



## Application

Every person has the right to fill out an application

1. Apply online at [www.myfortcollinshome.com](http://www.myfortcollinshome.com) or via the application link emailed to you.
2. Attach income verification to application from the following options:
  - One Month's copies of most recent paycheck stubs.
  - Three Months copies of most recent bank statements
  - Official employment contract or offer letter (if employment is less than one month; must be on company letterhead and signed by authorized company official)
3. Submit \$50 non-refundable application fee per application in certified funds (i.e. Money order or cashier's check) to 1302 S. Shields St Suite A1-4. Application fees can be paid individually or as one lump sum.
4. We will need ALL completed applications and fees before we will process applications.

***We will contact you once processing is complete. A signed lease and paid security deposit is expected within 72 hours of application approval.***

### ADDITIONAL CRITERIA

- Co-signers must submit a separate application, fee and income verification
- My House, Inc. may reject any applicant that experienced prior legal action for the enforcement of the terms and conditions of any lease, occupancy and/or rental agreement of previous residences
- No homes will be rented "sight unseen"
- Satisfactory Credit: based on credit score, credit history and collections and unsatisfied judgements
- Satisfactory Criminal History: No sex offenses, no violent crimes, no substantial criminal history is accepted, felons must apply with a co-signer and are accepted on a case by case basis
- Not all properties allow pets. Pets allowed on a case by case basis. For pet friendly units we require pets to be over the age of one
- Assignment application processing may take 1-2 weeks
- A sample lease can be found on our website [www.myfortcollinshome.com](http://www.myfortcollinshome.com)
- Please be advised My House only accepts three applicants and or applications per household, unless it is a legal extra occupancy permitted home, or ALL members applying are related by blood.
- Price and availability subject to change

