



Application and Applicant Screening Policy

Thank you for your interest in a Property Professionals' property. Below, you will find the instructions and criteria required for applying for a property managed by Property Professionals. It is important that you read the information below prior to completing application to understand what is required for renting the property. If you have further questions, contact Property Professionals at (970) 625-2255.

Property Professionals is dedicated to honoring federal, state and local fair housing laws. Landlord will not discriminate against Tenant because of their race, color, religion, national origin, familial status, disability, sex, sexual orientation, gender identity, immigration/citizenship status, or military/veteran status. C.R.S. § 24-34-502(1) prohibits source of income discrimination and requires a non-exempt landlord to accept any lawful and verifiable source of money paid directly, indirectly, or on behalf of a person, including income derived from any lawful profession or occupation and income or rental payments derived from any government or private assistance, grant, or loan program.

- 1. Portable Tenant Screening Reports (PTSR): 1) Applicant has the right to provide Property Professionals with a PTSR that is not more than 30 days old, as defined in § 38-12-902(2.5), Colorado Revised Statutes; and 2) if Applicant provides Property Professionals with a PTSR, Property Professionals is prohibited from: a) charging Applicant a rental application fee; or b) charging Applicant a fee for Property Professionals to access or use the PTSR.**

If Applicant provides Property Professionals with PTSR: a) the PTSR must be available to Property Professionals by a consumer reporting agency/third party website that regularly engages in the business of providing consumer reports; 2) the PTSR must comply with all state and federal laws pertaining to use and disclosure of information contained in a consumer report by a consumer reporting agency; and c) Applicant certifies that there has not been a material change in the information in the PTSR, including the Applicant's name, address, bankruptcy status, criminal history, or eviction history, since the PTSR was generated.

2. Application Processes

- All applications must be submitted to full completion, signed, and paid for, with any verification requirements attached prior to Property Professionals beginning screening. All applicants for a property will be screened in the order they are received, on a first come, first serve basis. Should applications be missing information they shall be deemed incomplete and will not be screened until all information is received. Any other completed applications may be screened ahead of incomplete applications. Properties will continue to be shown until an approved applicant has signed a lease and paid deposits in full. If you meet our screening criteria, your application will be approved.
- No leases shall be executed on a "site-unseen" basis unless special circumstances exist and the Management Team approves a virtual tour option for the Property in question and applicant agrees to sign a "Site Unseen" Addendum.
- All deposits must be paid in full, with verified funds, at the time of the lease signing.

3. Pets

- **No pets will be allowed unless otherwise noted.** Landlord will waive the pet restrictions for pre-approved pets provided that the tenant and pet owner agree to and meet the following terms and conditions:
 1. Complete a Pet Profile at PetScreening.com as directed by the Management Team.
 2. Only lease approved pets will be permitted on the property by tenant.

3. Pets will not cause: danger, damage, nuisance, noise, health hazard, or soil the apartment/unit, premises, grounds, common areas, walks, parking areas, landscaping or gardens. Tenant agrees to clean up after the pet and agrees to accept full responsibility and liability for any damage, injury, or actions arising from or caused by his/her pets.
4. Tenant agrees to immunize the pet/pets in accordance with local laws and requirements.
5. Tenant warrants that the pets are housebroken. Tenant warrants that pets have no history of causing physical harm to persons or property, such as biting, scratching, chewing, etc. and further warrants that the pets have no vicious history or tendencies.
6. Pets be controlled at all times. Must be kept on a short leash while in common areas or on the grounds. Barking will not be tolerated in that it is considered to be a nuisance to other tenants. Proper disposal of cat litter will be practiced, odors arising from cat litter will not be tolerated.
7. Pets that are not allowed per the Center for Disease Control and our Insurance Provider are: Chow, Doberman Pincher, German Shepard, Husky including Siberian, Malamute, Pit Bull, Rottweiler, Saint Bernard, Wolf dog or hybrid of Wolf, Akita, Shar-pei, Pit bull (Staffordshire Terrier) any mix of these breeds or any dog known to have vicious tendencies or to have bitten anyone. Ferrets and rabbits are not allowed. Any approved reptiles must be caged at all times. Aquariums will not exceed 25 gallons and will not leak and will be cleaned regularly to prevent foul water and/or odors.

4. Occupancy Limitations

- Per Fair Housing laws Property Professionals only allows two persons per bedroom to prevent overcrowding and undue hardship on the property.

