

Jupiter Communities, L.L.C. supports The Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, national origin, sex, handicap, or familial status. The following qualification standards will be required from every applicant.

**Rental Application:** Applicant must be of legal age, eighteen (18) years and over. Everyone who will be residing in the apartment and is over the legal age of eighteen (18) years must submit an application and pay the application fee. All applicants must provide a valid Driver's License, State identification card, Military ID or a Government issued picture ID.

In order to help us complete your application in a timely manner, we ask that you complete every section of the application. There should be no lines left blank. If a line does not apply, please fill it in with N/A. If you need to call us back with more information, please do so within your 72 hour grace period. Be sure to sign the application and date it where indicated. The lease does not become effective until the application is approved by Management.

**OCCUPANCY STANDARD:** Two person maximum occupancy per bedroom.

**AVAILABILITY POLICY:** Apartments become available to prelease when the current resident submits a written notice to vacate.

**AGE REQUIREMENT:** Lease Holder(s) must be eighteen (18) years or older. All occupants eighteen (18) years or older will be required to complete an application (even if living with parent or guardian).

**INCOME REQUIREMENT:** The gross monthly income of all lease holder(s) will be considered jointly, and should equal to 2.5 times the market rental amount on the apartment. All income must be verifiable. Verifiable income includes two recent paystubs, a recent offer letter from your current employer, or the previous year's tax return.

**EMPLOYMENT VERIFICATION:** Lease Holder(s) must have stable and verifiable employment or, if unemployed or retired, will be considered self-employed and must meet the guidelines for self employment.

**SELF EMPLOYMENT:** Must provide the previous year's personal income tax return and the previous six months personal bank statements as evidence of sufficient income. Persons who hold jobs that are commission only, base salary plus commission, tips, or bonuses will be considered self-employed.

**RENTAL HISTORY:** Up to 84 months of resident history will be reviewed and must exhibit no derogatory references (such as evictions, filings of initial evictions for the past 6 months or apartment collections). Any debt owed to an apartment community or a utility company must be paid before an application can be approved.

**CREDIT REQUIREMENTS:** Establishment of credit history, credit score and credit ratings will be reviewed.

**ANIMALS:** All animals are subject to management approval and community policy.

**APPLICATION FEE/ADMINISTRATIVE:** A \$35.00 non-refundable application fee per applicant and a \$100.00 non-refundable administrative fee per apartment are required in separate payments. The application fee(s) are immediately non-refundable. The \$100.00 administrative fee is non refundable after 72 hours.

**CRIMINAL HISTORY:** A criminal background check will be conducted on each applicant. The application will be denied for any of the following: Felony records in the last 25 years, any Violent Crimes Against Persons or sexual in nature for the past 100 years, Serious Misdemeanors in the last 5 years, exact name match on the OFAC Watch list, name or Date of Birth matches on the Registered Sex Offender Database, persons who have been charged with, convicted or received deferred adjudication for a felony or a misdemeanor involving these crimes.

**CO-SIGNER/GUARANTOR:** A COSIGNER/GUARANTOR AND/OR ADDITIONAL SECURITY DEPOSIT MAY BE REQUIRED IN THE CASE OF ONE OF THE FOLLOWING: 1) No verifiable income for full-time students 2) Unsatisfactory credit rating; 3) Unsatisfactory income requirements.

*If you do not meet one or more of the above criteria, you may be able to qualify for an apartment with a third party guarantor. The guarantor must pass the same application and screening process that you must pass, except the gross monthly income of the guarantor must equal 4 times the rental amount of the apartment.*

By signing below, applicant(s) acknowledge(s) and accepts the lease application will be approved or rejected on the basis of the information above. Falsification of any information on the lease application or incomplete documentation will result in a decline of the apartment rental. Applicant(s) also agree(s) to submit all documents necessary to complete the application within 72-hours of the application date. All information must be verifiable. Failure to provide the documentation will result in a declined application and forfeit of all fees paid to reserve the apartment home.

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_ Agent for Owner \_\_\_\_\_ Date \_\_\_\_\_





## Rental Application for Residents and Occupants

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

Date when filed out: \_\_\_\_\_



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

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

Driver's license # and state: \_\_\_\_\_

OR govt. photo ID card #: \_\_\_\_\_

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

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

Birthdate: \_\_\_\_\_

Sex: \_\_\_\_\_

Marital Status:  single  married  divorced  widowed  separated  
Are you a U.S. citizen?  Yes  No \_\_\_\_\_

Will you or any occupant have an animal?  yes  no

Kind, weight breed, 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: \$ \_\_\_\_\_

Dates you began and ended this job: \_\_\_\_\_

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

**WHY YOU APPLIED HERE**

Were you referred?  Yes  No.

If yes, by whom: \_\_\_\_\_

Name of locator or rental agency: \_\_\_\_\_

Name of individual locator or agent: \_\_\_\_\_

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

Did you find us on your own?  Yes  No If yes, fill in information below:

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

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

Other: \_\_\_\_\_

**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, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that has not been resolved by any method? Please indicate below the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer 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 govt. 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: \_\_\_\_\_ DL or govt. ID card # and state: \_\_\_\_\_

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

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

Sex: \_\_\_\_\_ DL or govt. ID card # and state: \_\_\_\_\_

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

**YOUR VEHICLES**

List all vehicles owned or operated by you, your spouse, or any occupants (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: \_\_\_\_\_

**EMERGENCY**

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Relationship: \_\_\_\_\_

**AUTHORIZATION**

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

**Belle Creek LLC**

to obtain reports from any consumer or criminal record 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 criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

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

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

*Applicant must also sign on the next page of this Application.*

**Contemplated Lease Contract Information**

*To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.*

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 resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract \_\_\_\_\_
- Name of Owner/ Lessor Belle Creek LLC
- Property name and type of dwelling (bedrooms and baths) Belle Creek Apartments
- Complete street address 9458 Longspeak Dr.  
City/State/Zip Henderson, CO 80640
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) \_\_\_\_\_
- Total number of residents and occupants \_\_\_\_\_
- Beginning date and ending date of Lease Contract \_\_\_\_\_
- Total monthly rent for dwelling unit \$ \_\_\_\_\_
- Rent to be paid at (check one)  on-site manager's office or  at Rent dropbox \_\_\_\_\_

**Application Agreement**

1. Lease Contract Information. The Lease Contract contemplated by the parties is attached or, if no Lease Contract is attached, the Lease Contract will be the current 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 (nonrefundable). 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 nonrefundable.*
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; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.*
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 co-applicants) of our approval, sign the Lease Contract, and then credit the co-applicants toward the required security deposit.
5. Approval When Lease Contract Isn't 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 co-applicants) of 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 terminate 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 "we changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
8. Completed Application. An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked):  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. *If no item is checked, all are necessary for the Application to be considered completed.*
9. Nonapproval. We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 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 10-day time period may be changed only by separate written agreement.
10. Refund 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. Refund 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-funding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. Notice to or 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 referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
15. Signature. Our representative's signature is consent only to this 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 question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

**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) Belle Creek LLC
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 of  acceptance or  nonacceptance: \_\_\_\_\_  
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): \_\_\_\_\_
6. Name of owner's representative who notified above person(s): \_\_\_\_\_

