



PROPERTY: \_\_\_\_\_

**SELECT PROPERTY ENTERPRISES**

**IF YOU WISH TO MAKE APPLICATION ON A PROPERTY,  
PLEASE READ THIS INFORMATION CAREFULLY.**

**Office Hours are: Monday through Thursday 8:30 am to 5:00 pm and Friday 8:30 am to 4:00 pm The Office is not open on Weekends.**

This is an application only you have not rented the property until you have been notified by Select Properties that your application has been approved and a holding deposit has been paid. Should there be more than one application on the same property they will be processed at the same time. **Make sure that the application is completely filled out and the Agency Disclosure is signed.**

Here is what you will need to complete this application.

**APPLICATION CHECKLIST:**

- Completed application—please PRINT. Fill out completely & initial where notated.
- Proof of Income. Must prove 3 X the amount of rent by submitting the following: LES, copy of two months of pay stubs, financial statement or tax returns
- Landlord information to include phone and fax numbers.
- List of any improvements that you want done to the property; no verbal agreements will be considered.
- Application fee of \$30.00 per applicant in cash or money order. (No checks)

Sign & date Definitions of Working Relationship Form.

**SMOKING IS STRICTLY PROHIBITED— ALL of Select Properties are non –smoking properties; this includes garages.** \_\_\_\_\_  
initials

**Please understand that the property that you are applying for is AS IS. Landlord is making no representations for repairs. You must request any repairs, painting or improvements that you would like to see with this application and it must be in writing . No Verbal agreements will be considered.**

**Holding deposit *must be paid in cash or certified funds* within 24 hours of acceptance. The Holding Deposit will be forfeited for liquidated damages should applicant not take occupancy. Remember, the property is still being marketed until the holding deposit is paid. The holding deposit will be transferred as your security deposit when the lease is signed. Payment of the security deposit must be separate from the first payment of rent**

**After acceptance and payment of the holding deposit, you will need to make an appointment with the property manager to finalize the lease agreement. All appointments will be at the office and no keys or GDO remotes will be issued unless the lease is signed by all parties and rent has been paid.**

**Initials**



**SELECT PROPERTY ENTERPRISES**

**LANDLORD VERIFICATION**

***I authorize that Select Properties may obtain any information needed in processing my application to include but not limited to a credit report, employment verification, rental verification and personal reference verification.***

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE: CURRENT LANDLORD**

TO: \_\_\_\_\_ FAX #: \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Dates: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Any late payments? \_\_\_\_\_ How many? \_\_\_\_\_

Any 3-day Notices? \_\_\_\_\_ How many? \_\_\_\_\_ Any NSF Checks? \_\_\_\_\_ How Many? \_\_\_\_\_

Pets ? \_\_\_\_\_ Any known damage? \_\_\_\_\_

Was proper notice given? \_\_\_\_\_ Was the security deposit returned in full? \_\_\_\_\_

If Not, please explain. \_\_\_\_\_

Would you rent to them again if qualified \_\_\_\_\_.

Please fax back to us as soon as possible at (719) 593-0529

\_\_\_\_\_  
**Name of person who completed this information**

**Information provided by:** \_\_\_\_\_

**FOR OFFICE USE: PREVIOUS LANDLORD**

TO: \_\_\_\_\_ FAX #: \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Dates: \_\_\_\_\_ Rent Amount \$ \_\_\_\_\_ Any late payments? \_\_\_\_\_ How many? \_\_\_\_\_

Any 3-day Notices? \_\_\_\_\_ How many? \_\_\_\_\_ Any NSF Checks? \_\_\_\_\_ How Many? \_\_\_\_\_

Pets ? \_\_\_\_\_ Any known damage? \_\_\_\_\_

Was proper notice given? \_\_\_\_\_ Was the security deposit returned in full? \_\_\_\_\_

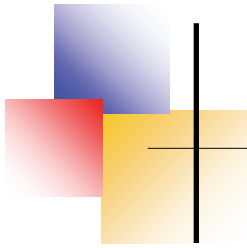
If Not, please explain. \_\_\_\_\_

Would you rent to them again if qualified \_\_\_\_\_.

