

## CS & ASSOCIATES, LLC

### Rental Application Instructions

Thank you for your interest in a home managed by CS & ASSOCIATES, LLC. Below are instructions and general information for you regarding applying for a property with our company. Keep in mind that because of the high volume of prospective tenants and rental properties we manage, we will not deviate from the process described below. We are committed to giving our tenants and prospective tenants the professional attention they deserve and in order to do so must adhere to the office policy we have in place regarding processing applications.

Before you apply for one of our properties, you need to be aware that there is a \$30.00 application fee **PER APPLICANT. THIS IS A NON-REFUNDABLE APPLICATION FEE.** We submit your application to an outside source for credit checks and criminal history background checks, following which our staff will verify your employment and rental references. Unless other compensating factors are present, if you are applying for one of our properties renting for over \$1,000.00 per month, you will need a minimum FICO (credit) score of 650. Properties renting for \$700.00 to \$1,000.00 per month require a minimum 600 FICO score and all other properties require a minimum 550 FICO score.

In addition to meeting the required minimum FICO score, you will need to meet our requirements regarding your background, including past criminal history. Felonies and misdemeanors **may** be considered on a case-by-case basis, depending on the nature of the crime and the time the offense was committed. You will **not** be approved if the background check indicates conviction for **any violent** felony or misdemeanor, regardless of the passage of time. Past rental references and employment will also be verified.

As we will need to verify your current employment and current and past rental references, please supply valid contact information for these as the application process will halt without them. You will be notified within 24 business hours of the status of your application.

If approved, we will contact you via phone or email notifying you of the approval. In the event you do not qualify, we will mail you a letter indicating why you were not approved.

Upon approval, you will be given 24 hours to supply us at our office with a Holding Fee. **THE HOLDING FEE MUST BE IN CERTIFIED FUNDS, IN THE FORM OF EITHER A CASHIERS CHECK OR MONEY ORDER.** We do not accept cash in our office except for application fees. **ONCE WE RECEIVE THE HOLDING FEE, WE CANCEL ALL ADS AND HALT ALL SHOWINGS ON THE PROPERTY. AT THIS POINT, THE HOLDING FEE BECOMES NON-REFUNDABLE UNTIL THE LEASE IS EXECUTED.** Upon approval we will, within 24 business hours, email the lease to the email address you have provided. The lease will need to be signed by all parties listed as residents and returned to us within 48 business hours. Upon our receipt of your signed lease, the Holding Fee will be applied to monies owed in connection with the lease as the Security Deposit. The Holding Fee is NOT a Security Deposit and shall ONLY be applied as the Security Deposit due under the lease upon Applicant's approval as tenant and Applicant's strict compliance with all terms described herein.

Once we receive the signed lease, we will make an appointment with you to meet us at the property, where you will **PAY THE FIRST MONTH'S RENT, SUPPLY US WITH THE XCEL ACCOUNT INFORMATION (ACCOUNT NUMBER) FOR THE PROPERTY, SUPPLY US WITH COPIES OF PHOTO ID'S FOR ALL ADULTS OCCUPYING THE PROPERTY,** and to pick up keys for the property. **WE WILL NOT GIVE YOU KEYS TO THE PROPERTY UNLESS ALL OF THESE ITEMS ARE COMPLETED.** Please also keep in mind that we cannot allow you to occupy the property prior to the beginning of your lease date. We look forward to working with you.

I have read and understand these Rental Application Instructions.

