

ADDENDUM A - RENTAL APPLICATION

**All Applicants, eighteen (18) years of age or older,
who will be residing in the Premises, must fill out a separate Application.**

Applicant's Name: _____ Date of Birth _____ SS# _____

Driver's License No. _____ State _____

Cell Phone: _____ Email Address: _____

Other Occupants:

Name _____ Date of Birth _____ SS# _____

Name _____ Date of Birth _____ SS# _____

Name _____ Date of Birth _____ SS# _____

Name _____ Date of Birth _____ SS# _____

RESIDENT HISTORY

List every City and State you have resided in since you reached the age of 18:

(1) _____ / _____, (2) _____ / _____, (3) _____ / _____, (4) _____ / _____,

(5) _____ / _____, (6) _____ / _____, (7) _____ / _____, (8) _____ / _____.

Present Address _____
Street Apt. # City State Zip Dates: From / To

Apt. Name/ If Home-Mortgage Co. & Loan # _____ Present Landlord/Manager _____ Manager's Phone # _____

Monthly Payment \$ _____ Reason for Moving _____

Previous Address _____
Street Apt. # City State Zip Dates: From / To

Apt. Name/ If Home-Mortgage Co. & Loan # _____ Present Landlord/Manager _____ Manager's Phone # _____

Monthly Payment \$ _____ Reason for Moving _____

Previous Address _____
Street Apt. # City State Zip Dates: From / To

Apt. Name/ If Home-Mortgage Co. & Loan # _____ Present Landlord/Manager _____ Manager's Phone # _____

Monthly Payment \$ _____ Reason for Moving _____

In the past 7 years, have you:

Been evicted from any leased premises? YES _____ NO _____

Broken a rental agreement or lease contract? YES _____ NO _____

Been asked to vacate a property to avoid eviction? YES _____ NO _____

Do you require any special accommodations? YES _____ NO _____

EMPLOYMENT

Present Employer _____ Position _____

Business Address _____
Street City State Zip **Your Work Phone #** _____

Supervisor _____
Name Phone # Employed Since _____

Gross Monthly Salary _____

Additional Monthly Income (If Any) _____ Source _____

Other Employer _____ Position _____

Business Address _____
Street City State Zip **Your Work Phone #** _____

Supervisor _____
Name Phone # Dates of Employment _____

VEHICLE

Year and Make _____ Color _____ License # & State _____
Registered To _____

Year and Make _____ Color _____ License # & State _____
Registered To _____

CRIMINAL BACKGROUND

Have you been convicted, pleaded guilty or nolo contendere (no contest) of any felony, or felony/misdemeanor sex offense within the past 5 years? YES _____ NO _____

Are you registered or under consideration for registration as a sexual offender? YES _____ NO _____

*Please note: a "Yes" answer will result in an automatic denial of the Rental Application.

Are you currently facing prosecution for any felony, or felony/misdemeanor sex offense? YES _____ NO _____

BED BUGS

Are you aware of any facts or circumstances that you, your personal property, or your current or previous residences were exposed to bed bugs? YES _____ NO _____

If YES, Applicant makes the following disclosures regarding Applicant's exposure to bed bugs: _____

_____ (if more room is necessary attach sheet).

If you have been exposed to bed bugs within the last two years:

Do you represent and warrant that all of your personal property has been inspected, professionally treated if warranted, and that no bed bugs are present in your personal property?

YES _____ NO _____

Do you authorize Landlord to obtain for review documentation regarding such exposure, and will you upon Landlord's request make all of your personal property available for inspection to confirm the absence of bed bugs?

YES _____ NO _____

* PLEASE NOTE – If you have been exposed to bed bugs, and are unwilling to give the above representations, warranties, and authorizations, your application could be denied.

PETS

Do you own any pets? _____ If so, how many? _____
Type/Breed _____ Weight _____ Age _____ Color _____ Name _____
Type/Breed _____ Weight _____ Age _____ Color _____ Name _____

The following restricted breeds are not permitted: Pit bulls (American Pit Bull Terrier, American Bulldog), Doberman Pinschers, German Shepherds, Akitas, Siberian Huskies, Staffordshire Terriers (including American Staffordshire Terriers), Rottweilers, Chow Chows, Presa Canarios, Alaskan Malamutes, Wolf Hybrids, or any pets mixed with the above breeds.

