

RENTAL APPLICATION



Go to 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
1020 Luke St. Suite B
Fort Collins, CO 80524

Email: stegnerproperties@gmail.com
Website: www.stegnerrentals.com

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

APPLICATION FEE: There is a \$55.00 application fee per individual applicant. The fee consists of the following: \$5.00 for initial assessment of completeness of application and determination if additional information or documentation is required to complete application. This \$5.00 is non-refundable; \$20.00 for the background / credit check; \$30.00 for the one hour average time required to process an application.

If you apply for a property but another applicant has already been qualified for and offered the property before your application is fully processed, you will receive a refund of \$50.00 which is the total fee less the \$5 for initial assessment/processing.

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 _____

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PREVIOUS ADDRESS _____
City/State/Zip _____
Dates at this Address _____ to _____
Previous Landlord/Mortgage Co. _____
Previous Landlord Phone Number _____
Monthly Payment _____ Reason for Moving _____

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:

In LAST 7 YEARS been sued for non-payment of rent? _____ Yes _____ No
In LAST 7 YEARS been evicted or asked to move out? _____ Yes _____ No
In LAST 7 YEARS broken a rental agreement or lease? _____ Yes _____ No
In LAST 7 YEARS been sued for damage to a rental property? _____ Yes _____ No
Declared Bankruptcy in past 7 years? _____ Yes _____ No
In LAST 7 YEARS been taken to Collections by a Landlord? _____ Yes _____ No
Convicted of a Crime? _____ Yes _____ No
Ever filed a suit against a landlord? _____ Yes _____ No

If yes, please explain: _____

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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 _____

PLEASE LIST THE NAMES OF ALL PARTIES THAT WILL BE RESIDING WITH

YOU: _____

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

We process applications on a first come first serve basis only.

We will process the first application/s in our office with signed application/s and application fees of all parties applying together. If this application meets our qualifying criteria after reviewing Income/Employment, Credit, Criminal & Rental History, then applicant/s will be the approved applicant/s.

Unless we authorize otherwise in writing, once approved you and all co-applicants must sign the Lease Contract within 3 business days after you have been approved and **must pay the full deposit at the time you sign the lease**. If you or any co-applicant fails to sign the lease and pay the deposit as required, we will move on to the next applicant and not hold the property for you.

Non-approval. We will notify you whether you've been approved usually within 24-72 hours after the date we receive a completed Application. Notification will typically be by phone if approved and by phone as well as a written notice with details of the reasons for denial if denied. You must not assume approval until you receive actual notice of approval.

Notice to or from Co-applicants. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.

Please note: You can view our qualifying criteria on our website www.stegnerrentals.com under "Tenants" and then under "Application Process" or ask our office and we will supply you with a copy.

We ask that you view a copy of our sample lease before applying, you can view this on our website www.stegnerrentals.com under "forms" or contact our office and we will be happy to supply you with a copy.

Before submitting an application, applicant agrees that they have viewed the property, reviewed the lease and our qualifying criteria, have a clear understanding of the rent amount, all the lease terms and start date of the lease.

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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 Management with all information that may be requested. I hereby release Stegner Property Mgmt and any/all 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. I also verify that all information provided is true and correct. If this application is accepted, the full deposit will need to be paid and the lease must be signed within 3 business days or Stegner Property Management will move on to the next applicant. I hereby acknowledge receiving and reading a copy of Stegner Property Management, LLC lease.

Sign

Date

THIS FORM WAS APPROVED BY MICHAEL T. KRUEGER, ATTORNEY FOR STEGNER PROPERTY MANAGEMENT. IT HAS NOT BEEN APPROVED BY THE COLORADO REAL ESTATE COMMISSION