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Prospective tenant

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Prospective tenant

# ADDENDUM A - RENTAL APPLICATION

CS & ASSOCIATES, LLC.  
12191 W 64<sup>TH</sup> AVE #304  
ARVADA CO 80004-4030  
303-422-7992

**All Applicants, eighteen (18) years of age or older,  
who will be residing in the Premises, must fill out a separate Application.**

**Applicant's Name:** \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Phone # \_\_\_\_\_

**Minor Occupants:**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Place additional minor occupants on reverse Yes / No Email address \_\_\_\_\_

**RESIDENT HISTORY**

**List every City and State you have resided in since you reached the age of 18:**

(1) \_\_\_\_\_ / \_\_\_\_\_, (2) \_\_\_\_\_ / \_\_\_\_\_, (3) \_\_\_\_\_ / \_\_\_\_\_, (4) \_\_\_\_\_ / \_\_\_\_\_,

(5) \_\_\_\_\_ / \_\_\_\_\_, (6) \_\_\_\_\_ / \_\_\_\_\_, (7) \_\_\_\_\_ / \_\_\_\_\_, (8) \_\_\_\_\_ / \_\_\_\_\_.

**Present Address**

Street Apt. # City State Zip Dates: From Home phone #

Apt. Name or if home owned, Mortgage Co. & Loan # Present Landlord/Manager Manager's Phone #

Monthly Payment \$ Reason for Moving

**Previous Address**

Street Apt. # City State Zip Dates: From Home phone #

Apt. Name or if home owned, Mortgage Co. & Loan # Present Landlord/Manager Manager's Phone #

Monthly Payment \$ Reason for Moving

**Previous Address**

Street Apt. # City State Zip Dates: From Home phone #

Apt. Name or if home owned, Mortgage Co. & Loan # Present Landlord/Manager Manager's Phone #

Monthly Payment \$ Reason for Moving

Have you ever been:

Evicted from any leased premises? YES \_\_\_\_\_ NO \_\_\_\_\_

Broken a rental agreement or lease contract? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you require any special accommodations? YES \_\_\_\_\_ NO \_\_\_\_\_

**EMPLOYMENT**

**Present Employer** \_\_\_\_\_ Position \_\_\_\_\_

Business Address \_\_\_\_\_  
Street City State Zip **Your Work Phone #** \_\_\_\_\_

Supervisor \_\_\_\_\_  
Name Phone # Employed Since \_\_\_\_\_

Gross Monthly Salary \_\_\_\_\_

Additional Monthly Income (If Any) \_\_\_\_\_ Source \_\_\_\_\_

**Other Employer** \_\_\_\_\_ Position \_\_\_\_\_

Business Address \_\_\_\_\_  
Street City State Zip **Your Work Phone #** \_\_\_\_\_

Supervisor \_\_\_\_\_  
Name Phone # Dates of Employment \_\_\_\_\_

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**VEHICLE**

Year and Make \_\_\_\_\_ Color \_\_\_\_\_ License # & State \_\_\_\_\_  
Registered To \_\_\_\_\_

Year and Make \_\_\_\_\_ Color \_\_\_\_\_ License # & State \_\_\_\_\_  
Registered To \_\_\_\_\_

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**CRIMINAL BACKGROUND**

Have you been convicted, pleaded guilty or nolo contendere (no contest), received a deferred sentence, deferred prosecution, diversion, continued adjudication, continued petition, of any felony, or felony/misdemeanor sex offense within the past 10 years?  
YES \_\_\_\_\_ NO \_\_\_\_\_

\*Please note: a "Yes" answer will result in an automatic denial of the Rental Application.

Are you registered or under consideration for registration as a sexual offender? YES \_\_\_\_\_ NO \_\_\_\_\_

\*Please note: a "Yes" answer will result in an automatic denial of the Rental Application.

Are you currently facing prosecution for any felony, or felony/misdemeanor sex offense? YES \_\_\_\_\_ NO \_\_\_\_\_

\*Please note: a "Yes" answer will result in an automatic denial of the Rental Application.

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**BED BUGS**

Are you aware of any facts or circumstances that you, your personal property, or your current or previous residences were exposed to bed bugs?  
YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, Applicant makes the following disclosures regarding Applicant's exposure to bed bugs: \_\_\_\_\_

\_\_\_\_\_ (if more room is necessary attach sheet).