Please fax back to us as soon as possible at (719) 593-0529

\_\_\_\_\_  
**Name of person who completed this information**

**Information provided by:** \_\_\_\_\_



**PLEASE NOTE:** Anyone over the age of 18 years of age, including dependent children, must fill out an application. There is a **NON-REFUNDABLE** processing fee of \$30 per applicant. Bring exact amount and must be paid in cash . **PLEASE PRINT LEGIBLY**

**Property that you are applying for:** \_\_\_\_\_  
**Beginning on Date:** \_\_\_\_\_ **Length of lease wanted:** \_\_\_\_\_ **at a monthly rate of \$** \_\_\_\_\_  
How did you hear about this house? Website \_\_\_\_\_ Select Website \_\_\_\_\_ Sign \_\_\_\_\_ Other \_\_\_\_\_ showing agent \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant 1: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_ SUFFIX \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ SSN# \_\_\_\_\_ Nickname \_\_\_\_\_  
Total number of occupants that will be residing in the property \_\_\_\_\_

**CONTACT NUMBERS:**

Daytime # \_\_\_\_\_ Ext # \_\_\_\_\_ Cell # \_\_\_\_\_ Pager # \_\_\_\_\_  
Nighttime# \_\_\_\_\_ Email Address: \_\_\_\_\_

**RESIDENCE HISTORY FOR LAST 3 YEARS: We must have a full address.**

**Current Address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mo & Yr Moved In: \_\_\_\_\_ Out: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Rent Amt: \$ \_\_\_\_\_

**Previous Address (If within 3 years)**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mo & Yr Moved In: \_\_\_\_\_ Out: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Owner or Agent: \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_ Fax Number( ) \_\_\_\_\_

Rental Amt:\$ \_\_\_\_\_

**EMPLOYMENT INFORMATION:** This information must be accompanied by pay stubs or most recent tax returns

CURRENT EMPLOYER: \_\_\_\_\_

Complete Address \_\_\_\_\_

Date(s) Employed: \_\_\_\_\_ Job Title: \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

If Military: Grade \_\_\_\_\_ Unit of Assignment \_\_\_\_\_

Commanding Officer \_\_\_\_\_ Contact Number ( ) \_\_\_\_\_

If there are other sources of income you would like us to consider, please explain below, (source & person (Banker, Employer, etc.) who we may contact for confirmation.) You DO NOT have to reveal alimony, child support or spouses income unless you want us to consider it in this application. **DOCUMENTATION MUST BE PROVIDED**

Personal Skills: ( ) Plumbing ( ) Carpentry ( ) Painting ( ) Electrical ( ) Mechanical  
( ) Other \_\_\_\_\_  
( ) Mower ( ) Yard Tools ( ) Snow Shovel ( ) Hoses/Sprinkler

Do you now know how to operate a sprinkler system YES \_\_\_\_\_ NO \_\_\_\_\_

**YOUR DRIVER'S LICENSE #:** \_\_\_\_\_ **State:** \_\_\_\_\_

Your Vehicle Make / Model / Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

Other Vehicles: \_\_\_\_\_

**Please complete if you have a pet:**

Number of Pets \_\_\_\_\_ Breed of Pet(s) \_\_\_\_\_ spayed / neutered (circle one)

Weight: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_

Name of Pet(s): \_\_\_\_\_

**\*\*An additional deposit will be required. (Dangerous breeds will not be allowed)**

**List Two Personal References** (not related)

	<u>Name</u>	<u>Address</u>	<u>City/State/Zip</u>	<u>Phone #</u>
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1. \_\_\_\_\_

2. \_\_\_\_\_

**Nearest relative not living with you**

1. \_\_\_\_\_

**A Holding Deposit is due and payable within 24 hours of acceptance in cash or certified funds. The Holding Deposit will be forfeited for liquidated damages should you not take occupancy of the property. Personal checks will not be accepted.**    (Please initial)

**Holding Deposit will be transferred to the Security Deposit when lease is signed.**

1. Have you ever been evicted from any tenancy? ( ) Yes ( ) No
2. Have you ever willfully or intentionally refused to pay rent when due? ( ) Yes ( ) No
3. Do you know of anything which may interrupt your income or ability to pay rent? ( ) Yes ( ) No
4. Do you owe a previous landlord money? ( ) Yes ( ) No  
WHY? \_\_\_\_\_
5. Have you ever filed a petition of bankruptcy? ( ) Yes ( ) No  
If Yes, when and where? \_\_\_\_\_  
\_\_\_\_\_  
Date of Discharge \_\_\_\_\_
6. Have you or anyone in your household ever been convicted of a felony or misdemeanor? ( ) Yes ( ) No  
If Yes, explain \_\_\_\_\_  
\_\_\_\_\_
7. Are you obligated to pay child support or alimony? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Any additional information you think will help us process your application (attach additional information if necessary) \_\_\_\_\_  
\_\_\_\_\_