EMERGENCY CONTACT (Not living within the home)

Name _____ Relationship _____
Address _____
Street Apt. # City State Zip Phone #

DEPOSITS AND FEES

I understand the application fee is a non-refundable payment for a credit and criminal check and processing charge of this Application and such sum is not a rental payment or security deposit. This amount will be retained by Northern Colorado Rentals LLC to cover the cost of processing the application as furnished by the Applicant, regardless if the Applicant is approved or denied; any false or misleading information or intentional omission will result in rejection of application. **THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGATE LANDLORD’S AGENT TO EXECUTE A LEASE OR TO DELIVER POSSESSION OF THE DWELLING UNIT TO APPLICANT. THE RENTAL AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY LANDLORD’S AGENT.** Completed Applications will be reviewed on a first come, first served basis. An Application is not considered complete unless all necessary and required information is provided by Applicant, and Applicant has signed all necessary documents. Applicant is responsible for signing all required documents.

Premises Applying For: _____ Move In Date if Approved: _____

I understand the deposits and fees to be:

Due with Application:

Non-Refundable Application fee \$ **35.00**
PetScreening.com Requirement \$ **20.00 for first pet, \$15.00 per additional - Paid Directly**

Assistance Animals and No Pets are free profiles with PetScreening.com.

Due with Signed Lease: (unless move in is within 7 days - then full balance will be due with signed lease)

Security Deposit \$ _____

Due at Time of Move In:

Pro-rated Rent \$ _____
First Month’s Rent \$ _____
Pet Deposit(s) \$ _____
Pet Fee(s) \$ _____
Other \$ _____ (Specify)

Landlord will notify Applicant of denial or acceptance in writing via email, or via phone if Applicant does not have an email address. Applicant’s email address is: _____

DISCLOSURE OF INFORMATION

I warrant and represent the information provided on this application to be true and correct. I authorize Northern Colorado Rentals LLC to make such investigation into Applicant/Resident/Occupant’s credit, employment, rental, criminal, judgements, liens, and eviction history, as Landlord may deem appropriate, and release all parties from liability for any damage that may result from furnishing such information to Landlord’s Agent. Landlord’s Agent shall have the continuing right to review and obtain this credit and criminal information, rental application, payment history and occupancy history for account review, improving application review methods, and all other purposes. If approved, Applicant shall have a continuing and on-going duty to update all of the information provided on the Application. Applicant acknowledges that Landlord may enter into a Lease in reliance on the information contained in Applicant’s rental application and any and all other information provided to Landlord’s Agent by Applicant. Applicant/Resident shall promptly notify Landlord’s Agent in writing of any subsequent change in the information provided by Applicant on Applicant’s application. If Applicant is approved, Landlord’s Agent shall have the right to terminate Applicant’s tenancy on three days notice to quit: 1) if it is determined that Applicant provided false or misleading information on this Application, or 2) if the Application information is no longer correct, for example, Applicant is convicted of a sexual offense after moving into the Premises. Landlord’s Agent does not have a duty to

verify, and does not represent or promise that it will verify, the accuracy or the answers provided in the Application of any applicant. Furthermore, Landlord's Agent has no duty, and expressly disclaims any obligation, to perform a criminal background check on each applicant. Landlord does not represent or guarantee that all residents have no prior criminal record or background. Landlord Agent's approval or denial of this Application is based on information provided by independent third parties. Landlord's Agent makes no representation as to the accuracy of the information that Landlord's Agent obtains from third parties in approving or denying this Application. Landlord hereby disclaims any liability for the accuracy of such information that Landlord obtains pursuant to Applicant's consent.

DISCLOSURE OF BROKERAGE RELATIONSHIP, LEAD-BASED PAINT, AND ASBESTOS DISCLOSURES

Brokerage Relationship Disclosures Applicable: YES _____ NO _____

Northern Colorado Rentals LLC ("Broker" or "Agent" or "Landlord") and the Prospective Resident(s) referenced below have NOT entered into any Real Estate Brokerage Agency Agreement or Relationship. The working relationship between Broker and Prospective Resident(s) specified below is for a specific property described as:

_____.

Resident understands and acknowledges that Broker is the agent for the property owner (Landlord), and Broker represents only the Landlord's interests in this transaction. The Owner (Landlord) of the property has granted to Broker the authority to manage and administer the Premises and Property and to enter into, administer and enforce provisions of this Application and any subsequent Lease that may result from the approval of this Application, and Broker is not considered an agent for the Resident/Applicant at any time for any reason. As a prospective Resident, you are a customer in this transaction. 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. If you desire representation, Broker recommends that you obtain either your own Broker or legal advice from an attorney.

Different brokerage relationships are available that include seller agency, landlord agency, buyer agency, tenant agency or transaction-brokerage. The Colorado Real Estate Commission has a form setting forth the definitions of these working brokerage relationships (Form DD25). Upon request, Broker will provide the working definitions of the various brokerage relationships to you.

