



Phone: 970.308.2729

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web site: [brooklynparkrowhouses.com](http://brooklynparkrowhouses.com)

**THANK YOU** for choosing Brooklyn Park Rowhouses for your housing needs. Our policy is to offer housing for lease to the general public without regard to race, color, national origin, sex, familial status, marital status, creed, ancestry, sexual orientation or disability. All employees of Brooklyn Park Rowhouses agree to full compliance with Fair Housing Standards.

<p style="text-align: center;"><b>APPLICATION FEE</b></p> <ul style="list-style-type: none"> <li>➤ \$ <u>40</u> <b>non-refundable app fee per applicant</b></li> <li>➤ All residents over 18 years of age must submit a separate application</li> <li>➤ Fill in all blanks (front &amp; back)</li> <li>➤ Include all names &amp; phone numbers of contacts</li> <li>➤ Verifiable background information is crucial to determine the status of your application</li> <li>➤ SIGN &amp; DATE application</li> <li>➤ Indicate your move-in date</li> </ul> <p><b>All units are leased on a FIRST COME FIRST SERVED BASIS</b></p>	<p style="text-align: center;"><b>SECURITY DEPOSIT</b></p> <ul style="list-style-type: none"> <li>➤ Security Deposit = one month's rent</li> <li>➤ <b>Half of security deposit</b> (paid as earnest money) <b>must be submitted</b> with the application before property is removed from the market</li> <li>➤ Pay with a personal check or money order. <b>WE DO NOT ACCEPT CASH PAYMENTS</b></li> <li>➤ If applicant is approved, with or without a co-signer or double deposit, but <b>does not</b> enter into a lease agreement as notified:             <ul style="list-style-type: none"> <li>• The property will be put back on the market</li> <li>• The earnest money will be forfeited.</li> </ul> </li> <li>➤ Balance of deposit &amp; rent due prior to move-in.</li> </ul>
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**QUALIFYING CRITERIA**

The decision to accept an application will require a combination of positive employment, housing references, an acceptable tenant qualifier score on the credit report & verifiable current monthly income

**We reserve the right to deny any applicant** who does not meet minimum qualification standards. **Applicants with less than optimal scores will be required to have a co-signer for the lease or a double deposit.** If a co-signer is required, that person will need to submit a signed, notarized Lease Guarantor Form. The form must be included with the resident's lease prior to move-in or a double deposit will be required.

**Applicant must have no conviction of a felony in the past seven years.** Felony as illegal drug activity or gang involvement, any violent acts against another person, arson, criminal trespass, stalking, burglary or vandalism. Anyone **EVER** convicted of child abuse, child molestation or child neglect is denied.

**The following policy concerning maximum occupancy of dwellings is based on the health & safety needs of our residents. Fort Collins City Code Section 29-1 will allow no more than three unrelated adults in any one dwelling.**

<p style="text-align: center;"><b>HOUSING REFERENCES</b></p> <p><b>MUST HAVE:</b></p> <ul style="list-style-type: none"> <li>➤ Timely rental/mortgage payments</li> <li>➤ No incidence of abuse of any prior rental</li> <li>➤ No repeated incidence of creating noise or any other disturbances</li> <li>➤ No breach of any previous rental contract</li> <li>➤ No balance due on previous residential account</li> </ul> <p>Current &amp; former landlords will be contacted to supply reference info</p>	<p style="text-align: center;"><b>EMPLOYMENT VERIFICATION</b></p> <ul style="list-style-type: none"> <li>➤ Current employers will be contacted to verify employment &amp; income</li> <li>➤ Self-employed persons must provide tax returns to document income</li> </ul>	<p style="text-align: center;"><b>CREDIT CHECK</b></p> <ul style="list-style-type: none"> <li>➤ Checked by Factual Data Credit Program</li> <li>➤ Tenant qualifier score given to each applicant</li> <li>➤ Credit check scoring system:             <ul style="list-style-type: none"> <li>○ Length of current residence &amp; employment</li> <li>○ Rent to Income ratio</li> <li>○ Payment history &amp; FICO score</li> </ul> </li> </ul>
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**PETS**

**The following pets are not allowed:** Akita, Charpei, Chow, Doberman Pinscher, German Sheperd, Pit Bull (Staffordshire Terrier), Rottweiler, St. Bernard, Husky, Malamute, Wolf/Dog hybrids, mixed breeds of any of the above listed dogs and any dog known to have vicious tendencies or known to have bitten anyone. Ferrets & inside rabbits are not permitted. Any reptiles or birds must be caged. For approved pets a non-refundable pet assessment is required as follows: Pets from 1 – 15 pounds = \$75, Pets from 16 – 60 pounds (**Maximum**) = \$150. Monthly pet rent will be assessed at \$ 25/month for the 1<sup>st</sup> pet and an additional \$ 20/month for additional pets.



# APPLICATION FOR RENTAL PROPERTY

Phone: 970.308.2729  
 Fax: 970.377.9661  
 email: info@brooklynparkrowhouses.com  
 web site: brooklynparkrowhouses.com

**OFFICE USE ONLY**

Submitted \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Applicant \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3  
 \$ \_\_\_\_\_ Sec Dep PD \$ \_\_\_\_\_ App fee PD  
**SIGN LEASE** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ : \_\_\_\_\_ am/pm

**APPLYING FOR:** \_\_\_\_\_ **MOVE IN DATE:** \_\_\_\_\_ **RENT:** \_\_\_\_\_

Name: Last \_\_\_\_\_ SSN \_\_\_\_\_  
 First \_\_\_\_\_ Middle \_\_\_\_\_ D.O.B. \_\_\_\_\_  
 Drivers License# \_\_\_\_\_ State \_\_\_\_\_ Email: \_\_\_\_\_  
 Home phone \_\_\_\_\_ Cell# \_\_\_\_\_ Work # \_\_\_\_\_  
 How did you find out about this property? Newspaper \_\_\_\_\_ Internet \_\_\_\_\_ Sign \_\_\_\_\_ Other \_\_\_\_\_

