



PROPERTY SERVICES LLC  
**Resident Admission and Occupancy Policies**

**Basic Admission Criteria:**

Head of Household, Unrelated Co-Tenants must be at least 18 years old;  
A household's monthly income/employment must be stable (i.e. employed at current job at least three months) and sufficient to pay required rent (rent-to-income ratio cannot exceed 35%);  
Satisfactory rental or mortgage history for a minimum of three consecutive years or three consecutive landlords. (Relatives do not count as a previous Landlord reference);  
Satisfactory credit history and credit rating (i.e., NO unpaid collection accounts, accounts 60-90 days past due or bankruptcies in past three years).  
Any applicant with unstable or insufficient income; or with no prior or insufficient leasing experience; or unsatisfactory credit history, will be required to provide a cosigner and cosigner Addendum to Lease Agreement, in order to be accepted. If applicant is unable to provide a co-signer, then the deposit PLUS last month's rent will be required.  
No conviction in the past five years for (among other things): illegal drug or gang activity, violent acts against another person, burglary, robbery, vandalism, child abuse, child molestation or child neglect.  
No more than two persons per bedroom; no more than three unrelated persons per household.

**Application Procedures:**

One application for every household member over 18 years old. A nonrefundable application fee of \$20.00 is required for each application and must be paid before processing can begin.  
Copy of current Driver's License or current Picture I.D; copy of Social Security Card is required for each applicant 18 years or older.  
Parties requiring and entering into a Co-signature Addendum must complete a "Co-signature Application" and pay an additional \$20 .00 application fee. A co-signer will be subject to employment and credit verification prior to acceptance as a co-signer. The Addendum must be executed and notarized by all parties prior to occupancy or occupancy may be delayed.  
An agreed to security deposit must be paid on or before the date of lease signing. If owner/agent rejects the application(s), the security deposit will be refunded in full.  
An applicant's misrepresentation of any information provided on the application will be sufficient reason to reject the application to rent.

**Rejection of Application:**

At any point during the verification process, if a negative report is received, the Application to Rent may be rejected and the applicant will be notified in writing of the rejection.  
Applicants may provide a written explanation to justify any possible negative reports. Acceptance of justification is at the discretion of the owner.  
Employees of **Touchstone LLC** are prohibited under any circumstance from discussing the contents of any credit, employment or rental history with the applicant.

**Statement of Non-Discrimination:**

**Touchstone LLC**, owners, agents, employees and contractors will not discriminate based on race, color, religion, sex, national origin, age, handicap, disability, marital or familial status in leasing, rental or other disposition of housing or related facilities and will comply with all Federal, State, and Local fair housing and civil rights laws and with all equal opportunity requirements.

# Touchstone

PROPERTY SERVICES LLC

2850 McClelland Dr., Suite 1000 FORT COLLINS, CO 80525 970-223-5000 970-223-5282 (FAX)

## APPLICATION TO RENT

*A nonrefundable \$20.00 application fee will be required at the time of submission with each application made.  
A separate application is required for each applicant 18 years of age and older.*

PROPERTY ADDRESS FOR WHICH YOU ARE APPLYING \_\_\_\_\_ DATE/TIME OF APPLICATION \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_ PHONE (W/AREA CODE) \_\_\_\_\_

**RENTAL REFERENCES: (Must be three consecutive references or three consecutive years)**

PRESENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ HOW LONG (DATES) \_\_\_\_\_

PRESENT LANDLORD'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE (W/AREA CODE) \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ HOW LONG (DATES) \_\_\_\_\_

PREVIOUS LANDLORD'S NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE (W/AREA CODE) \_\_\_\_\_

**HOUSEHOLD COMPOSITION: (LIST WHO WILL OCCUPY THE PROPERTY; LIST ON BACK IF NECESSARY)**

EACH HOUSEHOLD MEMBER'S FULL NAME (INCLUDING YOURSELF):	DATE OF BIRTH	SOC. SECURITY NUMBER	DRIVER'S LICENSE OR ID No. EXPIRATION DATE	FULL-TIME STUDENT
☺				YES / NO
				YES / NO
				YES / NO
				YES / NO
				YES / NO

**EMPLOYMENT/SOURCE(S) OF INCOME:**

PRESENT EMPLOYER \_\_\_\_\_ EMPLOYER'S ADDRESS \_\_\_\_\_ PHONE (W/AREA CODE) \_\_\_\_\_

POSITION \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_\_ GROSS SALARY/MO \_\_\_\_\_ SUPERVISOR'S NAME \_\_\_\_\_

