



Rental Qualification Acknowledgment

In order to assist you with your decision on your new home, we are providing this list of the requirements we use to qualify applicants for residency with Real Property Management Fort Collins Loveland (*RPM FCL*). Nothing contained in these requirements shall constitute a representation that all residents and occupants currently residing in our properties have met or currently meet these guidelines. Each person age 18 or older who will live in the property must submit an application and satisfy these requirements. Subject to applicable laws, our requirements include, but are not limited to, the following criteria:

APPLICATION. The current application fee per applicant is **\$45.00** and is non-refundable.

SIGHT UNSEEN. We *do not* lease any properties sight unseen.

LEASE SET-UP FEE. A lease set-up fee of **\$150.00** is charged to the household upon move-in to setup the lease file, resident manual and to activate the online billing & resident portal.

IDENTIFICATION. Applicants must present a valid government issued photo identification card for each person age 18 or older.

INCOME. Applicants must provide proof at application submission, and collectively have verifiable gross income in an amount not less than **2.5 times** the rental rate for an “*Approval with Conditions*” or **3 times** the monthly rent for “*Full Approval*”. Gross verifiable income includes pay statements, bank statements, completed employment verifications, tax returns with 6 months of bank statements for self-employment, benefits statements, court documents, signed employment offers with verifiable contact information or verifiable savings equal to 18-months rent.

CREDIT HISTORY. RPM obtains a credit report on each applicant. The credit report evaluation includes, credit score, credit history, collections and unsatisfied judgement evaluation. Any applicant credit reports with listed evictions, funds owed to Property Management Companies, collections in excess of **\$500.00** including to utility companies, Bankruptcies within the last seven years or foreclosures within the last five years will be grounds for immediate denial. An unsatisfactory or insufficient finding may result in the requirement of an additional deposit, guarantor, or denial. Applicants are responsible for ensuring their credit history is accurate.

RENTAL HISTORY: We may obtain rental history on each applicant. The Rental evaluation will include verification of evictions, rental payments, security deposit disposition and lease obligation fulfillment.

GUARANTORS. If a guarantor is needed, he/she must meet the entire qualifying criteria as presented above. All guarantors must have a verifiable source of income in an amount not less than **5 times** the rental rate.

ADULT DEPENDENT. If there is a person age 18 or older who will reside in the property but who will not be executing the lease documents, that person will need to qualify as an “Adult Dependent.” In order to qualify someone as an Adult Dependent, the proposed Adult Dependent must be approved through our regular criminal

background check and credit screening process. The leaseholder(s) will be responsible for ensuring that the Adult Dependent complies with all rules and requirements in the lease documents, but the Adult Dependent will not be financially obligated to pay rent or other amounts due under the lease documents.

CRIMINAL HISTORY. RPM obtains a criminal background check on each applicant who will reside in the properties we manage. It is possible your application will be denied due to criminal convictions. This denial may be based on felony convictions, sex offenses, violent crimes, drug related crimes, serious misdemeanor offenses, or substantial criminal activity within the last 10 years.

OCCUPANCY. Based on Municipality standard.

PETS. Pets may be allowed or denied based on owner preference. Additional Deposits and Fees will apply if pets are accepted. These deposit requirements do not apply to qualified service or assistance animals, but proof of qualification for assistance will be required from the applicant.

RENTER'S INSURANCE REQUIREMENT. You will be required to carry a minimum of \$100,000 Personal Liability Insurance coverage. To satisfy this requirement, you must provide evidence of insurance coverage at initial lease signing and maintain this coverage throughout the entire term of your residency. In addition, we may require that you add Real Property Management Fort Collins Loveland as an "Interested Party," "Party of Interest," or similar language. Your lease will have additional details about the insurance requirements.

FAIR HOUSING STATEMENT. We are committed to compliance with all federal, state, and local fair housing laws. We do not discriminate against applicants based on race, color, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, marital status or any other legally protected classification or status. Applicants will be accepted on a first come first serve basis, after meeting RPM's required approval criteria to include owner requested move-in date. All persons involved with the leasing and operation of our properties, receive in-depth training on fair housing laws. We will consider requests for reasonable accommodations based upon a disability. We will consider reasonable modification of existing premises, which may be at the expense of the person requesting the modification.

RENTAL RATES AND LEASE TERMS. Original rental rate quotes will be honored for 2 business days. The rental rate quote is associated with the property's availability at the time of your quote, move-in date, and lease term requested. Any changes to the time of the quote, your move-in date, or lease term may require a revised rental rate quote which may result in a different monthly rental rate. Approved applicants will be required to sign the lease within 48 hrs. of approval.

FALSIFICATION OF APPLICATION: Any false statements or false information included in an application may result in denial of the application.

APPLICANT APPROVAL ACKNOWLEDGEMENT. Applicant acknowledges and agrees that the criteria referenced above will be considered in the qualification process. Applicants who do not meet the requirements referenced above will be declined or may be subject to additional requirements, including, but not limited to, additional fees, deposits, rent or providing a guarantor.

Signature of Applicant	Date	Signature of Applicant	Date
------------------------	------	------------------------	------

Signature of Applicant	Date	RPM Representative	Date
------------------------	------	--------------------	------