



THANK YOU for choosing Armadillo Property Management for your housing needs, applications are processed on a **FIRST COME FIRST SERVED BASIS! (once approved, a showing will be scheduled)**

**Portable Tenant Screening Reports (PTSR):** 1) Applicant has the right to provide Armadillo Property Management with a PTSR that is not more than 30 days old, as defined in § 38-12902(2.5), Colorado Revised Statutes; and 2) if Applicant provides Armadillo Property Management with a PTSR, Armadillo Property Management is prohibited from: a) charging Applicant a rental application fee; or b) charging Applicant a fee for Armadillo Property Management to access or use the PTSR. Colorado Revised Statute, C.R.S. § 38-12-902(2.5) defines a Portable Screening Report (PTSR), and any PTSR submitted by you, must provide the following criteria:

- A. Name, Contact Information, and Last-Known Address
- B. For each jurisdiction indicated in the consumer report as a prior residence of the prospective tenant, regardless of whether the residence is reported by the prospective tenant or by the consumer reporting agency preparing the consumer report.
- C. A rental and credit history report for the prospective tenant that complies with section 38-12-904(1)(a) concerning a landlord's consideration of a prospective tenant's rental history and A criminal history record check for all federal, state, and local convictions of the prospective tenant that complies with section 38-12-904(1)(b) concerning a landlord's consideration of a prospective tenant's arrest records.
- D. That the screening report was completed within the previous thirty days and is made available to the landlord at no cost to access or use in the rental application process by providing a link to the report.
- E. A statement from the prospective tenant that there has **not** been a material change in the information in the screening report, including the prospective tenant's name, address, bankruptcy status, criminal history, or eviction history, since the report was generated.

**Application Fee:** \$30.00/application (\$30.00 Credit/Background/Eviction) will be required if a Portable Tenant Screening Report link is **NOT** provided to landlord from prospective applicant.

**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 tenant to a landlord. Note: if you indicate on your application that you receive housing assistance from a program, we will NOT use the credit history section and your application will be evaluated and scored on the basis of **ONLY** rental history and income criteria. Assistance from a program does not include relatives, friends, or others who are helping only you specifically and who do not offer assistance to a broader group of individuals.

**Fair Housing Policy:** It is an unfair housing practice, unlawful, and prohibited for any person to refuse to show, sell, transfer, rent, or lease any housing; refuse to receive and transmit any bona fide offer to buy, sell, rent, or lease any housing; or otherwise make unavailable or deny or withhold from an individual any housing because of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, familial status, veteran or military status, religion, national origin, ancestry, or source of income; to discriminate against an individual because of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, familial status, veteran or military status, religion, national origin, ancestry, or source of income in the terms, conditions, or privileges pertaining to any housing or the transfer, sale, rental, or lease of housing or in furnishing facilities or services in connection with housing; or to cause to be made any written or oral inquiry or record concerning the disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, familial status, veteran or military status, religion, national origin, or ancestry of an individual seeking to purchase, rent, or lease any housing. Owner adheres to all rules and regulations administered by RESPA and Fair Housing.

**To be accepted:** The decision to accept an application will require a combination of positive employment, housing references, an acceptable tenant qualifier score on the credit report & verifiable current monthly income, and pass the criminal background screening. Armadillo Property Management reserves the right to deny any applicant who does not meet minimum qualification standards.

## QUALIFYING CRITERIA

### Application process

1. To be considered a completed application(s), all resident(s) over the age of 18 who plan to reside at the property must turn in a completed and signed application that is filled out Front, Back, Brokerage Disclosure signed as well as an approved **petscreening.com** profile by all persons, whether you have a pet/animal or not. Incomplete Applications WILL NOT be accepted.
2. If you turn in an incomplete application and another applicant turns in a completed application, they will be processed first.
3. The approval process is typically done in 1-3 business days, the speed of approving applications depends on how quickly we hear back from references.
4. All Information **MUST BE VERIFIABLE**. Background information is crucial to determine the status of your application(s). Inaccurate, incomplete, or falsified information will be ground for denial.
5. The Security Deposit and Animal deposit will be due at lease signing.
6. The property will **not** be taken off the market until the lease is signed. Backup applications will be accepted if lease signing deadline expires.
7. Once the lease is emailed, it must be **signed within 24 hours** or the application(s) will be withdrawn and the next completed application will be processed. A copy of the lease is available for review on our website.

### Income Requirements

1. Employers will be contacted to verify employment & income **and/or** applicant can provide 2 months of verifiable pay stubs.
2. Self-employed persons must provide the previous year's verifiable tax returns to document income.
3. We do not combine the income of roommates. Each applicant must net at least **two times (2x)** the total rent amount per month. Income from the following will be considered to qualify: Cash assets, Sec 8 voucher, Grant money, Student loan, Trust, Child support, Alimony, SSI, SSDI, Social Security, and Welfare.

