



Application Process & Qualifying Criteria

Thank you for choosing **Armadillo Property Management**!

- Applications are processed on a **first-come, first-served** basis.
- Applicants with less-than-optimal scores may be required to provide a Guarantor for the lease or pay a double security deposit.
- **Application approval** is based on a combination of factors, including positive employment and housing references, a satisfactory tenant qualifier score on the credit report, verifiable current monthly income, and a passed criminal background screening.
- Applicants or a trusted representative **must tour the property** before their application is processed.
- All copies of our forms are available for review on our website under the Residents tab.

Portable Resident Screening Reports

Applicants have the right to provide Armadillo Property Management with a Portable Tenant Screening Report (PTSR), as defined in Colorado Revised Statutes § 38-12-902(2.5), that is not more than 30 days old.

If you provide a valid PTSR:

- We cannot charge you an application fee.
- We cannot charge you to access or use the PTSR.

Note: If providing a PTSR all applicants **must fill out our application as well**. We will not charge the \$35 application fee for processing the background reports.

Qualification Standards

Application Requirements

- Every resident **18+** must submit a completed application.
 - **Application Fee:** \$35 per applicant through TenantReportX
 - Application fee's will be charged once the applications are complete
- Every applicant must create a **PetScreening profile** (required even if you have no pets). <https://armadillopm.petscreening.com>
 - Petscreening fees are as follows:
 - Household Pet Profile: \$30 (credit/debit) or \$25 (ACH)

- Assistance Animal Profile: \$0
 - No Pet/Animal Profile: \$0
- **Incomplete applications will not be accepted.** If another applicant submits a complete application ahead of yours, theirs will be processed first.
- **Approval typically takes 1–3 business days**, depending on reference responses.
- All information **must be verifiable**; false, inaccurate, or incomplete information can be considered fraud and may result in a denial.
- **Lease must be signed within 24 hours of being sent**, or the application will be considered withdrawn.

Reminder: Properties remain available until a lease is signed. Backup applications may be considered if deadlines are not met.

Income Requirements

- Every applicant must earn **at least 2x the monthly rent (gross)** individually.
- Families income may be combined but roommates income is **not combined**.
- **Acceptable income** includes: employment, cash assets, housing vouchers, unemployment, grants, student loans, trust funds, child support, alimony, SSI, SSDI, and other verifiable sources.
- Employment is verified via **pay stubs (past 2 months)** or **tax returns** (if self-employed).

Lease guarantor or a double deposit (refundable per C.R.S. 38-12-103) may be required if:

- Gross income is not at least **2x the total rent per month/per person**
- You are a student (unless meeting income requirements).

Rental History

- The previous **2 years of rental references** must be verifiable (family landlords will not be considered).

Lease guarantor or a double deposit (refundable per C.R.S. 38-12-103) may be required if:

- You have **not been on a lease** in the past 2 years
- If you **lack rental history or have gaps** in references and are **living with family or if a family member is/was your landlord**

Denial Criteria

Applications may be denied for:

- **Lease violations** (property damage, noise, unauthorized pets/occupants, etc.)
- Credit scores **below 580**
- Application fraud

- **Evictions, unpaid balances, or mutual lease rescission in the past 5 years**
- Criminal history involving:
 - Methamphetamine manufacturing, distribution, or possession
 - Sex offender registration requirements
 - Felony stalking convictions
- **Not providing valid or verifiable references**

Lease Term and Payment Policies

- The **lease must be signed within 24 hours** of being emailed; otherwise, the application will be withdrawn, and the next complete application will be considered.
- **Security and Animal Deposits** are due at lease signing; rent must be paid prior to move-in.
- Standard **security deposit** is equal to one month's rent (double deposit may be required in certain cases)(Double deposit would be the standard security deposit x2.
- Payment is due within **24 hours** of lease signing.
- If move-in occurs within **7 days** of signing, payment must be made in **certified funds**.
- **Online payment** is available in most cases.
 - **Service fees:**
 - **4% fee for credit/debit cards**
 - **Free for echeck/ACH**
- Proof of **renter's insurance** is required for the entire lease term.
- **PetScreening Profile Renewals** <https://armadillopm.petscreening.com>
 - All profiles **must be renewed annually** to:
 - Ensure residents understand updated pet policies
 - Maintain safety for pets, staff, and maintenance personnel
 - Allow residents to add or remove pets during the lease term
- Review our **full Pet Policy**

Housing Assistance

We accept applications from residents receiving housing subsidies/assistance.

- Housing Coordinators' contact information must be provided to Armadillo Property Management

If you indicate that you receive assistance:

- Credit history will not be considered.
- Your application will be evaluated based on **criminal history and income**.
- Criminal history review includes:
 - Evictions, unpaid balances, or mutual lease rescission in the past 5 years
 - Methamphetamine-related offenses
 - Sex offender registration requirements
 - Felony stalking convictions
- Must make 2x their portion of rent

Note: Financial help from friends or relatives is **not considered a subsidy** unless part of a formal program.

Housing subsidy/assistance means any portion of a rental payment that is derived from a public or private assistance, grant, or loan program and that is paid by the program directly, indirectly, or on behalf of a resident to a landlord.

Fair Housing Policy

Armadillo Property Management complies with all **Fair Housing laws**, including:

- Disability, race, creed, color, religion, national origin, ancestry
- Sex, sexual orientation, gender identity/expression, marital or familial status
- Veteran or military status
- Source of income

We also adhere to **RESPA and Fair Housing regulations**.

- Armadillo Property Management reserves the right to deny any applicant who does not meet minimum qualification standards.