



This is to acknowledge that I/we are submitting an application for property located at:

 Address City State Zip Code

Please review and select one box below. Complete any requests if necessary:

I/We accept the property "as is", in its present condition, for a 1 year lease term. I/We understand and agree that no new carpet, paint, or additional cleaning will be completed. Pre-existing conditions of said property will be documented on the move in checklist form, and submitted within 10 days of taking possession of said property (I/We will not be held responsible for documented items). If property is currently occupied by a tenant at the time of showing, the carpet will be professionally cleaned and proof of invoice provided, and cleaning of the property will be performed by the existing tenant. Any touch up paint will be performed by The Littleton Real Estate Company.

I/We would like to make an offer for the following items:

- Requested lease term dates are as follows: _____ to _____
 Move in date Lease expiration date

- Proposed rental rate by Applicant: \$_____ per month

- Requested maintenance items to be completed prior to move in date:

Requested lease term, rental rate, and maintenance requests will be presented to the Owner of the property for consideration. We will inform you of the Owner's decision before proceeding with the application process. You will then have the option to proceed or withdraw your application. Upon approval, you must sign the lease agreement and pay a holding fee equivalent to the security deposit amount within 48 hours. The lease signing must take place at The Littleton Real Estate Company office location. The holding fee will turn into the security deposit at the time of taking possession of the property. Thank you.

 Applicant: Date:

 Agent for Owner Date:

 Applicant: Date:

Rental Application

Application fee **MUST** accompany this application.
 A copy of your driver's license or photo ID and proof of income (tax returns or paycheck stubs) **MUST** also accompany this application.

Acct. # _____ Date of Application _____ Date of Occupancy _____

Address of Rental Property _____

Term of Lease: _____ Leasing Agent _____

Rental Rate: _____ Move In Date: _____ Pro Rated Rent _____

Deposit Amount: _____ Pet Deposit Amount: **\$300.00 per pet and owner approval** Application Fee: **\$40.00 per applicant if a Colorado Resident for the past year, \$60.00 per applicant if an out of state Resident (depending on length of Residency). Price will vary if applicant has lived in Wyoming or several states over the past 2 years.**

Total # of Occupants _____

THIS APPLICATION WILL BE PROCESSED BY:

www.LRECo.com
 (303) 730-8170 phone
 (303) 730-0221 fax

The Littleton Real Estate Company
 1501 W. Campus Drive #M
 Littleton, CO 80120

Name (occupant 1)	Soc. Sec. No.	Date of Birth	Email			
Name (occupant 2)	Soc. Sec. No.	Date of Birth	Email			
Present address: Street Apt. #	City	State	Zip	Home phone	Work phone	
Present landlord Name and address:	Day phone	Night phone	Date Moved In	Rent amount		
Previous address: Street	Apt. #	City	State	Zip	Residence from	Residence to
Previous apartment landlord Name and address:	Day phone	Night phone	Date moved in	Rent amount		
Current employer/Source of Income: Company	City	State	Main phone	Position	Date hired	Gross Mthly Income
Current employer/Source of Income: Company	City	State	Main phone	Position	Date hired	Gross Mthly Income
Previous employer: Company	City	State	Main phone	Position	Date hired	Gross Income
Additional income: Source	Contact Person:	Contact Number:	Amount per month			
Vehicle (1) Make	Year	Vehicle identification number	License/State	Owner's license number/state		
Vehicle (2) Make	Year	Vehicle identification number	License/State	Owner's license number/state		
Emergency contact	Name Street Apt. #	City/State	Zip	Home #	Work #	
Emergency contact	Name Street Apt. #	City/State	Zip	Home #	Work #	

A Credit report and a criminal background check will be run on each person

Please answer the following:

Have you or any occupant ever been evicted from a rental place? _____ If yes, when? _____ Do you owe any unpaid rent? _____ If yes, how much? _____

Have you or any occupant ever violated a lease, rental agreement, or regulations at a former rental place? _____

Have you or any occupant ever been convicted of a crime other than a motor vehicle violation? _____ If yes, explain _____

Have you or any occupant ever been charged with abuse or misuse of a rental property? _____

Do you require special accommodations? _____ If yes, what type? _____

Do you own an animal? _____ If yes, what type? _____ Breed: _____ Weight: _____ Age: _____ Is it a service animal? _____

Release for Information

This is to inform you that as part of our procedure for processing your application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with you landlord, employer or others with whom you are acquainted, a credit check, and criminal report. I hereby agree, in the event of the approval of this rental application, to execute a lease in accordance with the terms set forth in this rental application and my rental liability shall commence on _____ pursuant to the terms of the lease. The applicant understands that approval of this application is conditional upon the information supplied in the above mentioned consumer report meeting lease criteria. Owner and/or agent for the owner may refuse possession of the above mentioned accommodations because of any derogatory information contained in the consumer report. I have read the foregoing and certify that the information herein is TRUE and CORRECT, that this application is submitted for the purpose of including approval for this application in my behalf, and any errors in this application may be used by the owner and/or agent to terminate the lease agreement at any time.

