



# RENTAL APPLICATION

Desired Property: .....
Move-in date: ..... Application Received (Office): .....
Rent \$ ..... Security Deposit \$ .....

Applicant has the right to provide the property manager or owner with a Portable Tenant Screening Report (PTSR) that is not more than 30 days old, as defined in § 38-12-902(2.5), Colorado Revised Statutes; and 2) if Applicant provides the property manager or owner with a PTSR, the property manager or owner is prohibited from: a) charging Applicant a rental application fee; or b) charging Applicant a fee for the property manager or owner to access or use the PTSR.

Applicant Legal Name: ..... Phone #: .....

Email Address: ..... Driver's Lic. #: .....

Have you ever been **convicted** of a crime? Year: ..... State: ..... County ..... Type: .....

Have you ever had an NSF? ..... If so, was it resolved? .....

EMERGENCY CONTACT/GUANTANTOR: ..... Phone #: .....

Legal names of Occupants (Including dependents or foster)	Relationship to applicant	Language	DOB (MM/DD/YYYY)	SSN	Student (Y/N)	Employed (Y/N)
	SELF					

**EMPLOYMENT/INCOME INFORMATION:**

Employer's Name: ..... Position: ..... Monthly Salary: \$.....

How long: ..... Phone #: ..... Supervisor's Name: .....

Address: ..... City: ..... State: ..... Zip: .....

If less than one year, please list previous employer and/or additional income Source:

Employer's Name: ..... Position: ..... Monthly Salary: \$.....

How long: ..... Phone #: ..... Supervisor's Name:.....

Address: ..... City: ..... State: ..... Zip: .....

**VEHICLES to be on property:**

Registered Owner: ..... Year: ..... Make/Model: ..... License Plate #: .....

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**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 PET DEPOSIT, PLUS A MONTHLY PET RENT. A MAX LIMIT OF 2 ANIMALS PER PROPERTY, NO MATTER THE SPECIES. PLEASE TALK TO A TBC Property Management PRESENTATIVE TO FIND OUT IF A PET IS ALLOWED AT THE PROPERTY YOU ARE APPLYING FOR. NO DECLARED DANGEROUS ANIMALS.**

Registered Owner: ..... Type, breed, CAGED/TANK: ..... Weight:..... ESA? .....

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

Current Address: ..... Apt #: .....

City: ..... State: ..... Zip: ..... How long: .....

If less than one year, please list previous landlord name and contact information:

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

Previous Address: ..... Apt #: .....

City: ..... State: ..... Zip: ..... How long: .....

Have you ever been evicted? ..... Address: .....

Reason: .....

**The applicant represents that all 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.**

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

.....

Applicant Signature

.....

Print Name

.....

Date of Application

### THE TBC PROPERTY MANAGEMENT APPLICATION POLICY

- 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.**
- Our application fee is **\$35.00** plus \$15 administration fee, per person, non-refundable. Total will be \$50/application. Please be prepared to pay an application fee and \$300 Holding Deposit upon viewing a property so that you can guarantee first priority on the home of your choice. Our most desirable properties rent FAST.
- For an available rental, we will process the **FIRST** applicant(s) who provide a signed application, application fee, Holding Deposit, and **copy of valid identification**.
- 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 in the form of a check.
- The Holding Deposit will be immediately applied to the total Security Deposit upon approval of applicants. IF the property allows pet(s) there will also be an additional refundable pet deposit due of \$300.
- Any potential renter 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.
- 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 per person. This will place you on our list based on the order of receipt of the applications. 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.
- Upon approval applicants must promptly set an appointment to sign the lease. The remaining Security Deposit will be due upon signing, along with a **\$100 Lease signing fee**. Considerations for delays in payment may be made if funds need to be transferred, etc. In the event of pre-leasing the remainder of the Security Deposit MUST be paid before moving in. All Security Deposits, pet fees, and rent must be paid prior to possession of the property.
- 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.

**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.tbcprop.com](http://www.tbcprop.com)

The applicant has read and understands this process.

Print Name:..... Signature: ..... Date: .....