

# RENTAL APPLICATION



Go to [www.stegnerrentals.com](http://www.stegnerrentals.com) and click on "Forms" then on "Application Process & Guidelines" to see our approval process.



## Stegner Property Management, LLC

Phone: 970-420-2191 - Fax: (866) 775-6473  
1213 Montgomery St.  
Fort Collins, CO 80524

Email: jim@stegnerrentals.com  
Website: www.stegnerrentals.com

**We require showings of a specific property before an application can be accepted for that property.**

### \$50 Application Fee & Application per Person – Non Refundable

**You must be 18 years of age to apply for and sign a lease/rental agreement on a property.**

Please complete all requested information on this form. Thank you for your interest in our properties. If you pay by check and your check bounces, you will be assessed a \$35.00 fee.

Date of Application \_\_\_\_\_ Desired Date of Occupancy \_\_\_\_\_ Pets? \_\_\_\_\_  
Describe: \_\_\_\_\_ **MUST PROVIDE A PICTURE OF YOUR PET WITH APPLICATION.**

### PERSONAL INFORMATION

**APPLICANT'S FULL NAME** (Print Clearly) \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

Driver's License Number/State \_\_\_\_\_

### APPLICANT'S RESIDENCE HISTORY

**PRESENT ADDRESS** \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Dates at this Address \_\_\_\_\_ to \_\_\_\_\_ Present Phone Number \_\_\_\_\_

Present Landlord/Mortgage Co. \_\_\_\_\_

Present Landlord Phone Number \_\_\_\_\_

Monthly Payment \_\_\_\_\_ Reason for Moving \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Dates at this Address \_\_\_\_\_ to \_\_\_\_\_

Previous Landlord/Mortgage Co. \_\_\_\_\_

Previous Landlord Phone Number \_\_\_\_\_

Monthly Payment \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Are you a student? Yes / No

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## EMPLOYMENT INFORMATION

Present Employer \_\_\_\_\_ Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Employer's Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Salary \_\_\_\_\_

If Less Than One Year, Please List Previous Employer \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_

Employer's Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Salary \_\_\_\_\_

## OTHER INFORMATION

Total Number of Vehicles \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ LicensePlate/State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ LicensePlate/State \_\_\_\_\_

If there are other sources of income you would like to have considered, please list:

Amount \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Phone \_\_\_\_\_

Amount \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever:

Been sued for non-payment of rent? \_\_\_\_\_ Yes \_\_\_\_\_ No

Been evicted or asked to move out? \_\_\_\_\_ Yes \_\_\_\_\_ No

Broken a rental agreement or lease? \_\_\_\_\_ Yes \_\_\_\_\_ No

Been sued for damage to a rental property? \_\_\_\_\_ Yes \_\_\_\_\_ No

Declared Bankruptcy in past 7 years? \_\_\_\_\_ Yes \_\_\_\_\_ No

Been taken to Collections by a Landlord? \_\_\_\_\_ Yes \_\_\_\_\_ No

Convicted of a Crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

In case of an emergency, notify (**must provide two not living with you**):

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City, State,

Zip \_\_\_\_\_ Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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PLEASE LIST NAMES OF ALL PARTIES THAT WILL BE RESIDING WITH YOU: \_\_\_\_\_

Applicant hereby pays a fee in the amount of \$ \_\_\_\_\_ for the application fee.

Applicant hereby pays earnest money in the amount of \$ \_\_\_\_\_ if approved to be applied to the security deposit as part of the lease.

The application fee of \$50 is non-refundable. We also ask that you put down half of the security deposit as earnest money. The earnest money allows us to take the property off the market and process your application. The standard security deposit will always be the same amount as one month's rent.

**We will not run any application without all three parts.**

- \* Finished, signed & dated application
- \* Application fee
- \* Earnest money

*(Please supply separate funds for application fee & earnest money)*

If we deny your application, the earnest money will be refunded back to you right away. If you are approved but do not sign a lease, your earnest money is forfeited and the property put back on the market.

The balance of the regular security deposit is due at lease signing. Any prorated rent, and any additional or pet deposit is due before move in and must be received in certified funds, cashier's check or money order.

We will process the first application in our office with a signed application and earnest money. If this application meets our criteria after reviewing Income/Employment, Credit, Criminal & Rental History, then that person will be the approved applicant.

If the applicant is approved but on the condition they have a co-signer, we will hold the property for this applicant for 24 hours in order for them to obtain an approved co-signer and turn in a signed co-signer application and agreement.

**If an applicant fails to sign a lease after being approved, we will retain the earnest money as damages for having removed the property from the market.**

**\*\*RESTRICTED DOG BREEDS: Pit Bull, Rotweiller, Doberman Pinscher, Presa Canario, Wolf hybrid, Chow, Staffordshire Terrier.**

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## PLEASE FILL IN THE BELOW INFORMATION COMPLETELY THEN SIGN AND DATE

### APPLICATION AND AUTHORIZATION:

I \_\_\_\_\_, HEREBY APPLY TO LEASE THE PREMISES LOCATED AT \_\_\_\_\_ FOR A TERM OF \_\_\_\_\_ MONTHS, BEGINNING \_\_\_\_\_, \_\_\_\_\_. I UNDERSTAND THAT THE MONTHLY RENT ON THIS PREMISES IS \$ \_\_\_\_\_ AND THAT A SECURITY DEPOSIT OF \$ \_\_\_\_\_ IS REQUIRED.

This release and authorization acknowledges that **Stegner Property Management** may now, or any time while I am renting or co-signing on a lease, or owe money, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under **Stegner Property Mgmt** tenant policies. I also authorize **Stegner Property Management** to give this application to the property owner and any future managers & landlords.

**I have read and understand this release and consent, and I authorize the background verification.** I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide **Stegner Property Mgmt** with all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I understand that the Landlord or his Agent(s) have a right to reject my application and to return any earnest money placed on the unit in the amount of \$ \_\_\_\_\_. I also verify that all information provided is true and correct. If the applicant is accepted and resident does not enter into a Lease Agreement, the earnest money will be retained by the Landlord as liquidated damages for removing the property from the rental market. Upon signing of the Rental Agreement, the earnest money becomes all or part of a Security Deposit on the referenced premises. I hereby acknowledge receiving and reading a copy of Stegner Property Management, LLC lease \_\_\_\_\_ (initial).

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date