**1. Present Address:** \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Monthly rent \$ \_\_\_\_\_ Date of occupancy \_\_\_\_\_ To \_\_\_\_\_  
 Landlord name \_\_\_\_\_  
 Landlord phone \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

**2. Previous Address:** \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Monthly rent \$ \_\_\_\_\_ Date of occupancy \_\_\_\_\_ To \_\_\_\_\_  
 Landlord name \_\_\_\_\_  
 Landlord phone \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

**3. Present Employer:** \_\_\_\_\_  
 Supervisor Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Date of employment: From \_\_\_\_\_ To \_\_\_\_\_  
 Monthly gross income \$ \_\_\_\_\_

**4. Previous Employer:** \_\_\_\_\_  
 Supervisor Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Date of employment: From \_\_\_\_\_ To \_\_\_\_\_  
 Monthly gross income \$ \_\_\_\_\_

**OFFICE USE ONLY**

1. Verified?	Yes	No	_____
Rent?	Yes	No	_____
Dates	Yes	No	_____
Late?	Yes	No	_____
\$ owed?	Yes	No	_____
NSF?	Yes	No	_____
3 day?	Yes	No	_____
Violations?	Yes	No	_____
<b>TOTAL:</b>			_____

  

2. Verified?	Yes	No	_____
Rent?	Yes	No	_____
Dates	Yes	No	_____
Late?	Yes	No	_____
\$ owed?	Yes	No	_____
NSF?	Yes	No	_____
3 day?	Yes	No	_____
Violations?	Yes	No	_____
<b>TOTAL:</b>			_____

**RENT REF TOTAL:** \_\_\_\_\_

3. Source verified? Yes No  
 Dates verified? Yes No  
 Income verified? Yes No  
**TWICE RENT?** Yes No  
**CREDIT REPORT SCORE:**  
 \_\_\_\_\_ /by 350= \_\_\_\_\_ %  
**CREDIT + LANDLORD:** \_\_\_\_\_ /by  
 2= \_\_\_\_\_ %  
**APPROVED: YES NO**  
**WITH: DBL DEP \_\_\_\_\_ CO-**  
**SIGNER** \_\_\_\_\_  
 DENIED: Letter sent \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

How did you find out about Brooklyn Park?  
 Newspaper \_\_\_\_\_ Internet \_\_\_\_\_ Sign \_\_\_\_\_  
 Phone Book \_\_\_\_\_ Word of Mouth \_\_\_\_\_

List name, age, and relationship of all other persons to be occupying the premises:

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

List all vehicles to be parked on the premises:

Vehicle Type \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_  
 License Plate # \_\_\_\_\_ State \_\_\_\_\_  
 Vehicle Type \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_  
 License Plate # \_\_\_\_\_ State \_\_\_\_\_

Pets: Yes / No Describe: # of pets \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
 Dog(s) \_\_\_\_\_ Cat(s) \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_  
 Due to dog bite statistics from the center of Disease Control and Prevention, and our insurance providers, the following pets are not allowed: Akita, Charpei, Chow, Doberman Pinscher, German Shepherd, Pit Bull (Staffordshire Terrier), Rottweiler, St. Bernard, Husky, Malamute, Wolf/Dog hybrids, mixed breeds of any of the above listed dogs, and any dog known to have vicious tendencies or to have bitten anyone. Ferrets and inside rabbits are not permitted. Any reptiles must be caged.

In case of Emergency, Notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Are you a student? Yes / No

List any other sources of income:

Parental Support	\$ _____	SSI/ Social Security	\$ _____
Financial Aid/Grants	\$ _____	Alimony/ Child Support	\$ _____
Retirement/Pension	\$ _____	Other	\$ _____

Have you ever filed for bankruptcy? \_\_\_\_\_ Have you ever been evicted? \_\_\_\_\_  
 Have you ever been convicted of a crime other than motor vehicle violations? Yes / No  
 If you have please explain conviction \_\_\_\_\_

Applicant hereby deposits the amount of \$ \_\_\_\_\_ for the application fee and \$ \_\_\_\_\_ as earnest money to be applied to the security deposit. If the applicant is accepted as a resident (with or without a co-signer or double deposit required) and **does not** enter into a lease agreement, then the amount deposited shall be retained as liquidated damages for holding the property off the market. If applicant does enter into a lease agreement then the earnest money shall be applied to the security deposit required under the lease. If applicant is accepted as a resident and enters into a lease agreement, then this document shall become part of the lease. If the applicant is denied, a denial letter of explanation and the earnest money deposited will be returned within 7 days of notice of denial.

I as an applicant represent that the statements above are true and correct and hereby authorize verification of references whereby information is obtained through personal interviews with my landlord, employer, or others with whom I am acquainted. I also understand that a credit report will be obtained from Factual Data. Owner or agent has the right to reject this application per the attached Credit Qualifying Criteria.

- Disclosure: Colorado Law requires that the following disclosure be made:
1. Brooklyn Park Rowhouses is the Landlord and is not an agent for the tenant.
  2. The Landlord will receive and process the prospective tenants application advising the tenant of the result. If the application is successful Landlord will prepare the lease for signature by both parties. After signature by the tenant and receipt of initial rent and security deposits tenant will be given possession of the property.
  3. The tenant shall not be vicariously liable for the acts of the Landlord unless the tenant approves, directs or ratifies such acts.

Applicant \_\_\_\_\_ Date \_\_\_\_\_