DEPOSIT and RECEIPT

(Initial) Application fee of **\$40.00/\$60.00/TBD** per applicant _____ is nonrefundable.

(Initial) Any other initial deposit will be returned in 7 days of date of application if application is denied. If application is accepted and applicant cancels after 24 hours of date of application, the total amount of the deposit \$ _____ shall be retained as liquidated damages for holding the apartment off the market. If applicant is accepted as a resident and enters into a lease agreement, then this document shall become part of the lease, and the deposit shall be applied to the security deposit required under the lease. If the landlord determines that any information contained herein is false or misleading, then, at the landlord's option, the lease shall be voidable upon 3 days notice.

Applicant signature _____ Date _____

Owner and/or its agent signature _____ Date _____

Applicant signature _____ Date _____

Showing Agent _____ Date _____

**The Littleton Real Estate Company
Rental Application Guidelines**

Overview: Our mission is to provide safe housing for our resident clients and to provide a safe investment for our owner clients. One of the most important decisions we make is who to rent to. The Littleton Real Estate Company does not discriminate based on race, physical/mental handicap, color, religion, familial status, national origin, gender, ancestry, creed, or marital status.

Our guidelines are pre-established prior to marketing a vacancy to prevent any kind of discrimination. The grid below should be reviewed prior to submitting an application for rent, and any questions asked in writing and approved by the unit owner. If you have any questions regarding our policies, please ask. If any changes are requested they **must** be referenced in writing and approved by the unit owner. There are no exceptions to this rule.

Criminal	Credit	Income	Rental References or Ownership
*No felonies *Any conviction or arrest for a misdemeanor that involves violence, a gang related crime, possession of a weapon, drugs, theft, assault, domestic violence, sexual offense, 2 DUI's in under 5 years, or is related to apartment living	* 4 lines required * 70% positive (if credit does not pass see * below)	* Must be at least 3 times the monthly rental rate in gross income * Student aid cannot be accepted as income * Divorce decree and child support accepted with proof in writing	* 2 years of verifiable rental history from a non-relative * 1 year minimum for each applicant *Current Mortgage (if rental/ownership does not pass see * below)

***REQUIRES OWNER APPROVAL** (some owners will approve credit below 70% positive with certified rent payments each month -- some owners will negotiate a double deposit for late payments on rental/mortgage history. **This must be approved by a Property Manager before application is approved.**

INCOME	RENTAL/MORTGAGE HISTORY	CREDIT	CRIMINAL	WHAT WE'LL NEED
OK	OK	BAD	OK	*NO CHECKS/ CERTIFIED FUNDS ONLY/DOUBLE DEPOSIT*
NONE	NONE	NONE	OK	*CO-SIGNER OR DOUBLE DEPOSIT*
NONE	OK	OK	OK	*CO-SIGNER*
OK	BAD	OK	OK	*DENIED/ DOUBLE DEPOSIT*
OK	OK	NONE	OK	*NO CHECKS/ CERTIFIED FUNDS ONLY*
OK	NONE	OK	OK	*CO-SIGNER/ DOUBLE DEPOSIT/ CERTIFIED FUNDS*

CO-SIGNER MUST HAVE VERIFIABLE 3X INCOME, 70% POSITIVE CREDIT, & GOOD RENTAL HISTORY OR MORTGAGE PAYMENT HISTORY, & NO CRIMINAL

Credit – we will consider all accounts in the Current Debt section of the report. Of the total number of lines of credit, we look that 70% of the lines are current accounts. Collection Accounts – If a collection account BEGAN less than two years ago or has an outstanding balance we will include that record. If you owe an apartment community or landlord money it is an automatic denial. It will be the owner's final decision to approve or deny based on credit (other than rental related collections). Bankruptcy's must be discharged or closed.

