



RENTAL APPLICATION

Today's Date:

Desired Property:

Move in Date: Deposit Received: \$.....

Co-signor Agreement to be attached Yes No

Email Address:

Applicant Legal Name: Soc. Sec. #:

Date of Birth:/...../..... Driver's Lic. #: Phone #:

Present Address: Apt #:

City: State: Zip: How long:

Permanent/Parent Address: Apt #:

City: State: Zip: How long:

Pres. Landlord Name: Phone #: Rent: \$.....

If less than one year, please use additional information area at bottom of page to list previous landlord.

Do you have pets? How many? Type, breed & weight:

NOT ALL OF OUR RENTALS ALLOW PETS. YOU MUST SIGN A PET ADDENDUM TO BE ALLOWED TO HAVE A PET PROVIDED THAT THE LOCATION YOU ARE APPLYING FOR ALLOWS PETS. THERE WILL BE A ONE TIME NON-REFUNDABLE PET FEE. PLEASE TALK TO A TBC Property Management PRESENTATIVE TO FIND OUT IF A PET IS ALLOWED AT THE PROPERTY YOU ARE APPLYING FOR. NO VICIOUS BREED ALLOWED.

EMPLOYMENT/INCOME INFORMATION:

Employer's Name: Phone #:

Address: City: State: Zip:

Position: Monthly Salary: \$.....

How long: Supervisor's Name: Phone #:

If less than one year, please use additional information at bottom of page to list previous employer.

Additional income: Source: Amount: \$.....

OTHER:

Name of Bank: Checking Account:

Vehicles: Year: Make:

Licence Plate #:

Have you ever had a NSF? If so was it resolved?

Have you ever been evicted? Address:

Reason:

Have you ever been convicted of a felony? If yes, please explain :

EMERGENCY CONTACT:

Additional Information:

The applicant represents that all of the above statements are true and complete. The applicant hereby authorizes verification of the above information, references and credit reports. This application is a preliminary only and does not obligate Owner or Management to execute a lease or deliver possession of the proposed premises. Our application policy is found on the back of this application, and is part of the application.

I HAVE READ AND AGREE TO THE ABOVE PROVISIONS AND THE APPLICATION POLICY.

Applicant Signature

Date of Application



THE TBC PROPERTY MANAGEMENT APPLICATION POLICY

1. Our application fee is **\$50.00** per person non-refundable. Please be prepared to pay an application fee and deposit upon viewing a property so that you can be guaranteed first priority on the home of your choice. Our most desirable properties rent FAST. This fee is as follows: **\$20.00 background check. \$15.00 for rental verification. \$15.00 employment verification.**
2. For an available rental we will process the **FIRST** applicant/s in our office with a signed application, application fee and a portion of the total Security Deposit in the amount of \$300.00. **A copy of Colorado identification.**
3. If this application meets our standards, then that person will be the approved applicant. Any application with the \$300.00 Holding Deposit that is denied approval, will have that \$300.00 deposit returned immediately.
4. **To have an application approved you must have a credit score of at least 650, Rental history of one year or more. You must have verifiable employment and be able to pass a background check. Please consider these requirements if you intend to apply.**
5. The Security Deposit for each property is 1 month rent plus \$100.00. The Holding Deposit of \$300.00 will be immediately applied to the total Security Deposit upon approval of applicants. IF the property allows pet there will also be an additional nonrefundable pet deposit due at time of move in of \$300.00 such as a \$300 pet fee refundable for a \$600 total per pet.
6. Any potential rental who turns in an application and application fee **WITHOUT** a Holding Deposit the property will **NOT** be held, but we will process the application. Upon approval the applicant must provide a deposit, or we will NOT consider the property held. In the interim, if we receive an application with a deposit that applicant will be given first priority.
7. To be placed on a **WAIT LIST** for a specific property that we are unsure is available, you can leave your name with us. However, in order to place you officially on a list for a specific property we need you to provide the application with \$50.00 application fee per person. This will place you on our list based on the order of receipt of the applications. If the property does not become available we will return your \$50.00 application fee or apply it to another property. Once we notify you that you have been moved from the WAIT LIST to an actual HOLD on the property the deposit will be due and the application fee will be processed. Failure to bring the deposit will result in not having a hold on a property.
8. Upon approval applicants must promptly set an appointment to sign the lease. The remaining Security Deposit will be due upon signing. Considerations for delay in payment may be made if funds need to be transferred, etc. In the event of preleasing the remainder of the Security Deposit **MUST** be paid no later than May 1. All Security Deposits, pet fees and rent must be paid prior to possession of the property.
9. If an applicant fails to sign a lease after submitting a Holding Deposit, we will retain the Holding Deposit as damages for having removed the property from the market.
10. **BROKERAGE RELATIONSHIPS AND DISCLOSURE: TBC Property Management and its agents are working with you as a Seller's (Landlords Agent) on properties that we manage. LANDLORD'S AGENT: On properties that we manage we are an agent for the landlord and not your agent. We owe duties to the landlord which include utmost good faith, loyalty and fidelity. We will negotiate on behalf of and act as an advocate for the landlord. Please do not tell us any information which you do not want shared with the landlord.**

We hope our guidelines are helpful and if you have any questions regarding the application, our lease, lease terms and pet policies, we would be happy to answer them for you. Please feel free to visit our website for property availability: www.tbccprop.com

Applicant has read and understands this process. Signature: Date: