

Rental Application

ALL information provided must be verifiable • PLEASE USE PEN Updated March 2021

A non-refundable *\$50 fee is required in certified funds for paper applications.

*Cost screening company charges for each application: \$26.00

*Cost of My House, Inc. admin time to conduct & thoroughly review application(s): \$24.00



- My House, Inc. is an agent for the Property Owner
- Each adult (18 or older) must complete a separate application.
- **A Cosigner is required for any applicant with a FICO score of less than 600 and needed for all full-time students.**
- **A Cosigner with a credit score of 640 may substitute for employment/rental history or applicant without a SS# or Federal Tax ID#.**
- Landlord does not consider any rental history or credit history beyond 7 years immediately preceding the date of the application. (Updated 8/2/19)
- Landlord does not consider an arrest record of a prospective tenant from any time or any conviction of a prospective tenant that occurred more than 5 years before the date of the application; except Landlord may consider any criminal conviction record or deferred judgment relating to certain criminal offenses involving methamphetamine, any offense that required the prospective tenant to register as a sex offender, any offense that is classified as a homicide, or stalking. (Updated 8/2/19)
- We consider gross income from any lawful and verifiable source, for all applicants in one home
- Applicants must have a minimum gross income of two and one half (2.5) times the obligation for monthly base rent charges or savings/checking or other liquid account holdings equal to two and one half (2.5) times the amount of the base rent for the lease term. Co-Signers must have a minimum gross income of three (3) times the obligation for monthly base rent charges or savings/checking/other liquid account holdings equal to three (3) times the amount of the base rent for the lease term. Full-time students and their guarantors/co-signers are not required to provide income.
- Where applicants are qualified for affordable housing vouchers or other public housing payments, the amount of that voucher/payment will be first subtracted from the base rent charges before applying the two and one half (2.5) times gross income formula.
- PETS: Not all properties allow pets; pets over the age of one are allowed on a case-by-case basis. If the property owner agrees to allow animals on the property, a pet amendment will be drafted at the cost of **\$150.00** to add approved pets to the lease. My House, Inc. does not charge pet rent or pet deposit.
- Submit ALL completed applications / fees/ & income verification simultaneously.
- By applying, applicant has read and understands the application criteria.

NON-REFUNDABLE LEASE ORIGINATION AND PROCESSING FEE: The future Tenant(s) shall be responsible for a one-time lease origination and processing fee of **\$100.00** to be paid upon application approval and prior to moving in. This one-time fee is only charged once after approval and to be paid prior to lease execution and move-in. The fee covers the expenses incurred in connection with drafting leases, the costs associated with processing checks, online payments, tenant portal access, online maintenance requests, electronic statements, 24-hour emergency maintenance phone lines, monitoring tenant liability insurance compliance, etc. The Administrative fee will be retained by My House, Inc. as liquidated damages if an applicant fails to sign the lease or attempts to withdraw.

A sample lease can be found on our website www.myfortcollinshome.com ~ The information provided in sample documents is intended for informational purposes only and is subject to change without notice. Information/lease language may be changed or updated without notice.

First	Middle	Last	Birth Date	Social Security # or Federal Tax ID#	Driver's License #
Who was your My House showing agent?			How did you hear about us?	Phone Number	
Address of Property		Assignment: Who are you Replacing?	Move In Date	Email Address (PRINT LEGIBLY)	
All Other Proposed Occupants			Birth Date	Relationship To Applicant	
STUDENT?	YES	NO	Full time students are recommended to apply with a co-signer		
Are you providing a CO-SIGNER? If yes: First/ Last Name:				Email:	

Co-signer must submit a separate application, fee and income verification

RESIDENTIAL HISTORY: Verifiable residential history for at least one year with references

	(1) Current Residence	(2) Previous Residence	(3) Prior Residence
Street Address			
City			
State & Zip			
Monthly Rent/ Current Balance			
Owner/Manager and Phone #			
Reason for leaving?			
Did you give notice?			
Dates of Residency	to	to	to

EMPLOYMENT HISTORY: Verifiable current employment for at least 6 Months and monthly income of 2x's Rent

	(1) Current Employment	(2) Previous Employment	(3) Prior Employment
Employed by			
Address			
Employer's Phone			
Occupation			
Name of Supervisor			
Monthly Gross Pay			
Dates of Employment	to	to	to

ADDITIONAL INCOME: Please include any other verifiable sources of income that you would like us to consider

Source			
Amount			
Source			
Amount			

VEHICLES: **Please list your vehicles only, a copy of your registration may be required to receive a parking permit for apartments

Make	Model	Color	Year	License Plate	State

*Pets are approved on a case-by-case basis

*PETS:	First Pet	Second Pet	Third Pet
Type/Breed			
Sex/Age			
Weight/Color			
Spayed / Neutered?			
Name			

REFERENCES & EMERGENCY CONTACTS:

	Personal Reference	In Case of Emergency Contact	Nearest Relative Not Living With You
Name			
Street Address			
City			
State & Zip			
Phone Number			

By signing the application, you grant us permission to communicate with all the contacts listed in this section in the event we can't locate you.

GENERAL INFORMATION: Convicted sex offenders need not apply; other criminal histories are considered in accordance with CO Act HB19-1106

Have you ever been served a late rent notice?	Do you or any of the people who will be living with you smoke?
Have you ever been evicted from a rental dwelling? If yes, when?	Have you ever violated a lease, rental agreement, or regulations at a former rental dwelling? If yes please explain
Have you ever been convicted of a crime other than a motor vehicle violation in the last five years? If yes, please explain	Do you have a waterbed, an aquarium or any other water filled furniture?
Have you had any reoccurring problems with your current apartment or landlord? If yes, please explain	

CONSENT TO RELEASE INFORMATION TO MY HOUSE PROPERTY SERVICES

I/we as applicants represent that the statements above are true and correct and hereby authorize verification of references whereby information is obtained through personal interviews with my/our landlord, employer, or others with whom I/we are acquainted. I/we also understand that a credit report will be obtained, and My House, Inc. (My House Property Services) has the right to reobtain my credit as long as I have a balance owing with them. Owner has the right to reject this application and to refuse possession of the above-mentioned accommodations.

I Authorize and direct any Federal, State or Local agency, organization, business, or individual to release information that will verify certain facts as represented on my application to rent with My House Property Services.

Verifications and inquiries that may be requested include, but are not limited to : Identity, Income, Residence Activity, Employment, Criminal Activity, and Credit.

I agree that a photocopy of this authorization may be used for the purpose stated above. The original will remain in my file, with My House Property Services or its representative(s) and will remain in effect for a year and a month from the date signed. I understand that I have the right to review my file and correct any information that I can prove incorrect.

Print Name	Signature	Date