5. General Application Requirements

- Management Team reserves the right to decline an application if Management Team feels that Applicant has displayed aggressive, intimidating, or bullying tendencies in an effort to force an approval or rushed decision on Application screening. This will be at the discretion of the Management Team, examples of this would include but are not limited to; vulgar language directed at Management Team, a raised voice, threats, etc.
- Separate applications: it is a requirement that each applicant fill out a separate application and is 18 years of age or older.
- Complete applications: it is required that applicants complete the entire application on both sides. Failure to supply information will mean denial of the application.
- Cosigners: if a cosigner is required, the person applying as a co-signer must complete an application. It is not company policy to accept a cosigner unless there are extraordinary circumstances and Property Professionals obtains approval from the owner.
- Caregivers: if any tenant residing in the property requires a caregiver, the caregiver must also be 18 years or older and fill out an application.
- Reasonable accommodations: if the applicant or any persons on the application require reasonable accommodations because of a handicap, the applicant must supply proof of the disability with the application. Applicants must submit a Property Professionals Request for Reasonable Accommodations with the application.
- Support animal: if any tenant or resident requires the assistance of a support animal, it must be disclosed on the application and the tenant must supply documentation proving the animal is a legitimate support animal. A Pet Profile will be required at no charge.
- Application selection: Property Professionals processes applications after receipt. Selection is based on a first-come, first-served process.



- Verifiable identification: when completing application, applicants must furnish verifiable photo identification such as drivers' license, military ID, state ID, or passport. Identification from merchant stores is not acceptable.

6. The Application/Processing Fee

- A \$50.00 application fee is required per application, without exception, and is non-refundable. Cosigners must also pay a \$50.00 non-refundable application fee. This fee is to cover the costs incurred while processing the application.

7. Basic Criteria

- The general criteria for all applications are qualified income, credit, qualification based on criminal background, and tenant history or ownership of all applicants, proving the ability to support the rental income and care for the property. Negative findings on one or more of the three areas can cause denial of an application: false documentation is immediate grounds for denial of an application.

8. Income

- Applicants combined monthly income must be at least 2 times the monthly rent.
- Work verification for the last year must be supplied by applicant.
- All applicants are required to supply reasonable, reliable, and legal documentation on all income; all documentation on income is required at the time application.
- Examples of income are employee records, pay stubs, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.
- Property Professionals must be able to verify all income sources and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.

9. Credit

- Property Professionals obtains a credit report for all applicants and does not accept copies of credit reports from applicants, no exceptions.
- Property Professionals accepts discharged bankruptcies, if the prospective tenant has re-established good credit, and bankruptcy is older than 2 years.
- Negative credit reports can be grounds for denial of an application.
- If your credit history shows any unpaid collections (other than proven medical bills), judgments, liens, or excessive late payments, your application may be denied.

10. Criminal

- Applicant must have no conviction of a felony in the past seven years. Felony of gang involvement, any violent acts against another person, arson, criminal trespass, stalking, burglary, vandalism, child molestation or child neglect will be denied.

11. Guarantors

- Property Professionals may accept an applicant with a qualified guarantor. Guarantor must make two (2) times the monthly rent in monthly income. Property Professionals reserves the rights to decline the acceptance of a guarantor application.

12. Rental History or Property Ownership



- Property Professionals requires a minimum of two (2) years of rental history, and/or homeownership, unless a co-signor is accepted, or mitigating circumstances are proven. Rental history must be supplied by your most recent landlord.
- All references must be verifiable and family references are not accepted.
- Negative references can be grounds for denial of an application. If you have had lease violations, excessive late payments, unit damages or have ever been evicted or sued for any lease violation, we will reject your application.

13. Acceptance / Denial

- Property Professionals notifies applicants of acceptance or denial within 3-5 business days of application, unless Property Professionals cannot complete verifications. If more documentation is required, Property Professionals will notify the applicant immediately.
- If accepted, applicants are required to follow requirements outlined on the Property Professionals Rental Application for completion of renting.
- All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.
- Giving false information is automatic grounds for denial.

14. Responsibility of Applicant

- It is the responsibility of the applicant to inquire from Property Professionals about any information on the application that they do not understand.
- If notified, it is the responsibility of the applicant to accept the offer to rent by submitting a holding deposit and/or security and signing a lease. If applicant defaults on the requirements of renting a property application may be declined and terminated.

If further questions, please call (970) 625-2255, for instructions.