



Rental Application Packet

Before You Apply

Thank you for your interest in our property. Please take this time to read about our company, procedures, and policies before making the decision to apply for tenancy in one of our properties. It is important to have an understanding of the process before committing to working with us or any property management company.

Viewing the Property

By now, you've either seen the property with a representative from Springs Home Rentals, LLC, or you have been shown by another Realtor. If you have been shown the property by another Realtor, please do not hesitate to contact them with questions about the property or application procedure, as they are paid for their services. If you are unable to view the property, you may still apply, however, a sight unseen addendum is required.

Application Process

After viewing the property, you will work with the agent that showed you the property to fill out and submit an application and your **non-refundable application fee**. After you've submitted the application, please allow 48-72 business hours for approval or denial. Approval or denial is based on a combination of Fico credit scores, rental history and job verification and any other information received such as criminal background, and debt to income ratio. Job references, personal references, and rental references, etc., will also be verified. Depending on findings, you will be approved, approved conditionally, approved conditionally with increased security deposit, or denied.

Denial

Typical reasons we will deny an application are for bad credit regarding home rentals or ownership (gas collections, water collections, apartment collections, etc), previous evictions, collections/judgments, failure to disclose any information and incomplete applications. Our property owners reserve the right not to accept certain pets, and we will not approve any dangerous breeds of dogs, specifically: Pit Bull, Rottweiler, Chow, Bull Terrier, American Doberman, Akita, and Wolf hybrids.



You're Approved, Now What?

Once you are notified of approval, you will be required to submit the security deposit in certified funds within 48 hours of approval. If you have pets, your non-refundable pet deposit in certified funds will be due at the same time. We will continue to show the property to others until a qualified applicant has been approved and security deposit is received. The pro-rated first month's rent is due on move-in day at the time of the walk through. The first month's rent must be paid by cash or certified funds. If you take occupancy after the 15th of any month, you may be required to pay the following month's rent at this time as well. ALL utilities are required to be put in the tenant's names by the day of move in- we will provide information as to which companies you are required to set up.



Application Procedure

Thank you for applying with Springs Home Rentals, LLC! To streamline this process, please carefully read the following instructions for the Application Procedure. If you have any questions, please call 719-955-5372 or email info@springshomerentals.com.

This application is for the purpose for the applicant(s) to supply Keller Williams Partners / Springs Home Rentals, LLC with sufficient information in order for us to qualify you for a rental. All questions must be completed in order to process your application or it will be automatically denied.

Should there be more than one application on the same property, they will be processed at the same time.

There is a \$40 non-refundable application fee per adult, which must be paid prior to processing the application in cash or certified funds only. We do not offer any discounts of any kind.

Please take completed application and application fee in a sealed envelope to:

Attn: Jennifer Crosby @ Springs Home Rentals
Keller Williams Partners
6140 Tutt Blvd, Suite 100
Colorado Springs, CO 80923

Put the application under the door of our office. DO NOT leave it at the front desk.

Please call 719-955-5372 to let us know that you are going to drop off an application. Please allow between 48 and 72 hours to process an application. You will be notified with approval or denial as soon as all verifications are received. Our front office staff is not trained on property management and will not accept your application or fee.

Rental Application

Property address applying for: _____

How did you hear about this property? _____

Date completed: _____ Requested move in date: _____

Requested term of lease: 12mo / 24mo



Showing Realtor _____ Office _____ Phone # _____

Name of applicant (last, first, MI): _____ Phone#: _____

Social Security Number: _____ DOB: _____ DL State & #: _____

Name of co-applicant (last, first, MI): _____ Phone#: _____

Social Security Number: _____ DOB: _____ DL State & #: _____

Children's names and ages: _____

Names of other occupants: _____ Email Address(es): _____

Do you have pets? YES NO

Type Breed Size lbs Age Name Color _____

Type Breed Size lbs Age Name Color _____

Current Address, City, State & Zip:

Rent:\$ _____ How Long: _____ Manager/LL Name _____ Phone # _____

Previous Address, City, State & Zip:

