



Apartment Management Consultants, LLC.

Rental Selection Criteria Preserve At City Center Effective January 21, 2015

A separate rental application must be processed on all prospective residents 18 years of age or older, and an application fee paid for each applicant. A valid form of legal identification is required at the time of application and move-in. All prospective residents will be qualified on the following criteria.

CREDIT HISTORY – The first step in the application process is a credit report which will be processed on each applicant. Approval will be based on the indicators of future rent payment performance. A score in the “approved” or “conditional approved” range must be obtained for the approval process to continue. If applicant takes exception with the credit findings, he or she is responsible for contacting the credit bureau.

INCOME – Applicant(s) must have a verifiable source of income that when combined the gross amount is equal to a minimum of 2.75 times the monthly rent. If retired or unemployed applicant must provide other sources of verifiable regular monthly income, (for example: investments, trust funds, child support, alimony, etc.) that cover 2.75 times the monthly rent for monthly income sources; or cover the entire amount of the lease term (for example: savings accounts).

EMPLOYMENT - When applying, it is the obligation of the applicant(s) to provide proof of employment through a copy of two (2) most current paycheck stubs; or if self employed the previous year’s tax return or W-2; or job offer letter stating the start date and salary on company letterhead. Students must provide documentation of full –time student status (12 credit hours); if income cannot be verified, a Co-signer or additional deposit will be required.

RENTAL HISTORY – Applicants must provide at least 6 months of verifiable rental and/or payment history within the last 2 years from a landlord, apartment community or mortgage company, (including a prompt payment record and compliance with all community policies). Acceptable rental/payment history would include no more than three (3) late payments or returned checks per year of residency. Reference information from family members or friends will not be considered.

CONDITIONAL APPROVAL – An Additional Deposit up to \$450.00 or Co-signer will be required if the credit score is in the “conditional approval” range or criteria for any one of Income, Employment or Rental History have not been met, or have only been partially met. All adverse action requirements will be combined when reviewing multiple applications.

Note: In the event a co-signer is required, he/she must complete an *Application for Residency* and meet all of the Rental Selection Criteria. A co-signer will be full responsible for the *Lease Agreement* if the occupying resident(s) default.

CRIMINAL BACKGROUND CHECK – A criminal background check will be used as part of the qualifying criteria at this community.

CORPORATE LEASES – An application can be submitted in the name of a company as long as the business entity has a valid Federal Tax ID number that is verifiable by the Colorado Secretary of State. A credit report will be accessed to determine the company’s ability to make timely payments of rent. The company must provide a minimum of three (3) trade references that will be verified. A larger application fee or additional deposit may be required.

AUTOMATIC DENIAL FOR RESIDENCY - An Applicant will automatically be denied for the following reasons:

- Falsification of any information on the Rental Application
- Credit score in the “decline” range
- Anyone currently in the process of filing a bankruptcy
- Having been evicted by a previous landlord for cause
- Any unresolved debts to a landlord or mortgage holder, (unless debt is paid prior to approval of rental application).
- Rental applicants who have charges against them for one or more criminal offenses involving violence, sexual offenses, drug-related activity, injury to person or damage to property, including, without limitation, homicide, battery and assault, sexual assault, possession or sale of an illegal substance, burglary or theft, illegal possession or sale of weapons
- Rental applicants who have been convicted of one or more of such criminal offenses
- Rental applicants who have pleaded guilty or no contest to one or more of such criminal offenses
- Rental applicants who have had one or more of such criminal offenses disposed of other than by an acquittal or finding of “not guilty”.

OCCUPANCY STANDARDS – the maximum number of occupants per apartment are as follows; 1 Bedroom – 3 persons; 2 Bedroom – 5 persons; 3 Bedroom – 7 persons. If for any reason the number of occupants exceeds the maximum number for that floor plan, resident may be able to transfer to the appropriate floor plan, (subject to availability of alternate floor plan types and resident’s compliance with existing lease agreement), to comply with the occupancy limits, or vacate the apartment subject to the terms and conditions of the lease agreement and supporting addenda.

This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or national origin.

I/We have read the above and understand the criteria from which the application(s) will be approved or denied.

Applicant Signature/Date

Applicant Signature/Date



Equal Housing
Opportunity

Applicant Signature/Date

Applicant Signature/Date

Applicant(s) must receive a copy of this receipt.

Application for Residency Preserve At City Center

Apt# _____ Rent _____ Other Rent _____ M/I Date _____ Leasing Associate: _____
Apt Size _____ Security Deposit _____ Other Deposit _____ # of Occupants _____ Lease Term _____ mo.