If you have been exposed to bed bugs within the last two years:

Do you represent and warrant that all of your personal property has been inspected, professionally treated if warranted, and that no bed bugs are present in your personal property?

YES \_\_\_\_\_ NO \_\_\_\_\_

Do you authorize Landlord to obtain for review documentation regarding such exposure, and will you upon Landlord's request make all of your personal property available for inspection to confirm the absence of bed bugs?

YES \_\_\_\_\_ NO \_\_\_\_\_

\* PLEASE NOTE – If you have been exposed to bed bugs, and are unwilling to give the above representations, warranties, and authorizations, your application could be denied.

**PETS**

Do you own any pets? \_\_\_\_\_ If so, how many? \_\_\_\_\_ Type/Breed \_\_\_\_\_ Weight \_\_\_\_\_  
Age \_\_\_\_\_ Color \_\_\_\_\_

**EMERGENCY CONTACT**

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

Address \_\_\_\_\_  
Street \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

**DEPOSITS AND FEES**

I understand the application fee is a non-refundable payment for a credit and criminal check and processing charge of this Application and such sum is not a rental payment or security deposit. This amount will be retained by Landlord to cover the cost of processing the application as furnished by the Applicant, regardless if the Applicant is approved or denied; any false or misleading information or intentional omission will result in rejection of application. THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGATE LANDLORD TO EXECUTE A LEASE OR TO DELIVER POSSESSION OF THE DWELLING UNIT TO APPLICANT. **THE RENTAL AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY LANDLORD.** Completed Applications will be reviewed on a first come, first served basis. An Application is not considered complete unless all necessary and required information is provided by Applicant, and Applicant has signed all necessary documents. Applicant is responsible for signing all required documents.

Premises: \_\_\_\_\_  
Move In Date if Approved: \_\_\_\_\_

I understand the deposits and fees to be:

Security Deposit(s) \$ \_\_\_\_\_ Pet Deposit(s) \$ \_\_\_\_\_ Pet Fee(s) \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

(Specify) \_\_\_\_\_  
Non-refundable holding fee \$ \_\_\_\_\_ ( See Rental Application Instructions attached hereto)

Non Refundable Application fee \$ **30.00** \_\_\_\_\_

Partial Month's Rent \$ \_\_\_\_\_

First Month's Rent \$ \_\_\_\_\_

Total Due at Move In: \$ \_\_\_\_\_

Total Paid at Application: \$ \_\_\_\_\_

Total Still Owed Prior to Move In: \_\_\_\_\_

Total Paid at Application \$ \_\_\_\_\_. This amount less any holding fee and less the application fee will be refunded within 7 working days: 1) if the Application is denied, or 2) if the Application is accepted and the Applicant withdraws the Application in writing within 72 hours of the date of notification of acceptance. Landlord will notify Applicant of denial or acceptance in writing via email, or via phone if Applicant does not have an email address. If the Application is accepted and Applicant fails to occupy the premises on the Move In Date (regardless if Applicant executes a lease or not), except for delay caused by Landlord, the holding fee amount will be retained by Landlord as liquidated damages for holding the Premises off the market. In such instance, Landlord will provide Applicant written notice of such application of funds within 30 days. If the delay in providing Applicant with this specific Premises is longer than seven (7) days, Applicant may terminate the lease by notifying Landlord in writing, and Landlord will refund all amounts less the application fee. If Landlord does not deliver possession of the Premises on or before the Move-In Date for any reason, Landlord shall not be liable to Resident for any damages whatsoever for failure to deliver possession on the Move-In Date.