Foreign Nationals – Income and rental history must be verified. You must have a valid TIN or valid Social Security number and a valid Drivers License issued in the United States.

Corporate Leases – Companies must pay an application fee, and have 70% positive credit. Employers of tenants may be added to the lease as long as they have an agent of the company sign as well as the tenant.

Section 8 or Financial Assistance Applications – Vouchers for assistance can be used to reduce the rental rate qualification. Example: Rent is \$825.00, voucher is for \$700.00, the applicant must qualify for a rental rate of 125.00. Requirements of credit and history apply. If applicant has no credit we will waive double the deposit as long as they have a good rental history. **Each individual owner must approve of and accept this program! Not all owners do approve of and accept this program, so please be sure to ask prior to submitting an application.**

CRIMINAL BACKGROUND CHECKS – A criminal background check will be conducted on every applicant or occupant over 18 years of age. Any of the following will be a basis for rejection of an application:

- Any conviction of a felony or any conviction, any arrest for a misdemeanor including, but not limited to those that involve violence, gang related crimes, possession of a weapon, drugs, theft, assault domestic violence, sexual offense, or is related to a rental property. No more than 2 DUI's in the last 5 years.

ANY VARIANCE FROM THE ABOVE MUST BE APPROVED BY THE OWNER OF THE PROPERTY.

Applicant Signature _____

Date _____

Applicant Signature _____

Date _____

RENTER'S INSURANCE

PLEASE BE ADVISED:

RENTAL INSURANCE WILL PROTECT YOU & YOUR VALUABLES

The Littleton Real Estate Company highly recommends that all Renters obtain a Renter's Insurance Policy, effective upon move in. Obtaining the insurance will provide Renters coverage for their items inside the home. It's unfortunate for not planning in the case of loss, but if you, as the renter, do not have insurance, your belongings will have to be replaced out of your own pocket, as the landlord would be covered for the property with the homeowner's coverage policy, but the items inside the home, would be the responsibility of the renter. In addition to insuring your valuables and personal property, you will also be protecting yourself against lawsuits with liability protection.

You can simply compare renter's insurance policies from multiple companies and choose the one that best fits your specific insurance coverage needs.

Applicant Signature

Date

Applicant Signature

Date

The printed portions of this form, except differentiated additions, have been approved by the Colorado Real Estate Commission.
(BDT20-5-09) (Mandatory 7-09)

DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE WHICH INCLUDE LANDLORD AGENCY, TENANT AGENCY OR TRANSACTION-BROKERAGE.

BROKERAGE DISCLOSURE TO TENANT DEFINITIONS OF WORKING RELATIONSHIPS

For purposes of this document, landlord includes sublandlord and tenant includes subtenant.

Landlord's Agent: A landlord's agent works solely on behalf of the landlord to promote the interests of the landlord with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the landlord. The landlord's agent must disclose to potential tenants all adverse material facts actually known by the landlord's agent about the property. A separate written listing agreement is required which sets forth the duties and obligations of the broker and the landlord.

Tenant's Agent: A tenant's agent works solely on behalf of the tenant to promote the interests of the tenant with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the tenant. The tenant's agent must disclose to potential landlords all adverse material facts actually known by the tenant's agent, including the tenant's financial ability to perform the terms of the transaction and, if a residential property, whether the tenant intends to occupy the property. A separate written tenant agency agreement is required which sets forth the duties and obligations of the broker and the tenant.

Transaction-Broker: A transaction-broker assists the tenant or landlord or both throughout a real estate transaction by performing terms of any written or oral agreement, fully informing the parties, presenting all offers and assisting the parties with any contracts, including the closing of the transaction, without being an agent or advocate for any of the parties. A transaction-broker must use reasonable skill and care in the performance of any oral or written agreement, and must make the same disclosures as agents about all adverse material facts actually known by the transaction-broker concerning a property or a tenant's financial ability to perform the terms of a transaction and, if a residential property, whether the tenant intends to occupy the property. No written agreement is required.

Customer: A customer is a party to a real estate transaction with whom the broker has no brokerage relationship because such party has not engaged or employed the broker, either as the party's agent or as the party's transaction-broker.

RELATIONSHIP BETWEEN BROKER AND TENANT

Broker and Tenant referenced below have NOT entered into a tenant agency agreement. The working relationship specified below is for a specific property described as:

_____ or real estate which substantially meets the following requirements:

Tenant understands that Tenant shall not be liable for Broker's acts or omissions that have not been approved, directed, or ratified by Tenant.