NAME (LAST)	(FIRST)	(MI)
DATE OF BIRTH	SOCIAL SECURITY NO.	- -
DRIVER'S LICENSE NO.	STATE	
OCCUPATION	ANNUAL GROSS INCOME	
CO-APPLICANT (LAST)	(FIRST)	(MI)
DATE OF BIRTH	SOCIAL SECURITY NO.	- -

VEHICLES:	TYPE	COLOR	MAKE	STATE	LICENSE PLATE NO.
_____	_____	_____	_____	_____	_____

LIST OTHERS WHO WILL RESIDE IN APARTMENT ON A PERMANENT BASIS:

NAME: _____ RELATIONSHIP TO APPLICANT _____ DOB _____
NAME: _____ RELATIONSHIP TO APPLICANT _____ DOB _____
NAME: _____ RELATIONSHIP TO APPLICANT _____ DOB _____

PHONE CONTACT:

APPLICANT: HOME PHONE: _____ WORK PHONE: _____ EMAIL: _____

CO-APPLICANT: HOME PHONE: _____ WORK PHONE: _____ EMAIL: _____

PRESENT ADDRESS:

STREET: _____ APARTMENT NO. _____
CITY: _____ STATE _____ ZIP _____
RENT/OWN/LIVE WITH PARENTS? _____ DATES _____ TO _____ MONTHLY PAYMENT _____
LANDLORD/LENDER: _____ PHONE NO. TO LANDLORD _____

PREVIOUS ADDRESS:

STREET: _____ APARTMENT NO. _____
CITY: _____ STATE _____ ZIP _____
RENT/OWN/LIVE WITH PARENTS? _____ DATES _____ TO _____ MONTHLY PAYMENT _____
LANDLORD/LENDER: _____ PHONE NO. TO LANDLORD _____

CURRENT EMPLOYER:

NAME: _____ PHONE NO. TO SUPERVISOR _____
STREET: _____ STATE _____ ZIP _____
EMPLOYMENT DATE _____ POSITION _____ SUPERVISOR NAME _____ SALARY _____

CO-APPLICANTS EMPLOYER:

NAME: _____ PHONE NO. TO SUPERVISOR _____
STREET: _____ STATE _____ ZIP _____
EMPLOYMENT DATE _____ POSITION _____ SUPERVISOR NAME _____ SALARY _____

OTHER INCOME (I.E. SOCIAL SECURITY, CHILD SUPPORT):

TYPE OF INCOME: _____ SOURCE _____ AMOUNT PER MO. _____
TYPE OF INCOME: _____ SOURCE _____ AMOUNT PER MO. _____

RELATIVES/EMERGENCY CONTACT (NOT RESIDING WITH YOU):

NAME: _____ RELATIONSHIP _____ PHONE NO. _____
ADDRESS: _____ CITY _____ STATE _____ ZIP _____
NAME: _____ RELATIONSHIP _____ PHONE NO. _____
ADDRESS: _____ CITY _____ STATE _____ ZIP _____

PET INFORMATION:

TYPE: _____ BREED _____ WEIGHT _____ lbs.

KEEPING A PET REQUIRES CONSENT OF MANAGEMENT, PAYMENT OF APPLICABLE FEES/DEPOSITS, AND EXECUTION OF PET ADDENDUM. HANDICAPPED/ASSISTANCE ANIMALS USED FOR DISABILITIES ARE NOT CONSIDERED PETS.

HOW DID YOU HEAR ABOUT OUR PROPERTY? _____

The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, prohibits discrimination in the rental of housing based on race, color, religion, sex, handicap, familial status or national origin. The Federal Agency, which administers compliance with this law, is the U.S. Department of Housing and Urban Development.

This is to inform you that as part of our procedure for processing your application, an Investigative Consumer Report may be prepared whereby information's obtained through personal interviews with your landlord, employer, or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, mode of living, and credit report. You 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 investigations (Fair Credit Reporting Act). I/We hereby agree, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in this rental application and my/our rental liability shall commence during or on _____, 2015, pursuant to the terms of the lease. That if I/We fail to sign the lease and/or pay agreed rental, Security deposit, utility fees, or other required charges as shown on this application the **\$190.00** holding fees accompanying this application shall be retained by landlord as liquidated damages and I/We agree to this amount being retained by landlord as a reasonable estimate of actual damages to landlord if I/We failed to perform as stated above after approval. I/We also do not believe the loss of this holding fee is an unfair trade practice if I/We fail to perform as stated above after approval. I/We understand that the holding fees accompanying this application are non-refundable. Owner and/or agent for the owner reserves the right to reject this application and to refuse possession of the above-mentioned accommodation. I/We understand that any fees charged for running this application are non-refundable once this application has been run. I/We have read the forgoing; certify that the information herein is TRUE and CORRECT, that his application is submitted for the purpose of inducing approval of this application in my/our behalf. Any "yes" or "no" question unanswered shall be considered a "yes".

HAVE YOU EVER BEEN CONVICTED OF OR PLED GUILTY OF "NO CONTEST" TO ANY FELONY OR MISDEMEANOR?

YES [] NO []

HAVE YOU EVER BEEN CONVICTED OF OR PLED GUILTY OF "NO CONTEST" TO A SEXUAL OFFENSE?

YES [] NO []

IF YES, PLEASE EXPLAIN, PROVIDING THE LOCATION, DATE AND NATURE OF THE OFFENSE:

BY SIGNING THIS APPLICATION, YOU DECLARE THAT ALL OF YOUR RESPONSES ARE TRUE AND COMPLETE AND AURHORIZE AGENT OF THE LESSOR TO VERIFY THIS INFORMATION REFERENCES, AND CREDIT RECORDS, AND PERFORM A CRIMINAL BACKGROUND CHECK. ANY FLASE STATEMENT ON THIS APPLICATION CAN LEAD TO REJECTION OF YOUR APPLICATION OR IMMEDIATE TERMINATION OF YOUR LEASE.

SIGNATURE

PRINTED NAME

DATE

SIGNATURE

PRINTED NAME

DATE