### Rental Requirements

1. The security deposit is the same as one month's rent. A double deposit is simply twice that amount. These are refundable pursuant to C.R.S. 38-12-103.
2. If this is your first time renting or your current or past landlord is a family member you will automatically be required to provide a Lease Guarantor or pay a Double Deposit.
3. Guarantor forms (if applicable) must be completed by a family member and it is due at lease signing.
4. Tenants are required to obtain and provide proof of renter's insurance for the entire lease term.
5. The **Full deposit is due at Lease signing** and appropriate rent are required prior to receiving keys and moving in.
6. Payment must be made **within 24 hours** of signing the lease, or the property may be offered to the next applicant. Certified funds are required for deposit and rent if the move-in is within 7 days of lease signing. Online payments are available in most cases.

### Denials

1. Must have no incidence of lease violations such as (but not limited to): property abuse, noise violations, disturbances to neighbors or others, aggressive behavior, unauthorized animals, or people, and any mutual rescission of previous lease(s).
2. Must not have any breach of any previous rental contract (NO Evictions/Mutual Rescission) or have a balance due to previous residential accounts or Landlords in the past 5 years.
3. The unlawful distribution, manufacturing, dispensing, or sale of a material, compound, mixture, or preparation that contains methamphetamine; the unlawful possession of materials to make methamphetamine and amphetamine
4. Any offense that required the prospective tenant to register as a sex offender and/or a felony stalking conviction.

# APPLICATION FOR RENTAL PROPERTY

ARMADILLO PROPERTY MANAGEMENT, INC.  
521 N. TAFT HILL RD  
FORT COLLINS, CO 80521  
(970) 482-9293  
FAX (970) 493-1443  
EMAIL: [leasing@rentfortcollins.com](mailto:leasing@rentfortcollins.com)  
WEB SITE: [www.rentfortcollins.com](http://www.rentfortcollins.com)

## OFFICE USE ONLY

Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_  
Applicant \_\_\_\_1\_\_\_\_2\_\_\_\_3  
\$\_\_\_\_ Application fee paid/PTSR \_\_\_\_  
PetScreening completed \_\_\_\_ Y \_\_\_\_ N  
Receipt Sent \_\_\_\_ Y \_\_\_\_ N

PROPERTY ADDRESS \_\_\_\_\_ MOVE IN DATE \_\_\_\_\_ RENT \$ \_\_\_\_\_

Applicant Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

SSN \_\_\_\_\_ DOB \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Email address (please print clearly): \_\_\_\_\_ Cell # \_\_\_\_\_

### Complete all fields with verifiable information

Current address \_\_\_\_\_  
Monthly rent \$ \_\_\_\_\_ Dates of occupancy \_\_\_\_\_ to \_\_\_\_\_  
Landlord name \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email \_\_\_\_\_  
Is Landlord a family member: Yes \_\_\_\_ No \_\_\_\_

### OFFICE USE ONLY

Verified address, dates, rent  
Y \_\_\_\_ N \_\_\_\_  
Lates? \_\_\_\_ \$ owed? \_\_\_\_  
NSF? \_\_\_\_  
10 day? \_\_\_\_ Violations? \_\_\_\_  
**TOTAL:** \_\_\_\_\_

Previous address \_\_\_\_\_  
Monthly rent \$ \_\_\_\_\_ Dates of occupancy \_\_\_\_\_ to \_\_\_\_\_  
Landlord name \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email \_\_\_\_\_  
Is Landlord a family member: Yes \_\_\_\_ No \_\_\_\_

Verified address, dates, rent  
Y \_\_\_\_ N \_\_\_\_  
Lates? \_\_\_\_ \$ owed? \_\_\_\_  
NSF? \_\_\_\_  
10 day? \_\_\_\_ Violations? \_\_\_\_  
**TOTAL:** \_\_\_\_\_  
**RENT REF TOTAL:** \_\_\_\_\_

Employment Verification:  
Company \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Date of employment \_\_\_\_\_ To \_\_\_\_\_  
Monthly net income \$ \_\_\_\_\_

**TWICE RENT? Yes No**  
Source verified? Yes No  
Dates verified? Yes No  
Income verified? Yes No

### List any other sources of income:

Parental/Housing Assistance: \$ \_\_\_\_\_  
SSI/SSDI/Social Security: \$ \_\_\_\_\_  
Financial Aid/Grants: \$ \_\_\_\_\_  
Alimony/Child Support: \$ \_\_\_\_\_  
Retirement/Pension: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_

**\*If any of the above applies to you, please provide documentation or contact information to [leasing@rentfortcollins.com](mailto:leasing@rentfortcollins.com)**

### TRANSUNION CREDIT REPORT SCORE:

### Criminal Check:

**APPROVED: YES NO**

Total Score \_\_\_\_\_

HUD/N2N \_\_\_\_\_

DBL DEP \_\_\_\_\_

CO-SIGNER \_\_\_\_\_

DENIED: AA sent \_\_\_\_/\_\_\_\_/\_\_\_\_

List name, age, and relationship of all other persons to be occupying the premises:

