

Z&R PROPERTY MANAGEMENT

6015 Lehman Drive Suite 205 Colorado Springs, CO 80918
Tel: (719) 594-0506 Fax: (719) 594-0473
sf@zandmgmt.com

Application Process

Please complete the attached application, initial and sign on the reverse where indicated, the application will not be processed without signature. Missing or incomplete information could delay the process. If you require a copy of the lease for review you must request it prior to submitting your application. Complete applications are taken on a first come, first serve basis.

The non-refundable application fee is \$40 (**cash or certified funds - no personal checks**) for each applicant and due when the application is submitted. Applicants must be 18 years of age or older.

We require a separate Holding Deposit of \$200 (**in cash or certified funds - no personal checks**) per property at the time of application. This fee will be held pending the application results. If the application is approved by the Agent, the \$200 will be credited toward the Security/Damage Deposit. If the application is denied, the \$200 will be returned to the applicant. You will forfeit the \$200 if you pull the application after being approved. Please read the application for more information. If you require a receipt for any funds please turn in your application at our physical address.

Please include any pay stubs or income verification paperwork. If you are self-employed, you must include current and prior year Tax Returns. The basic qualifications are: Total income is 3 times the asking rent, 80% positive background and credit for 2 years, positive rental or mortgage history for two years, or 5 years, depending on the relationship to landlord/situation.

Normal applications clear in 24 hours. Some verification can take up to 3 workdays from the time a completed application is received at our office. If you know of employment or references that may delay the process please inform us immediately. It is important you provide thorough information with your completed application.

If approved, we will hold the property and the lease must be accomplished by 5 p.m. on the 3rd day after approval. The remainder of the Security/Damage Deposit in certified funds is due at Lease signing. Rent will be prorated as needed and due in certified funds when you take possession of the property. You will not take possession of the property if the deposit and rent are not received in good funds.

If rejected, you will receive a call from our office *and* we prepare a declination letter clearly outlining the reason(s) the application was rejected along with the holding deposit. These items will be mailed to you, but you may opt to pick them up in person. Personnel will not give this information out over the telephone.

Leasing Agents, Assistants, Showing Representatives and Property Managers are employees of Z&R Property Management and are agents of the Owner(s).

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Requester: Kelly Sythe

PART 1: CONSENT TO BACKGROUND AND REFERENCE CHECK (Applicant):

I authorize Z&R Property Management to obtain information about me from my credit sources, current and previous landlords, and employers and personal references. I authorize my credit sources, current and previous landlords and employers and personal references to disclose to Z&R Property Management such information about me as Z&R Property Management may request.

X _____
Applicant Signature Date Applicant Signature

PART 2: VERIFICATION (To be completed through Z&R):

RENTAL:

Company: _____ Lease Dates: From _____ To _____

Monthly Rent: \$ _____ Paid on time? Yes No # Lates: _____ # of NSF's: _____ Monies Owing? Yes No

Deposit: \$ _____, Amount returned \$ _____ Legal or 3-day Notice ever served? Yes - Type _____ How many? _____ No

Inspections: Bad Fair Good Excellent Pets: None 1 2 3 Type: _____ Proper Notice Given to Vacate? Yes No

Unit Moveout Condition: Pending Bad Fair Good Excellent Would you rent to this applicant again? _____

Community/Complex/Management Complaints, Issues or Violations past or present: _____

Notes: _____

Rep Name: _____ Signature: _____ Date: _____

EMPLOYMENT:

Company: _____ Employed: From _____ To _____

Net Monthly Income Stated: _____ Accurate? Yes No, correct amount: _____

Retainability: Bad Fair Good Excellent Position stability (long term, permanent, temp): _____

Rep Name: _____ Signature: _____ Date: _____

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*****RENTAL APPLICATION*****

Property: _____ Avail: _____

Rent: \$ _____ Damage Deposit: \$ _____

Date/Time App Received: _____

Holding Deposit Received: \$ _____ By: _____

Picture ID Verification and/or copy attached (*mandatory*)

Application Status:

Accepted or Declined - Notified Applicant: _____

Application Fee: \$40.00 Non-refundable – paid ____.