PREVIOUS EMPLOYER/ADDRESS \_\_\_\_\_ SALARY/DATES OF EMPLOYMENT \_\_\_\_\_ PHONE (W/ AREA CODE) \_\_\_\_\_

**APPLICATION TO RENT  
PAGE 2**

**LIST ANY OTHER SOURCE OF INCOME YOU RECEIVE AND THE MONTHLY GROSS AMOUNT:**

SOCIAL SECURITY/SSI: \_\_\_\_\_ RETIREMENT/PENSION: \_\_\_\_\_ WELFARE: \_\_\_\_\_  
FINANCIAL AID/GRANTS/LOANS: \_\_\_\_\_ PARENTAL SUPPORT: \_\_\_\_\_  
OTHER: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

NAME OF YOUR BANK/ADDRESS/PHONE \_\_\_\_\_  
AVE MO. BALANCE: \_\_\_\_\_

DO YOU REQUIRE SPECIAL ACCOMODATIONS? \_\_\_\_\_  
IF YES, WHAT TYPE? \_\_\_\_\_

Do you have any pets? \_\_\_\_\_ What kind? \_\_\_\_\_ Breed? \_\_\_\_\_ Mature Size? \_\_\_\_\_ Neutered/Spayed? \_\_\_\_\_  
Auto License No: \_\_\_\_\_ Year: \_\_\_\_\_ Make: \_\_\_\_\_ Do you have renter's insurance? \_\_\_\_\_

**PERSONAL REFERENCES:**

NAME/RELATIONSHIP	ADDRESS	PHONE (W/ AREA CODE)
NAME/RELATIONSHIP	ADDRESS	PHONE (W/ AREA CODE)
PERSON TO NOTIFY IN CASE OF EMERGENCY (MUST BE A RELATIVE):		PHONE (W/ AREA CODE)

**IF YOU ARE A STUDENT, OR YOUR RENTAL REFERENCES OR CURRENT INCOME IS UNSTABLE OR INSUFFICIENT TO QUALIFY, ARE YOU ABLE TO SECURE A CO-SIGNATURE AGREEMENT? YES: \_\_\_ NO: \_\_\_**

**TOUCHSTONE LLC IS A LICENSED REAL ESTATE COMPANY IN THE STATE OF COLORADO. THE BROKER IS LEASING AND/OR MANAGING THE PROPERTY AS AGENT FOR THE OWNER AND THE BROKER IS NOT AN AGENT FOR THE RESIDENT. THE BROKER WILL NEGOTIATE ON BEHALF OF AND ACT AS AN ADVOCATE FOR THE OWNER. INFORMATION DISCLOSED BY YOU MUST BE SHARED WITH THE OWNER.**

**EARNEST MONEY:**

EARNEST MONEY in the amount of \$ \_\_\_\_\_ is hereby tendered to Touchstone LLC. I/WE understand and agree to the following terms: 1) The EARNEST MONEY is preliminary only and secures that the property not be actively marketed while application is being processed, and does not obligate the Owner or Agent to execute a lease or deliver possession of the proposed premises. 2) That said EARNEST MONEY will be returned by mail within seven days of the date of application if the application is denied or rejected, thereby waiving any claim, for damages by reason of non-acceptance. 3) If the application is accepted and the applicant(s) cancels or fails to appear for the scheduled Lease signing date within seven days of acceptance, the amount of the EARNEST MONEY will be retained as liquidated damages for holding the rental unit off the

**APPLICATION TO RENT  
PAGE 3**

market as well as releasing expenses such as advertising and office overhead. 4) Upon completion and execution of the Lease Agreement, the EARNEST MONEY will be applied to the security deposit required under the lease. 5) If Touchstone LLC determines that any information disclosed in making application herein is false or misleading, then that shall constitute an event of default under the lease, and at the discretion of Touchstone LLC, the lease shall be voidable upon three days notice.

Receipt:

Non-refundable application fee:       \$ \_\_\_\_\_  
Earnest Money:                               \$ \_\_\_\_\_

**THANK YOU**

***BY SIGNING, APPLICANT REPRESENTS THAT THE INFORMATION IS TRUE AND CORRECT AND AUTHORIZES TOUCHSTONE LLC TO CONTACT AND VERIFY: CREDIT, PRESENT AND PREVIOUS LANDLORDS, PRESENT AND PREVIOUS EMPLOYERS, ALL OTHER INCOME SOURCES AND PERSONAL REFERENCES LISTED ON THIS APPLICATION.***

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APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_