



510 East 51st Avenue, Suite #203  
Denver, CO 80216  
(303) 756-3300  
[www.deerwoods.com](http://www.deerwoods.com)

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**08/01/2019**

**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 1 month proof of income per applicant

**Qualified Forms of ID:**

- State Issued Driver's license
- U.S. Passport, U.S. Passport Card or Foreign Passport
- Permanent Resident Card or Alien Registration Receipt Card
- U.S. Military Picture ID Card
- Matricula Consular

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

- Minimum of 1 month of paystubs no older than 5 weeks; if unavailable supplements listed below
  - Bank statement showing tenant has 6 months' worth of rent. Must show date and full name
  - Verifiable offer letter that includes start date, hourly rate or salary and frequency
  - Verifiable employment letter that includes length of employment, hourly rate/salary and frequency and form of payment
  - 6 most recent bank statement showing all incoming deposit that equal 2.5 times the amount of the rent
- Cosigner – for supplemental income only, income must meet 5x the rent amount
- Social Security – approval letter with name and monthly amount and 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 6 months of bank statements showing deposits
- Student Loans or Educational grant award money overage for living expenses and/or housing allowance with written proof the amount can be used for off-site housing from admissions counselor.

**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



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**Eligibility Requirements:**

- Household gross income is two-and-a-half times (2.5x) the amount of monthly rent
- No housing collections or evictions (filled or physical). Paid collections and evictions may be accepted with passing rental verification and receipt or verifiable letter.
- No open bankruptcies, bankruptcy must be “Discharged”
- No felonies or ANY violent crime (including assault or domestic violence) within the last 5 years
- No meth & amphetamine, homicide, or stalking related offenses regardless of time
- No prior or current registered sex offenders

**Credit and Background Check:**

- More than 7 items in collections will require a rental verification
- Credit score of 630 and under will require a rental verification, with the exception of month-to-month rentals

**Failed Rental Verification(any of the following):**

- More than 3 late payments or NSF
- Balance owed
- Combination of any 2 of the following
  - Did not disclose pet
  - Answered “No” to “Would you rent again?”
  - Lease violation
  - Failure to provide notice to vacate.

**Pet Policy:**

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

- 1 small dog/cat under 25 lbs (Exceptions may apply to single family homes)
- \$250 pet fee, non-refundable
- \$25/mo pet rent
- Pet Licensing information will be required for Denver residence per county ordinances
- Breed restrictions: Pit Bulls & Staffordshire Terriers, Doberman Pinschers, Rottweilers, Chows, Great Danes, Presa Canarios, Akitas, Alaskan Malamutes, German Shepherds, Siberian Huskies, Wolf-hybrids, Or a mix of any of the above
- Service animals and Emotional support animals are allowed at any property with verifiable doctors note
- Renter insurance with up to \$1,000,000 in liability coverage is required for emotional support animals for restricted breeds