



6265 Lehman Drive  
Colorado Springs, CO 80918  
(719) 260-8216 Fax (719) 494-1219



## APPLICATION TO LEASE REAL PROPERTY

A non-refundable application fee of **\$15 per adult** is required at the time this application is returned for processing. We accept or reject applicants based on a combination of ability to pay plus other information that is included in this application including the terms of the rental period requested. We require that all persons living in the property over the age of 18 to complete an application and may require them to be on the lease. This application becomes a part of the lease provided of course that the Applicant is approved by Courtney & Courtney (Landlord) and all parties have signed the Lease. The Applicant warrants that no real estate broker/salesperson is due a commission or finders fee for assisting Applicants in locating this property, any such commission/ finders fee will, if due, be paid for by the Applicants herein named and will not be paid by the Owner or Landlord. Applicant and Landlord agree to accept facsimile signatures as legal and binding. Courtney & Courtney (Landlord) its staff and Agents work to the benefit of the OWNER, not the Applicant.

If the Applicant misstates the number of persons that will occupy the Premises, or if Applicants have made any misstatements of material fact relative to this application and lease, the Landlord, at his option may cancel the application/Lease without notice and retain any monies held of the Applicants as liquidated damages and may take other actions as outlined in the said Lease.

### Our General Guidelines to Qualify:

- Legal and verifiable income up to approximately three times the monthly rent (pay stubs)
- Employment verification of up to two years, self employed may be required to supply tax returns.
- Two years of favorable rental references or ownership.
- A credit score of 600 or above. Credit scores below this number may require an additional deposit.

### Pet Policy

Most Courtney and Courtney properties do not allow pets, those that do require a \$300.00 per pet additional deposit.

### Funds required at Move-In

The deposit is generally equal to the monthly rental amount. The deposit is due at the time of lease signing. Rent is then generally due upon the first day of move in. In some cases pro-rated rent may be substituted for the first months rent.

Processing of Applications normally takes 24 hours. Verification of employment and rental history is generally the hold up.

Incomplete, incorrect or misinformation on the rental application can disqualify you as a prospective renter.

The full deposit is due upon acceptance and lease signing must take place within 24 hours of notification of acceptance.

### Rent is Due on the first day of each month.

**Bounced check.** If rent check is returned for non-sufficient funds, a \$30.00 fee, plus late charges will apply. Additionally all further payments must be in the form of a cashiers check or money order.

Unless Landlord rejects this application, Applicant agrees to execute the written Lease for the property as provided by the Landlord within 24 hours of being approved. In the event that the Applicant does not sign the lease within said 24 hours the approval maybe withdrawn by the Landlord and said Landlord may without notice Lease the property to another. Upon execution of the Lease, the Landlord shall be paid by Applicant, at a minimum, an amount of money equal to a full months rent, these funds shall be held by the landlord as Earnest Money to hold the property until the Applicants tenancy begins. At the point in time that the tenancy begins the Earnest Money funds held by Landlord becomes the Damage deposit as outlined in said Lease. In the event that the Applicant does not take tenancy, these funds shall be forfeited and will be held as part of the damages that would be due under the terms of said Lease.

**Megan's Law.** If the presence of a registered sex offender is a matter of concern to Applicant (Tenant), Applicant understands that Applicant must contact local law enforcement officials regarding obtaining such information.

**Equal Housing Opportunity:** We are pledged to the letter and the spirit of United States' policy equal housing opportunity in which there are no barriers to obtaining housing because of race, color, religion, sex, physically handicapped or families with children under the age of eighteen. Marital status, ancestry & creed shall also not be barriers. If you have any disabilities which require special accommodations, please let us know.

This is a legal document and contract, if the application or the lease is not fully understood we urge you to seek legal counsel.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



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**PLEASE PRINT CLEARLY- MUST FILL OUT ALL INFORMATION:**

Property Applying For: \_\_\_\_\_ Where did you hear about the property? \_\_\_\_\_

We wish to make application to lease from (day, month, year) \_\_\_\_\_, 20\_\_\_\_ through the month of \_\_\_\_\_, 20\_\_\_\_.

