



## **Application Procedure**

Thank you for applying with Springs Home Finders, Property Management Division. To streamline this process, please carefully read the following instructions for the Application Procedure. If you have any questions, please call 719-291-3168 or email [info@springshomefinders.com](mailto:info@springshomefinders.com).

This application is for the purpose for the applicant(s) to supply Springs Home Finders sufficient information 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.**

Applications are online at [springshomefinders.com](http://springshomefinders.com).

If you want to fill out an application, please take completed application and application fee in a sealed envelope to:

**Attn: Property Management Division**  
Springs Home Finders  
6805 Corporate Dr., Suite 170  
Colorado Springs, CO 80918

Please call 719-9291-3168 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.



## 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?<br>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 |
|--|----------------------|------------------|---------|
| <div data-bbox="181 1176 730 1606" data-label="List-Group"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Present Address</li> <li><input type="checkbox"/> Previous Address</li> <li><input type="checkbox"/> Applicants Employment</li> <li><input type="checkbox"/> Spouse/Roommate's Employment</li> <li><input type="checkbox"/> Bank Accounts</li> <li><input type="checkbox"/> Loan Information</li> <li><input type="checkbox"/> Credit Bureau</li> <li><input type="checkbox"/> Personal References</li> <li><input type="checkbox"/> Driver's License</li> <li><input type="checkbox"/> TRS ____</li> <li><input type="checkbox"/> Other</li> </ul> </div> |                      |                  |         |

Person Completing Verification: \_\_\_\_\_

- Approved
- Denied