

FOURSTAR

REALTY & PROPERTY MANAGEMENT, INC.

Attention Rental Applicant

→ **You will need to complete the Rental Application to the fullest extent possible.** If information is missing, the leasing agent may request that you furnish it and/or supply a written explanation. Please return the application with a check or money order made out to Four Star Realty (**\$35.00 per applicant**) to your leasing agent at our office at 1938 Pearl Street, Suite 200, Boulder, CO 80302. **We require that each applicant wishing to occupy the property submit an application. In the event of a married couple two applications must be submitted. All application fees are non refundable.**

→ **After we receive your application,** we will check your credit report, landlord references, verify employment and perform a criminal background check. If your credit report indicates a history of late payment, collections, judgements, liens and/or bankruptcy, you will be asked to provide a written explanation and the minimum security deposit required will be equivalent to two (2) months gross rent. If we are unable to obtain and/or confirm credit history, references or employment verification, we require a qualified co-signer on the Lease Agreement and the co-signer complete an application and provide a \$35.00 application fee.

→ **Please be advised** that Four Star Realty and its owner/clients reserve the right to reject applicants with credit, reference, employment, or criminal background problems. **If you are self-employed,** we require that you furnish a copy of **your latest tax filing and financial references** to verify information.

→ **In the event that there are multiple parties applying for a rental property,** Four Star Realty will act in accordance with its fiduciary obligations to its owner/client and recommend to the owner(s) the party that is best qualified. We present all offers to the property owner(s), who make the final decision.

→ **If the property that you wish to rent allows pets,** an additional security deposit of **\$500 per pet is required,** although individual property owners may elect to set higher or lower deposits than others.

→ **We hope that this letter clarifies the application process,** which should normally be completed within 24-72 hours of submission, though obtaining landlord references and employer verifications can delay the process. **Please be assured that we endeavor to process applications in a timely manner.**

If you need further clarification or have additional questions, please speak with Alisha Sill at 303-440-8200 X110 who will be running all applications.

I have read the above information and understand Four Star's rental application process:

Applicants Signature

www.FourStarRealty.com

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REALTY & PROPERTY MANAGEMENT, INC.

How did you hear about us? Newspaper ___ Website ___ Sign ___ Craigslist ___ Availability list ___ Word of Mouth ___ Walk-in ___

RENTAL APPLICATION

(For confidential use by management only)

Applying for address _____ Unit # _____
Ideal move-in date _____ Ideal lease length _____
Applicant name _____ Date of birth _____
Drivers license # _____ State _____ Social Security # _____
Present address _____ City _____ State _____ Zip _____
Home phone _____ Work phone _____ Cell phone _____ Email _____
How many will occupy the property? Adults _____ Minors _____ Pets _____
Describe pets if any _____
Automobiles: Make _____ Year _____ License plate # _____ Make _____ Year _____ License plate # _____
Do you prefer smoking or non-smoking premises? _____ Do you presently _____ Rent _____ Own _____
Present monthly rent or house payment \$ _____ How long at current address _____
If you rent, who is your current landlord? _____ Phone # _____
Leased from _____ To _____
Have you ever been evicted or asked to vacate? ___yes ___no / Have you ever been convicted of a felony? ___yes ___no
Name of closest relative to notify in case of emergency _____ Relationship _____
Address _____ Phone # _____

Employment information:

Employer _____ Position _____
Address _____ Phone # _____
Contact person _____ Length of employment _____ Average monthly income \$ _____
If employed less than one year with current employer please provide the following information:
Former employer _____ Position _____
Address _____ Phone # _____
Contact person _____ Length of employment _____ Average monthly income \$ _____

Other Income:

Please explain other income source if not salary _____

Application fee:

A fee of \$35.00 is required at the time of application. It is understood that the application fee is not refundable. This is in addition to a deposit. **If Applicant is applying for rental "site unseen," Applicant acknowledges the inherent risks involved with such action.**

Information release authorization:

I certify that the facts set forth in this rental application are true and complete to the best of my knowledge. You are hereby authorized to make any investigation of my credit report, previous landlord references, employment and criminal history. I hereby authorize the release of all information. I agree that a photocopy or faxed copy of this authorization be accepted with the same authority as the original. Applicant representations made in the rental application shall be considered inducements to Agent to execute the agreement. Misrepresentations in the application shall be considered as cause to terminate the lease.

Signature _____ Date _____

OFFICE USE ONLY:	
CREDIT _____	APPROVED _____
CRIMINAL _____	DECLINED _____
RENTAL _____	
EMPLOYMENT _____	