I RECOGNIZE THAT AS A PART OF YOUR PROCEDURE FOR PROCESSING MY APPLICATION, AN INVESTIGATIVE CONSUMER REPORT MAY BE PREPARED WHEREBY INFORMATION IS OBTAINED THROUGH PERSONAL OR TELEPHONE INTERVIEWS WITH MY NEIGHBORS, FRIENDS, AND OTHERS WITH WHOM I MAY BE ACQUAINTED. THIS INQUIRY INCLUDES INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING. I AUTHORIZE AGENT AND OR AGENT'S DESIGNEES TO OBTAIN A CONSUMER CREDIT REPORT ON ME. I UNDERSTAND THAT I MAY HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN A REASONABLE PERIOD OF TIME TO RECEIVE ADDITIONAL, DETAILED INFORMATION ABOUT THE NATURE AND SCOPE OF THIS INVESTIGATION.

**I AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Application Fee \$** \_\_\_\_\_ **MO** **CSH** **Application Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **COPY** \_\_\_\_\_

**This Application:** Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ By: \_\_\_\_\_

Applicant Notified / Date: \_\_\_\_\_ Owner Notified / Date: \_\_\_\_\_

Date of Possession \_\_\_\_\_ Length of Lease: \_\_\_\_\_ Amt Of Rent \$ \_\_\_\_\_ Pro-rated \$ \_\_\_\_\_

Holding Deposit Due: \_\_\_\_\_ Total amount due for Term: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_ **W/D appliances** ( ) Yes ( ) No

**Property Manager Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The printed portions of this form, except differentiated additions, have been approved by the Colorado Real Estate Commission (D25-9-08) (Mandatory 1-09)

NOTE: DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE WHICH INCLUDE SELLER AGENCY, BUYER AGENCY, OR TRANSACTION-BROKERAGE.

## Definitions of Working Relationships

For purpose of this document, seller also means "landlord" (which includes sub landlord) and buyer also means "tenant: (which includes sub tenant).

**SELLER'S AGENT:** A seller's agent (or listing agent) works solely on behalf of the seller to promote the interests of the seller with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the seller. The seller's agent must disclose to potential buyers all adverse material facts actually known by the seller's agent about the property. A separate written listing agreement is required which sets forth the duties and obligations of the broker and the seller.

**BUYER'S AGENT:** A buyer's agent works solely on behalf of the buyer to promote the interests of the buyer with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the buyer. The buyer's agent must disclose to potential sellers all adverse material facts actually known by the buyer's agent including the buyer's financial ability to perform the terms of the transaction and if a residential property, whether the buyer intends to occupy the property. A separate written buyer agency agreement is required which sets forth the duties and obligations of the broker and the buyer.

**TRANSACTION-BROKER:** A Transaction-broker assists the buyer or seller or both throughout a real estate transaction by performing terms of any written or oral agreement, fully informing the parties, presenting all offers and assisting the parties with any contracts. , including closing of the transaction without being an agent or advocate for any of the parties. A transaction-broker must use reasonable skill and care in the performance of any oral or written agreement, and must make the same disclosures as agents about all adverse material facts actually known by the transaction-broker concerning a property or a buyer's financial ability to perform the terms of a transaction and if a residential property, whether the buyer intends to occupy the property. No written agreement is required.

**CUSTOMER:** A customer is a party to a real estate transaction with whom the broker 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.

### THIS IS NOT A CONTRACT

I acknowledge receipt of a copy of this document on \_\_\_\_\_.

\_\_\_\_\_  
Perspective Tenant:

\_\_\_\_\_  
Perspective Tenant:

On \_\_\_\_\_, Broker provided \_\_\_\_\_ with  
A copy of this document via \_\_\_\_\_ and retained a copy for the Broker's records .

Brokerage Firm's Name: \_\_\_\_\_

\_\_\_\_\_  
Broker