**Applicant One**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Soc Sec # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Rental or Mortgage payments \$ \_\_\_\_\_ Length of time at this location \_\_\_\_\_

Landlord/Mortgage Co \_\_\_\_\_ Phone \_\_\_\_\_

Reason for moving \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Rental or Mortgage payments \$ \_\_\_\_\_ Length of time at this location \_\_\_\_\_

Landlord/Mortgage Co \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Time on job \_\_\_\_\_ Monthly Gross income \$ \_\_\_\_\_ Position/Rank \_\_\_\_\_

Direct Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Other income \_\_\_\_\_

Previous Employer \_\_\_\_\_ Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Time on job \_\_\_\_\_ Monthly Gross income \$ \_\_\_\_\_ Position/Rank \_\_\_\_\_

Direct Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

**Applicant two**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Soc Sec # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Rental or Mortgage payments \$ \_\_\_\_\_ Length of time at this location \_\_\_\_\_

Landlord/Mortgage Co \_\_\_\_\_ Phone \_\_\_\_\_

Reason for moving \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Rental or Mortgage payments \$ \_\_\_\_\_ Length of time at this location \_\_\_\_\_

Landlord/Mortgage Co \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Time on job \_\_\_\_\_ Monthly Gross income \$ \_\_\_\_\_ Position/Rank \_\_\_\_\_

Direct Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Other income \_\_\_\_\_

Previous Employer \_\_\_\_\_ Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Time on job \_\_\_\_\_ Monthly Gross income \$ \_\_\_\_\_ Position/Rank \_\_\_\_\_

Direct Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

The following is a list of persons other than the applicants that will live in the property during this Lease/Tenancy.

Name (full)	Date of birth	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Vehicles:** The parking of cars, trucks, trailer, boats and motor homes maybe restricted by neighborhood or city regulations, please describe all vehicles that will be parked at the property.

Year	Make	Model	Color	Lic#	Year	Make	Model	Color	Lic#
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

**Additional Information:**

**Applicant One:**

Bank name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Checking Acct. # \_\_\_\_\_ Savings Acct. # \_\_\_\_\_

Closest Relative and Reference: (Please give complete Information)

Name \_\_\_\_\_ Relation \_\_\_\_\_  
 Address (city/state) \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Relation \_\_\_\_\_  
 Address (city/state) \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant Two:**

Bank name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Checking Acct. # \_\_\_\_\_ Savings Acct. # \_\_\_\_\_

Closest Relative and Reference, Emergency contacts: (Please give complete Information)

Name \_\_\_\_\_ Relation \_\_\_\_\_  
 Address (city/state) \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Relation \_\_\_\_\_  
 Address (city/state) \_\_\_\_\_ Phone \_\_\_\_\_

**Other Information:**

Rent is due in advance on the 1 <sup>st</sup> day of each month. Are you able to fulfill this requirement?	<b>Applicant one</b>	<b>Applicant two</b>
Are you obligated to pay child support or alimony? If yes how much? _____	_____	_____
Have you ever been evicted? If yes, explain below	_____	_____
Have you ever declared Bankruptcy? If yes, explain below	_____	_____
Have you ever been convicted of a felony? If yes, explain below	_____	_____
Do you have any derogatory credit? If yes, explain below	_____	_____
_____:	_____	_____

**SMOKING**

We understand that this property is a non-smoking property and that we **do not** smoke, nor will we allow our guests or family members to smoke in the property.

\_\_\_\_\_ Please initial \_\_\_\_\_ Please initial

**PETS**

Some of our properties do not allow pets. We understand that if this is a no pet property we will not allow pets, and will not acquire any pets while we reside at the property. We further understand that we may not pet sit or temporarily keep a pet on the premises for any reason.

\_\_\_\_\_ Please initial \_\_\_\_\_ Please initial

Please list all pets which you desire to have on the property. Please include any fish, birds, reptiles, etc. Also please list and explain the manner in which they will be kept.

Name	Type	Size	Sex/Neutered/Spayed	Age

Wherever used herein, the singular shall include the plural and the use of gender shall be applicable to all genders. Landlord may request additional information, tax returns, pay stubs etc. to assist verification of information given herein.

Applicant is aware that a credit report will be obtained and used by the Owner as part of the application in determining the request of applicant to lease a property. Applicant agrees to allow any credit bureau to release all information they have on file to Courtney & Courtney and Applicants signature below authorizes this release. Applicant further authorizes Courtney & Courtney to verify any information provided by this applicant including but not limited to employment, rental history, bank account, credit history etc.

**Applicant one**

**Applicant two**

Print name \_\_\_\_\_

Print name \_\_\_\_\_

\_\_\_\_\_  
signature \_\_\_\_\_ date

\_\_\_\_\_  
signature \_\_\_\_\_ date

**Courtney & Courtney    6265 Lehman Drive    Colorado Springs, CO 80918**  
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Directions: North on Academy Blvd, (past Vickers), Right on Lehman Drive, turn right into Stone Brook Complex, we are the first building on the right.

**FOR OFFICE INFORMATION ONLY**

Application	Date Received:	Fee Received:		Credit Score:	
Current Residence Verification	Moved In	Moved Out	Rent \$	Late?	Rent Again?
	Date:	Date:	\$	Yes/No	Yes/No
Comments:					
Employment Verification					

Approved	Lease Signed	Deposit Received	Rent Received	Keys Assigned
Date:	Date:	Date:	Date:	Date: