



# Rental Application for Residents and Occupants

Each co-applicant and each occupant over 18 years old must submit a separate application. Sponsors may submit a single application.



Date when filled out: July 4, 2009

**ABOUT YOU** Full name (exactly as on driver's license or gov. ID card) \_\_\_\_\_

Your street address (as shown on your driver's license or government ID card) \_\_\_\_\_

Driver's license # and state \_\_\_\_\_  
(Or gov. photo ID card #) \_\_\_\_\_

Former last names (maiden and married) \_\_\_\_\_

Your Social Security # \_\_\_\_\_

Birthdate \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Sex \_\_\_\_\_ Eye color \_\_\_\_\_ Hair color \_\_\_\_\_

Marital Status:  single  married  divorced  widowed  separated

Are you a U.S. citizen?  Yes  No Do you or any occupant smoke?  yes  no

Will you or any occupant have an animal?  yes  no

Race, height, level, age \_\_\_\_\_

Current home address (where you now live) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home/cell phone (\_\_\_\_\_) \_\_\_\_\_ Current rent \$ \_\_\_\_\_

Email address \_\_\_\_\_

Name of apartment where you now live \_\_\_\_\_

Current owner or manager's name \_\_\_\_\_

Their phone \_\_\_\_\_ Date moved in \_\_\_\_\_

Why are you leaving your current residence? \_\_\_\_\_

Your previous home address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Apartment name \_\_\_\_\_

Name of above owner or manager \_\_\_\_\_

Their phone \_\_\_\_\_ Previous monthly rent \$ \_\_\_\_\_

Date you moved in \_\_\_\_\_ Date you moved out \_\_\_\_\_

**YOUR WORK** Present employer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Work phone (\_\_\_\_\_) \_\_\_\_\_

Position \_\_\_\_\_

Your gross monthly income is over \$ \_\_\_\_\_

Date you began this job \_\_\_\_\_

Supervisor's name and phone \_\_\_\_\_

Previous employer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Work phone (\_\_\_\_\_) \_\_\_\_\_

Position \_\_\_\_\_

Gross monthly income was over \$ \_\_\_\_\_

Date you began and ended this job \_\_\_\_\_

Previous supervisor's name and phone \_\_\_\_\_

**YOUR CREDIT HISTORY** Your bank's name, city, state \_\_\_\_\_

\_\_\_\_\_

List major credit cards \_\_\_\_\_

Other non-work income you want considered. Please explain \_\_\_\_\_

Past credit problems you want to explain. (Use separate page.) \_\_\_\_\_

**YOUR RENTAL/CRIMINAL HISTORY** Check only if applicable. Have you, your spouse, or any occupant listed in this Application ever:  been evicted or asked to move out?  moved out of a dwelling before the end of the lease term without the owner's consent?  declared bankruptcy?  been sued for rent?  been sued for property damage?  been charged, detained, or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion?  been charged, detained, or arrested for a felony or sex-related crime that has not been resolved by any method? Please indicate below the year, location and type of each felony and sex crime other than those resolved by conviction or acquittal. We may need to discuss more facts before making a decision. You represent the owner is "no" to any item not checked above.

\_\_\_\_\_

\_\_\_\_\_

**YOUR SPOUSE** Full name \_\_\_\_\_

Former last names (maiden and married) \_\_\_\_\_

Spouse's Social Security # \_\_\_\_\_

Driver's license # and state \_\_\_\_\_  
(Or gov. photo ID card #) \_\_\_\_\_

Birthdate \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Sex \_\_\_\_\_ Eye color \_\_\_\_\_ Hair color \_\_\_\_\_

Are you a U.S. citizen?  Yes  No

Present employer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Work phone (\_\_\_\_\_) \_\_\_\_\_

Position \_\_\_\_\_

Date began job \_\_\_\_\_ Gross monthly income is over \$ \_\_\_\_\_

Supervisor's name and phone \_\_\_\_\_

**OTHER OCCUPANTS** Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Sex \_\_\_\_\_ DOB or gov. ID card # and state \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Sex \_\_\_\_\_ DOB or gov. ID card # and state \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Sex \_\_\_\_\_ DOB or gov. ID card # and state \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security # \_\_\_\_\_

**YOUR VEHICLES** List all vehicles owned or operated by you, your spouse, or any occupant's (including cars, trucks, motorcycles, trailers, etc.) Continue on separate page if more than three.

Make and color of vehicle \_\_\_\_\_

Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Make and color of vehicle \_\_\_\_\_

Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

Make and color of vehicle \_\_\_\_\_

Year \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_

**WILL YOU RENTED HERE** Were you referred?  Yes  No. If yes, by whom? \_\_\_\_\_

Name of broker or rental agency \_\_\_\_\_

Name of individual broker or agent \_\_\_\_\_

Name of friend or other person \_\_\_\_\_

Did you find us on our past owner?  Yes  No. If yes, fill in information below:

On the Internet  Stopped by  Newspaper (name) \_\_\_\_\_

Rental publication \_\_\_\_\_

Other \_\_\_\_\_

**EMERGENCY** Emergency contact person over 18, who will not be living with you:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Work phone (\_\_\_\_\_) \_\_\_\_\_ Home phone (\_\_\_\_\_) \_\_\_\_\_

Relationship \_\_\_\_\_

If you die or are seriously ill, missing, or in a jail or penitentiary according to an affidavit of (check one or more)  the above person,  your spouse, or  your parent or child, we may allow each person(s) to enter your dwelling to retrieve all contents, as well as your property in the mailbox, storerooms, and common areas. If no law is checked, any of the above are authorized at our option. If you are seriously ill or injured, you authorize us to call EMS or send for an ambulance at your expense. We're not legally obligated to do so.

**AUTHORIZATION** I or we authorize (owner's name) \_\_\_\_\_

**SIA Castle Pines, LLC**

To obtain reports from consumer reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including income history and other information reported by employees to my state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 30 days from the date of this Application.

Applicant's signature \_\_\_\_\_

Spouse's signature \_\_\_\_\_

The Colorado Apartment Association Lease Contract to be used must be the latest version published by the association unless an earlier version is initiated by a landlord and attached to this Application. The blanks on the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract \_\_\_\_\_
- Name of Owner/Lessor USA Castle Pines, LLC
- Property name and type of dwelling (apartment and town) The Lodge at Castle Pines
- Complete street address \_\_\_\_\_
- City/Town/Village Castle Rock, CO 80108
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) \_\_\_\_\_
- Total number of residents and occupants \_\_\_\_\_
- Our consent necessary for guests staying longer than 7 days \_\_\_\_\_
- Beginning date and ending date of Lease Contract \_\_\_\_\_
- Total security deposit \$ \_\_\_\_\_ Annual deposit \$ \_\_\_\_\_
- # of keys/access devices for each 1 mailbox, 1 other, 1 \_\_\_\_\_
- Total monthly rent for dwelling and \$ \_\_\_\_\_
- Rent to be paid at checkout:  on-site manager's office or  at \_\_\_\_\_

- Proposed rent for  first month or  second month \$ \_\_\_\_\_
- Monthly rental due date 1st \_\_\_\_\_
- Late charges due if rent is not paid on or before the 3rd \_\_\_\_\_
- Initial late charge \$ 50.00 Daily late charge \$ 10.00 \_\_\_\_\_
- Renewed-late charge \$ 20.00 \_\_\_\_\_
- Annual renewal charge: Initial \$ 200.00 Daily \$ 20.00 \_\_\_\_\_
- (Check one)  furnished or  unfurnished
- Utilities paid by owner (check all that apply):  electricity,  gas,  water,  internet,  trash,  cable TV,  master TV service \_\_\_\_\_
- You will check out:  not by insurance or  by insurance \_\_\_\_\_
- Agreed reletting charge \$ \_\_\_\_\_
- Your move-out notice will terminate Lease Contract on (check one)  last day of month, or  next-day designated in move-out notice \_\_\_\_\_
- If dwelling unit is loose or damaged, owner will be responsible for  lawn/plant maintenance,  lawn/plant fertilization,  picking up trash from grounds, and/or  trash collection. If not checked, applicant will be responsible. The applicant will be responsible for the first \$ \_\_\_\_\_ of such repair. This special provision and any others will be contained in paragraph 10 of the Lease Contract in a lease addendum.
- Special provisions regarding parking, storage, etc. (see attached page if necessary) \_\_\_\_\_

**Application Agreement**

1. **Lease Contract Information.** The Lease Contract contemplated by the application is attached to, or if the Lease Contract is attached, the Lease Contract form to be signed. Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Contract Information above.
2. **Application Fee (non-refundable)** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork, it is refundable. \_\_\_\_\_
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. The application deposit is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties. (If it will be returned under paragraph 11 if you are not approved; (If it will be retained by us in the event of damage if you fail to sign or attempt to withdraw under paragraph 11.) \_\_\_\_\_
4. **Approval When Lease Contract is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you) if there are any modifications to our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Not Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you) if there are any modifications to the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and forward all further obligations under this Agreement.
7. **If You Withdraw Before Approval.** You and any co-applicant may not withdraw your application or the application deposit. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be notified to retain all application deposits.

8. **Completed Application.** An Application will not be considered "complete" and will not be processed until all of the following have been provided to us (unless indicated):  a separate Application has been fully filled out and signed by you and each co-applicant;  an application fee has been paid to us;  an application deposit has been paid to us;  no late submitted information necessary for the Application to be considered complete.
9. **Nonapproval.** We will notify you whether you've been approved within 30 days after the date we receive a completed Application. Once an Application will be considered "disapproved" if we fail to notify you of your approval within 30 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 30-day time period may be changed only by express written agreement.
10. **Refused After Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days of such disapproval. Refused checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or re-handling under paragraphs 6, 9, or 10 falls on a holiday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **Notice to us from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants, and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and/or access devices only after (1) all parties have signed the contemplated Lease Contract, and other rental documents related to it in the Lease Contract, and (2) all applicable rents and security deposits have been paid in full.
14. **Rentals.** Application fee (non-refundable): \$ 40.00  
Application deposit (may or may not be refundable): \$ \_\_\_\_\_  
Total of above application fee and application deposit: \$ \_\_\_\_\_  
Total amount of money we've received to date: \$ \_\_\_\_\_
15. **Signature.** Our representative's signature is consent only to the Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

**Acknowledgment.** You declare that all your statements on the first page of this Application are true and complete. You authorize us to verify same through any means. If you fail to answer any questions or give false information, we may reject the application, retain all application fees and deposits and liquidated damages for our fees and expenses, and terminate your right of occupancy. Giving false information is a serious criminal offense. It is usually relating to the application or Lease Contract that the providing party may discover all attorneys fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other credit reporting agencies regarding your performance of your legal obligations, including both financial and non-financial information about your compliance with the Lease Contract, the rules, and financial obligations.

If you're seriously ill or injured, what doctor may we notify? (We're not responsible for providing medical information to or calling doctors or emergency personnel.)  
 Doctor's name: \_\_\_\_\_ Doctor's phone: (\_\_\_\_\_) \_\_\_\_\_

Important medical information about you in an emergency:  
 Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Spouse: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Owner's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

1. Apt. name or dwelling address (street, city) USA Castle Pines, LLC Unit # or type: \_\_\_\_\_

2. Person accepting application: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

3. Person processing application: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

4. Date that applicant or co-applicant was notified by  telephone,  letter, or  in person;  acceptance or  nonacceptance; (Deadline for applicant and all co-applicants to sign lease in three days after notification of acceptance in person or by telephone, five days if by mail)

5. Name of persons who were notified (at least one applicant must be notified if multiple applicants)

6. Name of owner's representative who notified above person(s)