Name _____	Age _____	Relationship _____
Name _____	Age _____	Relationship _____
Name _____	Age _____	Relationship _____

List all vehicles to be parked on the premises:

Type _____	Year _____	Make _____
Plate # _____	State _____	
Type _____	Year _____	Make _____
Plate # _____	State _____	

Animals: **Yes** **No** Describe: # of pets \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Support/ESA? Yes \_\_\_ No \_\_\_  
Dog(s) \_\_\_\_\_ Cat(s) \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_

**Animal Policy:** We use a third party site **petscreening.com** to confirm all animal information. All applicants must create a profile and if approved, a lease can be offered (No charge for “No Pet” and “Assistance Animal” profiles, \$20 fee for “Household Animal” profiles). An additional refundable animal deposit of \$300 is required and a monthly charge of \$35 per month per animal will be charged.

**In case of Emergency, notify:** (Please list someone not living within the household)

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Cell # \_\_\_\_\_ Work # \_\_\_\_\_  
Email address \_\_\_\_\_

Are you a student? Yes \_\_\_ No \_\_\_

The following policy concerning maximum occupancy of dwellings is based on the health & safety needs of our residents. Fort Collins City Code Section 29-1 will allow no more than three unrelated adults in any one dwelling.

Do you require any special accommodations? Yes \_\_\_ No \_\_\_

Have you filed for bankruptcy in the past 7 years? Yes \_\_\_ No \_\_\_ Have you been Evicted in the past 7 years? Yes \_\_\_ No \_\_\_

If application or leasing process is not fully understood by applicant, we urge you to seek legal counsel.

Applicant hereby deposits the amount of \$ 30 for the application fee.

I, as an applicant represent that the statements above are true and correct and hereby authorize verification of references whereby information is obtained through personal interviews with landlords, employers, or others with whom I are acquainted. I also understand that a credit report will be obtained from TransUnion. Owner or agent has the right to reject this application per the attached Credit Qualifying Criteria. Applicant and Landlord agree to accept e-signatures, facsimile, and scanned signatures as legal and binding. Applicant agrees to receive all communications regarding application electronically.

*This form has not been approved by the Colorado Real Estate Commission. It was prepared by the Tschetter Sulzer, legal counsel for Beverly Ann Perina, Broker/Owner of Armadillo Property Management. It may not be altered other than by completing any blank spaces.*

Print Name \_\_\_\_\_

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

**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.

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### **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:

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or real estate which substantially meets the following requirements:

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Tenant understands that Tenant is not 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 ☐ landlord's transaction-broker and Tenant is a customer. Broker intends to perform the following list of tasks: ☐ Show the premises ☐ Prepare and Convey written offers, counteroffers and agreements to amend or extend the contract. Broker is not the agent or transaction-broker of Tenant.

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

☐ **Transaction-Brokerage Only.** Broker is a transaction-broker assisting the Tenant 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 applies:

**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 \_\_\_\_\_.

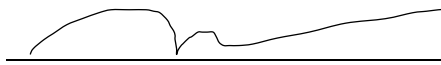
\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

**BROKER ACKNOWLEDGMENT:**

On \_\_\_\_\_, Broker provided \_\_\_\_\_ (Tenant) with this document via \_\_\_\_\_ and retained a copy for Broker's records.

Brokerage Firm's Name: \_\_\_\_\_

  
\_\_\_\_\_  
Broker

# How to Make a PetScreening Profile

Individuals without pets must complete the online affidavit, while Pet/Animal Owners should gather current vaccination records, veterinarian information and snapshots of their pet/animal.

<https://armadillopm.petscreening.com/>

1. Review pet & animal policies and select your profile type
2. Create your account & complete your profile
3. Submit to share your profile with your housing provider

## What's your profile type?



### Household Pet

The Household Pet profile includes pet photos, breed info, vaccination details, and behavioral history. Pet profiles are shareable with boarding facilities, groomers, pet caretakers, walkers, etc.

Cost: \$20 for first profile, \$15 for each additional profile, and \$15 to renew per pet. A renewal discount is offered prior to the profile expiring.



### Assistance Animal

The Assistance Animal profile is created when an individual makes a reasonable accommodation request for an assistance animal (service animal, emotional support animal, companion animal, etc.).

All reasonable accommodation requests are reviewed in accordance with HUD Fair Housing guidelines.

Cost: \$0



### No Pet or Animal

The No Pet/Animal profile allows those without pets or animals to acknowledge their housing provider's pet policies and restrictions on pet sitting, visiting pets, and getting a pet mid-lease.

The No Pet/Animal profile includes a brief questionnaire that can be completed in 5-minutes or less.

Cost: \$0