CHECK ONE BOX ONLY:

Multiple-Person Firm. Broker, referenced below, is designated by Brokerage Firm to serve as Broker. If more than one individual is so designated, then references in this document to Broker shall include all persons so designated, including substitute or additional brokers. The brokerage relationship exists only with Broker and does not extend to the employing broker, Brokerage Firm or to any other brokers employed or engaged by Brokerage Firm who are not so designated.

One-Person Firm. If Broker is a real estate brokerage firm with only one licensed natural person, then any references to Broker or Brokerage Firm mean both the licensed natural person and brokerage firm who shall serve as Broker.

CHECK ONE BOX ONLY:

Customer. Broker is the landlord's agent and Tenant is a customer. Broker is not the agent of Tenant.

Broker, as landlord's agent, intends to perform the following list of tasks:

Show a property Prepare and Convey written offers, counteroffers and agreements to amend or extend the lease.

Customer for Broker's Listings - Transaction-Brokerage for Other Properties. When Broker is the landlord's agent, Tenant is a customer. When Broker is not the landlord's agent, Broker is a transaction-broker assisting in the transaction. Broker is not the agent of Tenant.

Transaction-Brokerage Only. Broker is a transaction-broker assisting in the transaction. Broker is not the agent of Tenant.

If Broker is acting as a transaction-broker, Tenant consents to Broker's disclosure of Tenant's confidential information to the supervising broker or designee for the purpose of proper supervision, provided such supervising broker or designee shall not further disclose such information without consent of Tenant, or use such information to the detriment of Tenant.

THIS IS NOT A CONTRACT.

If this is a residential transaction, the following provision shall apply:

MEGAN'S LAW. If the presence of a registered sex offender is a matter of concern to Tenant, Tenant understands that Tenant must contact local law enforcement officials regarding obtaining such information.

TENANT ACKNOWLEDGMENT:

Tenant acknowledges receipt of this document on _____.

Tenant

Tenant

BROKER ACKNOWLEDGMENT:

On _____, Broker provided _____ (Tenant)

with this document via _____ and retained a copy for Broker's records.

Brokerage Firm's Name: The Littleton Real Estate Company

Broker

PAY YOUR RENT ON-LINE NOW!



The Littleton Real Estate Company has teamed up with PayLease Inc. to streamline our rent collection! You can now eliminate the burden of mailing your lease payment every month! Through PayLease, you will now be able to pay your lease payments online via credit/debit card or an e-check from your checking or savings account. You can make a one-time payment or sign up to have your payments automatically withdrawn each month at www.lreco.com or www.paylease.com. It's that easy! No more hassle and no more late payments.

Fees:

- E-check (ACH) debit from checking/savings account: \$2.20 per transaction
- MasterCard/Discover (Debit or Credit Card)- 3% per transaction
- American Express- 4% per transaction
- VISA (Debit or Credit Card)- \$22.95 per transaction

Why should I use PayLease?

- Eliminate the cost of postage and handling of lease checks
- Ability to make payment with a credit card and earn more rewards including mileage points and cash back incentives
- Customize payment notification reminders for upcoming payments
- Flexibility of choosing the day of debit payment allows for better money management
- Automatic payment eliminates late payments. One late fee can be more than over 2 years of PayLease Transaction fees!

How do I sign up?

In order to sign up, please go to www.lreco.com or www.paylease.com and click on the "Click to Pay Now" button on the home page. It will ask you to enter in the address for which you are making payments for and then will link you to that property in the system. Once you are logged in, select 'Make Payment' to make a payment or 'Automatic Payments' to set up an automatic debit each month. It's that easy!

How does PayLease work?

Once you are a member of PayLease, you can go to www.lreco.com or www.paylease.com and make payments to your property manager with either a credit card or a debit from your checking account. Standard processing takes 2-3 business days for a payment to process to your Property Manager. If you select ExpressPay, your payment will be processed for next business day deposit. Your Property Management Company is notified of your payment initiation date and time. Business days include Monday-Friday excluding weekends and holidays. It is important to remember these processing times when making a payment ON TIME.

Is there a contract or can I cancel at any time?

With PayLease there is no contract. PayLease is an option for you to make your lease payments easier. If you opt to be a member of PayLease and still send in a paper check, you will not incur any monthly fees for not using the service. Fees are incurred only when you process a payment.

Questions? Please contact a PayLease Representative at (866) 729-5327 or at support@paylease.com