Rent:\$ _____ How Long: _____ Manager/LL Name _____ Phone # _____



Applicant Employment Information:

Employer: _____ Title: _____ Phone#: _____

Address: _____ Monthly Salary: \$ _____ How Long _____

Supervisors name & phone # _____

If Military, Company Commander Name & Phone # _____

Co-Applicant Employment information:

Employer: _____ Title: _____ Phone#: _____

Address: _____ Monthly Salary: \$ _____ How Long _____

Supervisors name & phone # _____

If Military, Company Commander Name & Phone # _____

Other Sources of Income: _____

Credit References:

Bank/Branch: _____ Phone: _____

Last 4 Digits of Savings Acct # _____ Last 4 Digits of Checking Acct # _____

Vehicles:

Make: _____ Model: _____ Year: _____ Color: _____ License: _____

Make: _____ Model: _____ Year: _____ Color: _____ License: _____

Other Assets: _____

Major credit cards and Acct No's: _____

Monthly obligations:

Car Payment to: _____ Balance: \$ _____ Payment: \$ _____

Name: _____ Balance: \$ _____ Payment: \$ _____

Name: _____ Balance: \$ _____ Payment: \$ _____

Are there any outstanding judgments against any resident? _____



Ever convicted of a criminal offense? If yes, describe: _____

Personal Reference: _____ Phone: _____

Personal Reference: _____ Phone: _____

In case of emergency notify: _____ Relationship: _____

Address: _____ Phone: _____

	Applicant	Co-applicant
Have you ever filed bankruptcy? If yes, what year did you file? _____	Yes___ No___	Yes___ No___
Have you ever been evicted?	Yes___ No___	Yes___ No___
Do you owe any unpaid rent?	Yes___ No___	Yes___ No___
Do you owe any unpaid damages?	Yes___ No___	Yes___ No___



Please Read All Terms Below and Sign

It is understood that the premises are to be used solely for residential purposes and occupied by not more than ____ persons. A **non-refundable** application fee in the amount of \$ _____ received on _____ (date) has been deposited with the Property Manager with the clear understanding that this application is subject to the Owner/Landlord’s approval in its sole discretion. I hereby authorize Landlord and Property Manger to obtain information desirable in its sole discretion in the review of my application including credit reports, civil or criminal actions, rental history, employment and salary confirmation, police and vehicle information and any other relevant information. I/we release Landlord, Property Manager and their agents from all liability and any damage incurred in furnishing or obtaining such information. I/we authorize release of any information needed by the owner/manager to verify the accuracy of the information provided above. I/we understand that if I/we do not comply with the terms of the lease, or fail to pay the rent, information may be turned over to a credit reporting agency. Upon approval and acceptance, the applicant understands that applicant must execute a lease and related documents and make required payments in good funds within three days of notification of acceptance. If applicant fails to timely execute the lease documents and make required payments, Landlord and Property Manager shall have no further obligation to applicant. Applicant waives any claim for damages by reason of non-acceptance of this application by Landlord or its agents and acknowledges that Landlord can deny this application without stating reasons for so doing. It is further agreed that in the event that applicant has provided false information in this application, such misrepresentation shall be considered an event of default under the Lease and Landlord shall have all legal remedies available.

Printed Name of Applicant

Signature of Applicant Date

Printed Name of Co-Applicant

Signature of Co-Applicant Date



Property Manager acknowledges receipt of a security deposit in the amount of \$____, and rent in the amount of \$____. Additionally, property manager acknowledges receipt of non-refundable pet deposit in the amount of \$____. Acceptance of the security deposit and rent is contingent upon approval of application and shall be returned in the event that application is denied.

Printed Name _____

Signature _____ Date _____

(For Office Use Only)

Date:	Information Verified	Person Contacted	Remarks

- Present Address
- Previous Address
- Applicants Employment
- Spouse/Roommate's Employment
- Bank Accounts
- Loan Information
- Credit Bureau
- Personal References
- Driver's License
- TRS ____
- Other

Person Completing Verification: _____

- Approved
- Denied

Remarks: _____

