



APPLICATION POLICY:

- Application fee of \$45 per applicant – Social Security # or ITIN # required
- All prospective tenants over the age of 18 must apply and qualify
- Government issued photo ID per applicant required
- Minimum of 2-weeks proof of income per applicant

Eligibility Requirements:

- Household gross income is two-and-a-half times (2.5x) the amount of monthly rent
- No housing collections, unpaid evictions or open bankruptcies (bankruptcy must be “Discharged”)
- No felonies within the last 10 years
- No violent or domestic violence offenses
- No sex offenders

Viewing of Property Required

- Required to view unit (or similar unit) before applying
- Via physical showing by applicant, friend, family member or video call showing by agent if prospective tenant is out of state
- Site-Unseen applications are acceptable, with conditions;
 - Some properties are excluded at owner’s discretion
 - Condition: If unit has a wait-list we may not allow
 - Security deposit is non-refundable if applicant is not satisfied when physically viewed

Qualified forms of ID with photo ID:

- State Issued Driver’s license
- U.S. Passport or a U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card
- Foreign Passport or U.S. Military ID Card

Qualified forms of Proof of Income: *Form must contain applicant’s name(s)

- Minimum of 2-weeks of paystubs within the last month; if unavailable supplements listed below
 - Bank statement with applicant name on account, showing income deposits (minimum of 2-weeks worth)
 - If no income, Bank statement with Name on account with at least 6 months of rent
 - Job offer letter – if unemployed, but will be starting a job, we are able to use an offer letter
- Cosigner – for supplemental income only, income must meet 5x the rent amount
- Social Security – approval letter with name and monthly amount, or bank statement
- Child support – approval letter with name and monthly amount
- Disability – approval notice with name and monthly/weekly amount
- Business owner - need copy of last year’s taxes and 2 months of bank statements showing deposits
- Student Loans or Educational grant award money overage for living expenses and/or housing allowance with documented proof on current or active Financial Aid award letter

***Application will not be accepted if the above requirements are not met and incomplete applications will only be held for 5 days.**



APPLICATION POLICY CONTINUED:

Credit and Background Check:

- Credit check is an analysis, and approval is not based on a credit score alone
- Deposit is subject to increase depending on credit

Pet Policy:

- Not all properties accept pets; please confirm pets are accepted at the property you are interested in

Policy for properties that accept pets:

- 1 small dog/cat under 25 lbs is acceptable
- \$250 pet fee, non-refundable
- \$25/mo pet rent
- Pet Licensing information will be required for Denver residence per county ordinances
- Breed restrictions: Rottweilers, German Sheppard's and Pitbull's
- Service animals and Emotional support animals are allowed at any property with proper documentation
- Renter insurance with up to \$1,000,000 in liability coverage may be required for emotional support animals for restricted breeds