This is an application fee only to cover costs of processing this application and is not in any way part of Holding or Damage Deposits.

Notice: Z&R Realty Inc, dba Z&R Property Management and any of its representatives are representatives for the Agent or Agent for the Owner and not of the Applicant or Tenant. See reverse for full brokerage definitions.

APPLICANT INFORMATION Main Co-Applicant

Name (Include all legal names used) and pertinent information (mandatory): _____ Possession Date Desired: _____

FIRST PERSON

1-First: _____ Middle: _____ Last: _____

Day Phone: (____) _____ Evening: (____) _____ Cell: (____) _____

DOB: _____ Social Security No.: _____ - _____ - _____ Driver's License No./ State: _____

Email: _____ Email: _____

Nearest Relative: _____ Address: _____ Phone: (____) _____

SECOND PERSON

2-First: _____ Middle: _____ Last: _____

Day Phone: (____) _____ Evening: (____) _____ Cell: (____) _____

DOB: _____ Social Security No.: _____ - _____ - _____ Driver's License No./ State: _____

Email: _____ Email: _____

Name of Persons to Occupy Home: _____

Application is for stated lease length, deviations must be mutually agreed upon by Agent and Applicant; Length Desired: _____

List any Pet(s) Type/Size/Name: _____

List any liquid-filled furniture you want to use in the rental property: _____

Do you or any of the other planned occupants of the rental property smoke? No Yes

Vehicles (Commercial vehicles are often prohibited, please note if any; for example: one ton or commercial licensed vehicles):

Yr/Make/Model: _____ Color: _____ Tag No./State: _____ / _____

Yr/Make/Model: _____ Color: _____ Tag No./State: _____ / _____

Yr/Make/Model: _____ Color: _____ Tag No./State: _____ / _____

FIRST PERSON

Current Address: _____ Zip Code: _____ Rent: \$ _____

Occupied From: _____ to _____ Reason For Leaving: _____

Landlord Name and Address: _____ Phone: (____) _____

Previous Address: _____ Zip Code: _____ Rent: \$ _____

Occupied From: _____ to _____ Reason For Leaving: _____

Landlord Name and Address: _____ Phone: (____) _____

SECOND PERSON

Current Address: _____ Zip Code: _____ Rent: \$ _____

Occupied From: _____ to _____ Reason For Leaving: _____

Landlord Name and Address: _____ Phone: (____) _____

Previous Address: _____ Zip Code: _____ Rent: \$ _____

Occupied From: _____ to _____ Reason For Leaving: _____

Landlord Name and Address: _____ Phone: (____) _____

FIRST PERSON

1-Employment Status: Full-Time Part-Time Student Retired Not Employed Self-Employed (supporting docs)

Employer Name and Address: _____ Phone: (____) _____

From: _____ to _____ Position: _____ Net Mo. Income: \$ _____

Supervisor Name: _____ Phone: (____) _____

Previous Employer Name and Address: _____ Phone: (____) _____

From: _____ to _____ Position: _____ Net Mo. Income: \$ _____

Supervisor Name: _____ Phone: (____) _____

Any other source of income to be considered for the use of this application?

Mo. Income: \$ _____ From: _____ Verification Source: _____

Mo. Income: \$ _____ From: _____ Verification Source: _____

SECOND PERSON

2-Employment Status: Full-Time Part-Time Student Retired Not Employed Self-Employed (supporting docs)

Employer Name and Address: _____ Phone: (____) _____

From: _____ to _____ Position: _____ Net Mo. Income: \$ _____

Supervisor Name: _____ Phone: (____) _____

Previous Employer Name and Address: _____ Phone: (____) _____

From: _____ to _____ Position: _____ Net Mo. Income: \$ _____

Supervisor Name: _____ Phone: (____) _____

Any other source of income to be considered for the use of this application?

Mo. Income: \$ _____ From: _____ Verification Source: _____

Mo. Income: \$ _____ From: _____ Verification Source: _____

