OR CREDIT CARDS!**

For the Applicants, time is of the essence!

**Note: If you place a security deposit and do not enter into a lease agreement on that property, then that deposit shall be retained as liquidated damages for holding the property off the market.**

**FOR OFFICE USE ONLY**

Rental unit applied for: \_\_\_\_\_

Form of picture ID \_\_\_\_\_ ID # \_\_\_\_\_ Expires \_\_\_\_\_

Initial

Initial

\_\_\_\_\_ Verify DOB

\_\_\_\_\_ Current landlord verification

\_\_\_\_\_ Criminal check

\_\_\_\_\_ Current employer verification

\_\_\_\_\_ Credit check

\_\_\_\_\_ Previous landlord verification

\_\_\_\_\_ Mesa County Assessor

\_\_\_\_\_ Previous employer verification

Proof of income (Circle): Paycheck - W-9 - Determination letter

Property manager: Approved - Declined - Conditional \_\_\_\_\_ Date \_\_\_\_\_

Declination letter sent: \_\_\_\_\_  
\_\_\_\_\_ Credit \_\_\_\_\_ Criminal \_\_\_\_\_ Employer \_\_\_\_\_ Landlord

**Application for Rental**

Each tenant, co-tenant, spouse and co-signer, 18 years or older - must fill out a separate Application. It provides the information we require to approve your Application. **You must answer every question.** Before you start filling this out, please scan the form for the information you need to provide. If you do not want to answer these questions, then we will not accept your Application.

We endeavor to provide all applicants with either approval or disapproval within two business days. This time starts when your Application is complete. If you need to supply missing or additional information, please do so today! If you do not have some of the information, such as your landlord's phone number, you can call us back with it. However, this will increase the amount of time it takes to process your Application.

**Personal Information** - Please answer *Yes* or *No* to each question

We run a full criminal background check on every applicant. We check every applicant's credit background for the past seven years. If you answer yes to any of these questions, **please provide details below.** Failing to disclose or "forgetting" any information will result in rejection of your Application!

- |                                                              |                                               |
|--------------------------------------------------------------|-----------------------------------------------|
| _____ Have you ever intentionally refuse to pay rent?        | _____ Have you ever been evicted?             |
| _____ Has your rent payment been late in the last 12 months? | _____ Any collections against you?            |
| _____ Are you currently or planning on attending Mesa State? | _____ Are there any judgements against you?   |
| _____ Have you ever been convicted of any crime(s)?          | _____ Are you currently charged with a crime? |
| _____ Any credit obligations that have been "charged off"?   | _____ Have you ever declared bankruptcy?      |

**Details:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you were convicted of a crime, provide details including; what you were convicted of, sentence and probation. Please give probation and/or parole officers name and phone numbers:

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE WRITE LEGIBLY**

Applicant's Legal Name: \_\_\_\_\_  
First Middle Last

Other names you may have used in the past 3 years: \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell #: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model \_\_\_\_\_ Plate # \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model \_\_\_\_\_ Plate # \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

**Legal First & Last names and Dates Of Birth** of all children, younger than 18, to be residing with you

Name: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Name: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Name: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

**Emergency contact person** – Please fill out completely

*Note: Do not list someone who will be applying and/or living in same rental unit*

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Street: \_\_\_\_\_ Phone # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**References**

*We are looking for people who can tell us about your character. List **three** different people. Do not list someone who will be applying or a relative. We prefer local references if possible.*

**Name Personal reference:** \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Relationship \_\_\_\_\_ Known how many years \_\_\_\_\_ Phone \_\_\_\_\_

**Name Personal reference:** \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Relationship \_\_\_\_\_ Known how many years \_\_\_\_\_ Phone \_\_\_\_\_

**Name Professional reference:** \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Relationship \_\_\_\_\_ Known how many years \_\_\_\_\_ Phone \_\_\_\_\_

Any other information you believe we should take into consideration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Where have you lived?

*Continuous residency history for past 3 years, including temporary housing. Begin with current address.*

### **Current address**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Why are you moving? \_\_\_\_\_ Are you on the lease? \_\_\_\_\_

Moved \_\_\_\_\_ Landlord's \_\_\_\_\_ Landlord's \_\_\_\_\_

In on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_

What is your relationship with this landlord? \_\_\_\_\_

i.e.: Friend/Family/Employer/Landlord \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

### **Previous address**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Why did you move? \_\_\_\_\_ Were you on the lease? \_\_\_\_\_

Moved in: \_\_\_\_/\_\_\_\_/\_\_\_\_ Landlord's \_\_\_\_\_ Landlord's \_\_\_\_\_

Moved out: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_

What is your relationship with this landlord? \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

### **Previous address**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Why did you move? \_\_\_\_\_ Were you on the lease? \_\_\_\_\_

Moved in: \_\_\_\_/\_\_\_\_/\_\_\_\_ Landlord's \_\_\_\_\_ Landlord's \_\_\_\_\_

Moved out: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_

What is your relationship with this landlord? \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

## Sources of income

*Please furnish employment history for the past two years. Ask for extra pages if necessary.  
If you are self-employed, you must provide proof of self-employment income, such as IRS 1099 forms.*

### **Current Employer -Name: \_\_\_\_\_**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor's \_\_\_\_\_ Employer's \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

Job Responsibilities \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_  
(before withholding) \_\_\_\_\_

### **Previous Employer -Name: \_\_\_\_\_**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor's \_\_\_\_\_ Employer's \_\_\_\_\_  
End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_

Job Responsibilities \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_  
(before withholding) \_\_\_\_\_

### **Previous Employer -Name: \_\_\_\_\_**

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor's \_\_\_\_\_ Employer's \_\_\_\_\_  
End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_

Job Responsibilities \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_  
(before withholding) \_\_\_\_\_

Please list all other forms of income (applicant must provide proof) \_\_\_\_\_