Lead Paint Disclosures Applicable: YES _____ NO _____

Prior to signing a lease for the Premises, the Landlord is legally required to provide all Prospective Residents (Applicants) with DISCLOSURES OF INFORMATION ON LEAD-BASED and/or LEAD-BASED PAINT HAZARDS. Prospective Resident acknowledges that Landlord or Landlord's Agent will not process this application until such time that Prospective resident acknowledges in writing that Prospective Resident has received such disclosures.

Asbestos Disclosures Applicable: YES _____ NO _____

Additionally, while not legally required, Landlord has voluntarily disclosed that the premises may contain asbestos. Prospective Resident acknowledges that Landlord or Landlord's Agent will not process this application until such time that Prospective resident acknowledges in writing that Prospective Resident has received such asbestos disclosures.

By signing this Application, Applicant acknowledges receiving Landlord's disclosure of application-related costs, any pest control disclosures, if applicable, and a receipt for all application fees paid by Applicant. Applicant also agrees to receive via email communications from Landlord's regarding the decision on this Application. If Applicant is approved and a lease is executed by Applicant and Landlord, Applicant agrees to receive an electronic copy of the fully executed lease from Landlord.

THIS APPLICATION HAS IMPORTANT LEGAL CONSEQUENCES. PARTIES TO THIS APPLICATION SHOULD CONSULT LEGAL COUNSEL BEFORE EXECUTION.

Applicant's Signature Date

Broker's Signature Date

This form has not been approved by the Colorado Real Estate Commission.
It was prepared by Northern Colorado Rentals LLC's legal counsel Tschetter Sulzer, PC.

Northern Colorado Rentals LLC Rental Application Screening Criteria

Northern Colorado Rentals LLC

4239 Centerplace Drive #2S

Greeley, Colorado 80634

(970) 652-1021

www.NCRentalsLLC.com

Northern Colorado Rentals is an equal housing opportunity housing provider and does not discriminate based on: race, color, religion, national origin, sex, familial status, disability, creed, sexual orientation, marital status, and ancestry. We comply with all federal, state and local laws concerning Fair Housing.

Thank you for your interest in a Northern Colorado Rentals managed home. To be considered for residency, all applicants must meet the criteria listed below. Any person(s) over the age of 18 to reside with the rental home must submit a completed application to be screened within this listed criteria. Applications will be processed on a first come, first served basis once a fully completed application is turned in. If you turn in an incomplete application, and someone else turns in a completed application, they would be processed first.

Application Process:

1. After selecting your rental home, submit your application to Northern Colorado Rentals.
2. Any person over the age of 18 must submit a separate application.
3. All applicants must pay a non-refundable \$35 application fee per applicant. Payment must be made in the form of personal check, certified funds (money order or cashier's check), cash or via Venmo (electronic payment).
4. The speed of application being processed depends how quickly we hear back from your references.
5. The lease agreement will be sent via DocuSign (for electronic signatures) - unless you need to sign in person, which we can happily do. Once signed, payment will be required as a good faith deposit for the property. Depending on move in dates, this payment can be made via your online Tenant portal, or in person. If your move in date is less than 7 business days out, certified payments will be required.

General Requirements:

1. All applicants must provide verifiable identification sufficient to adequately screen.
2. All applications must be completed in their entirety to be accepted. Incomplete applications will not be processed.
3. Inaccurate, incomplete, or falsified information will be grounds for denial.
4. All applicants must be able to enter into a legal and binding contract.
5. All documents and monies owed outlined within the rental criteria are due at the time of application. Your desired rental home cannot be reserved or taken off the market with a partial application.
6. The behavior of the applicant during the showing and screening will be taken into consideration. Unacceptable, inappropriate, confrontational behavior may be grounds for denial.

Income Requirements:

1. The combined gross monthly income of the household must equal three (3) times the monthly rent. All sources of income will be considered (including but not limited to government assistance, student loans, vouchers, jobs in the marijuana industry, etc.). Only students will be allowed to provide a guarantor to sign. The guarantor's income must have a minimum monthly income of five (5) times the monthly rent and a FICO score above 700. Payment for an additional non-refundable application fee of \$35 is required to process the guarantor application. Unemployment will only be considered towards income if it is for the full term of the lease agreement, in writing.
2. Housing vouchers are accepted, however income needs to be 3x the monthly rent, including any utilities. Example: Rent is \$1,000/month, voucher is for \$800/month, utilities are \$300 total a month. We would deduct the \$800.00 voucher from the rent, Tenant would be responsible for showing \$500/month times three.
2. All applicants and guarantors must provide their last three (3) consecutive paystubs to verify their income. If the applicant is self-employed, they can provide an income statement from their company software (with name / date), OR prior twelve (12) months' bank statements, or 1099 document or tax returns will be required for verification.
3. Income which is unable to be verified will result in denial of the application.