**DISCLOSURE OF INFORMATION**

I warrant and represent the information provided on this application to be true and correct. I authorize Landlord to make such investigation into Applicant/Resident/Occupant's credit, employment, rental and criminal history, as Landlord may deem appropriate, and release all parties from liability for any damage that may result from furnishing such information to Landlord. Landlord shall have the continuing right to review and obtain this credit and criminal information, rental application, payment history and occupancy history for account review, improving application review methods, and all other purposes. If approved, Applicant shall have a

continuing and on-going duty to update all of the information provided on the Application. Applicant acknowledges that Landlord may enter into a Lease in reliance on the information contained in Applicant's rental application and any and all other information provided to Landlord by Applicant. Applicant/Resident shall promptly notify Landlord in writing of any subsequent change in the information provided by Applicant on Applicant's application. If Applicant is approved, Landlord shall have the right to terminate Applicant's tenancy on three days notice to quit: 1) if it is determined that Applicant provided false or misleading information on this Application, or 2) if the Application information is no longer correct, for example, Applicant is convicted of a sexual offense after moving into the Premises.

Landlord does not have a duty to verify, and does not represent or promise that it will verify, the accuracy or the answers provided in the Application of any applicant. Furthermore, Landlord has no duty, and expressly disclaims any obligation, to perform a criminal background check on each applicant. Landlord does not represent or guarantee that all residents have no prior criminal record or background.

Landlord's approval or denial of this Application is based on information provided by independent third parties. Landlord makes no representation as to the accuracy of the information that Landlord obtains from third parties in approving or denying this Application. Landlord hereby disclaims any liability for the accuracy of such information that Landlord obtains pursuant to Applicant's consent.

**DISCLOSURE OF BROKERAGE RELATIONSHIP, LEAD-BASED PAINT, AND ASBESTOS DISCLOSURES**

Brokerage Relationship Disclosures Applicable: **YES**  \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_ ("Broker" or "Agent" or "Landlord") and the Prospective Resident(s) referenced below have NOT entered into any Real Estate Brokerage Agency Agreement or Relationship. The working relationship between Broker and Prospective Resident(s) specified below is for a specific property described as: \_\_\_\_\_

Resident understands and acknowledges that Broker is the agent for the property owner (Landlord), and Broker represents only the Landlord's interests in this transaction. The Owner (Landlord) of the property has granted to Broker the authority to manage and administer the Premises and Property and to enter into, administer and enforce provisions of this Application and any subsequent Lease that may result from the approval of this Application, and Broker is not considered an agent for the Resident/Applicant at any time for any reason. As a prospective Resident, you are a customer in this transaction. A customer is a party to a real estate transaction with whom the Broker has no brokerage relationship because such party has not engaged or employed the Broker, either as the party's agent or as the party's transaction-broker. If you desire representation, Broker recommends that you obtain either your own Broker or legal advice from an attorney.

Different brokerage relationships are available that include seller agency, landlord agency, buyer agency, tenant agency or transaction-brokerage. The Colorado Real Estate Commission has a form setting forth the definitions of these working brokerage relationships (Form DD25). Upon request, Broker will provide the working definitions of the various brokerage relationships to you.

Lead Paint Disclosures Applicable: YES  \_\_\_\_\_ NO \_\_\_\_\_

Prior to signing a lease for the Premises, the Landlord is legally required to provide all Prospective Residents (Applicants) with DISCLOSURES OF INFORMATION ON LEAD-BASED and/or LEAD-BASED PAINT HAZARDS. Prospective Resident acknowledges that Landlord or Landlord's Agent will not process this application until such time that Prospective resident acknowledges in writing that Prospective Resident has received such disclosures.

Asbestos Disclosures Applicable: YES \_\_\_\_\_ NO  \_\_\_\_\_

Additionally, while not legally required, Landlord has voluntarily disclosed that the premises may contain asbestos. Prospective Resident acknowledges that Landlord or Landlord's Agent will not process this application until such time that Prospective resident acknowledges in writing that Prospective Resident has received such asbestos disclosures.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Landlord/Broker's Signature Date

THIS FORM HAS NOT BEEN APPROVED BY THE COLORADO REAL ESTATE COMMISSION. IT WAS PREPARED BY C&S ASSOCIATES, LLC'S LEGAL COUNSEL, TSCHETTER HAMRICK SULZER, PC.