Pets/Animals:

Northern Colorado Rentals LLC uses a third-party pet policy service, call Pet Screening. **All applicants** must create an animal profile, whether you have a pet, an assistance animal or no animal at all. If you have a pet (non assistance), there is a small additional fee per pet charge which is administered by the third party tool. Tenant understands this is a requirement for all.

Rental History Requirements:

1. Applicants must provide a minimum of three (3) years’ recent rental history and provide written permission to obtain the applicant’s rental history from previous landlords (signed application). All applicants must include updated information for rental history verification. Inaccurate information may cause a delay in processing or denial of the application. This does not apply if Tenant applying currently owns, which will need to be verified also.
2. Eviction filings within the last five (5) years is grounds for denial.
3. Rental history reflecting past due rent, an outstanding balance, or open collection status will be denied.
4. An application may result in denial if a landlord refuses to provide a reference or the landlord provides a negative reference which includes any of the following information:
 - a. Two (2) or more legal demands for payment or compliance within a twelve (12) month period.
 - b. Two (2) or more NSF checks within a twelve (12) month period.
 - c. Rental history reflecting habitual or a combination of noise complaints, noncompliance, and/or excessive damage/neglect of the landlord’s property during use of the property.

Credit Requirements:

1. A credit / criminal / background report will be requested for all applicants and guarantors.
2. An application or guarantor application will result in denial should the credit report reflect any of the following items (including any items mentioned above):
 - a. A FICO score below 600, unless a double security deposit can be paid (broken down in (3) payments available).
All rentals will require a minimum of first month’s rent and one month security deposit to move in.
 - b. Open bankruptcies.
 - c. Collections from prior landlords / housing or utility companies, not paid.

Criminal Background Criteria:

1. A criminal background check will be conducted on all applicants who will resident within the rental home.
2. An application will result in denial should the criminal background reflect any of the following items:
 - a. A conviction, guilty plea, no-contest plea, or deferred sentences for any felony charges newer than 5 years old.
 - b. Denial for serious crimes, indefinite look back period: stalking, manufacturing/distributing a controlled substance, violent crime causing death (example: homicide, manslaughter, etc.), and sex offenses.

Application Cost Breakdown:

Your background check cost is \$15.00 through CLC Screenings. The remaining \$20.00 is the cost to process other information - landlord or mortgage references, employment references, as well as any other information provided on the application. Application fees are required per application, regardless of Tenant or Guarantor. Once the signed application has been turned in and fees paid, all application fees are non-refundable. Application fees are non-negotiable.

If your application is denied due to negative and/or adverse reports in your screening you may contact:

CLC Screenings
 a division of Carlton Litigation Consultants
 P.O. Box 75605
 Tampa, Florida 33675
 (866) 639-0581

Providing your signature below indicates you have received, read, and understand the criteria in which your application will be reviewed. Your application cannot begin processing without receipt of signature on the Rental Application Screening Criteria, your completed and signed application, and your signed Brokerage Disclosure.

Applicant: _____

Date: _____



We encourage healthy and responsible pet interactions for all residents, and we strive to create a community that welcomes everyone and ensures a pet-responsible environment. We use a third-party pet application service that is simple and secure while storing your pet's information in one place.

This service makes it easy for Pet/Animal Owners to share their animal records with their Housing Provider, pet groomers, doggy daycares, dog walkers, pet sitters, vets, pet friendly hotels, and more.

PRICING

- \$20 for an individual Pet Profile
- \$15 for each additional Pet Profile
- No charge (\$0) for an Assistance Animal Accommodation Request
- No charge (\$0) for a No-Pet profile

All profiles are active for one year upon completion.

HOW TO MAKE A PROFILE

Note: Applicants without pets must complete the online affidavit, while Pet Owners should gather the following to start:

- Vaccination Records
- Microchip Information
- Photos of Your Pet

1. All applicants should visit:

<https://ncrentalsllc.petscreening.com>

2. Review the policies and click the 'Start Here' button for No Pets, Household Pets, or Assistance Animals.

3. Enter your contact information, read and accept the Terms of Service, and click 'Create Profile'.

4. *No Pets*: Simply complete the affidavit questions.

Pet/Animal Owners: Select the type of animal then click Create a Pet Profile. If you are making an accommodation request for an Assistance Animal, the request box will be preselected.

5. On the next page, click on each section within the profile to enter details, upload photos and attach documents.

6. *For Pets*: Click the green 'Proceed to Payment' button at the top right of the profile, enter payment details and submit. *For Animals*: Click the green 'Submit for Review' button at the top right of the profile.

7. Your Pet Profile will be shared automatically with your housing provider.

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