



1005 Ruppel Street Pueblo, Co 81001
Phone: 719-544-1235
Fax: 719-544-2709

Applicant Qualification Guidelines

Application Fee: \$35.00 Per Person over the age of 18, money order or cashier checks ONLY! **No cash will be accepted at any time.**

NO APPLICATION WILL BE ACCEPTED UNTIL APPLICATION FEE IS PAID IN FULL!!

Income Must Total Three Times the Monthly Rent

➤ 1 BEDROOM \$925.00 Monthly Income of \$925.00 x 3 = **\$2,775.00**

➤ BEDROOM \$1050.00 Monthly Income of \$1050.00 x 3 = **\$3,150.00**

\$100.00 PREMIUM ON ALL REMODELED UNITS AND/OR SHORT-TERM LEASES

We require proof of income from all applicants *before* your application can be officially “approved.” Which consists of your last two paystubs, a job offer letter, OR if self-employed, current tax information.

CREDIT: CREDIT REPORT MUST BE RUN ON ALL APPLICANTS OVER THE AGE OF 18.

NO SKIPS OR EVICTIONS ALLOWED. NO OUTSTANDING UTILITY COLLECTIONS.

ALL REFERENCES MUST BE CHECKED.

*** Any Credit Score Under 600 MAY still be considered Approved with Conditions, requiring a Higher Security Deposit or Possible Denial!*

(Higher Security Deposits are \$1,850.00 for a 1 Bedroom and \$1300.00 for a 2 Bedroom.)

CRIMINAL BACKGROUND: CRIMINAL BACKGROUND MUST BE COMPLETED ON ALL APPLICANTS, NO FELONIES, SEX OFFENDERS, DRUG CHARGES OR VIOLENT CRIMES IN THE PAST 7 YEARS. BASED ON CHARGES, APPLICANT APPROVAL WILL BE AT THE DISCRETION OF MANAGEMENT.

LANDLORD VERIFICATION: LANDLORD VERIFICATION FROM THE PAST 3 LANDLORDS INCLUDING MOST CURRENT. **NO SKIPS OR EVICTIONS WILL BE ACCEPTED.**

YOUR APPLICATION MAY BE APPROVED, APPROVED WITH CONDITIONS OR DECLINED BASED ON THE INFORMATION PROVIDED.

Residential Acceptance Policy



We are working with neighbors and other landlords in this area to maintain the quality of the neighborhood. We want to make sure that people do not use rental units for illegal activity. To that end, we have a thorough screening process. If you meet the application criteria and are accepted, you will have the peace of mind of knowing that other Residents in this area are being screened with equal care, and as a result, there may be a reduced risk of illegal activity occurring in the area. Please review our list of criteria. If you feel you meet the criteria, please apply. Please note that we provide equal housing opportunity: we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial status or any other protected class.

- ✓ **Application Fee.** A \$35.00 application fee is required for each application. A co-signer fee of \$35.00 may be required. These fees are non-refundable.
- ✓ **A complete application: one for each adult (18 year of age or older).** If a line is not filled in or the omission explained satisfactorily, we will return the application to you.
- ✓ **Poor credit/No credit.** If your credit score is below 600 or you have no credit history you will be asked to pay prior to your move in first and last month's rent and a security deposit. (This option will only be available if you meet all other screening criteria).
- ✓ **Check writing history.** We will obtain a check writing history report. If you have a history of writing NSF checks you may be denied approval or will need a qualified cosigner.
- ✓ **Rental history verifiable from unbiased sources.** Family rental references are not considered unbiased. If you are related by blood or marriage to your previous landlords we will require an additional rental history. It is your responsibility to provide us with the information necessary to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. If you owned – rather than rented – your previous home, you will need to provide mortgage company references.
- ✓ **Proof of sufficient income/resources.** Your income before taxes, must be 3 times the amount of rent. If your income does not meet these guidelines you will be required to provide proof that you have the ability to pay for the entire term of the lease (i.e. trust fund, social security, retirement fund, etc.) We must be able to verify independently the amount and stability of your income. (For example: through pay stubs, employer/source contact, or tax records. If self-employed: business license, tax records, bank records, and a list of client references.) For Section 8 applicants, the amount of assistance will be considered part of your monthly income for purposes of figuring the proportion.
- ✓ **Two pieces of identification must be shown.** We require a photo I.D (a driver's license or other government issued photo identification card) and a second piece of I.D. To be submitted with the completed application.
- ✓ **False information is grounds for denial.** You will be denied rental if you misrepresent any information on the application. If misrepresentations are found after a rental agreement is signed, your rental agreement will be terminated.
- ✓ **Criminal convictions for certain types of crimes will result in denial of your application.** *We take criminal history seriously.* You will be denied approval if, in the last 7 years, you have had a conviction for any type of crime.
- ✓ **Certain court judgments against you may result in denial of application.** If, in the last 5 years, you have been through a court ordered eviction, or had any judgment against you for financial delinquency, your application will be denied. This restriction may be waived if there is no more than one instance, the circumstances can be justified, and you provide a qualified co-signer on your rental agreement.

Applications are processed on a first come first serve basis. If a Holding Fee has not been paid, the applicant in question will run the risk of losing the unit, if another applicant places a Holding Fee on the unit and is approved to rent from Belmont Manor. It is our policy to rent to the first qualified applicant(s) who submits a completed rental application and a Holding Fee. Rental units become available when they are ready to rent. We update our list of available rentals regularly. We reserve the right to change availability dates at our discretion and without warning.

By signing this form, I am acknowledging that I have read and understand the above "Residential Acceptance Policy". I also understand that for any of the reasons listed above, I can be denied approval for a rental unit. I understand that if denied, I may request in writing the opportunity to clarify my situation and Belmont Manor does not guarantee that any clarification I make regarding my situation will alter their decision. My signature is also granting Belmont Manor and its agents the authorization to verify the information listed on my rental application. I understand that credit, criminal and check writing reports will be requested. I also understand that my bank, employer, and previous landlords will be contacted. As well as consent of release of information to any and all emergency contacts listed below, if necessary.

Applicant's Signature: _____ **Date:** _____

You are advised that Belmont Manor is an agent of the owner.

I, _____ (henceforth referred to as the Applicant), understand the following:

- That I am depositing herewith the sum of \$ _____ (Deposit) which is acknowledged as a holding fee to be retained by the Lessor to hold the designated apartment off the market. Upon move-in the fee will be applied toward the non-interest bearing security deposit.
- I understand there is a one-time non-refundable application fee of \$35.00 per Applicant to process the application and a one-time non-refundable administration fee of \$65.00 for the preparation of this application, related lease documentation, and reservation for up to 2 weeks.
- Acceptance of this application is not binding on Management until this application is approved.
- The application must be signed by applicant/s before processing.
- Applicant may withdraw this application within 48 hours of its submission and all monies paid except the Application Fee, shall be refunded.
- In the event the application is approved or approved with conditions and the Applicant fails or refuses FOR ANY REASON to occupy the said apartment, the application, administration, and holding fees will be forfeited.
- Provided further, that in the event the application is disapproved, this holding fee will be returned to the Applicant.
- It is further understood that one full month's rent and the full security deposit are required prior to occupancy.
- I hereby give this apartment community permission to obtain, at any time during my occupancy, a credit report, personal/criminal background checks, employment and residential history reports concerning myself and my Co-Head of Household, if applicable, for its use in ongoing evaluation of my application for residency.
- It is my responsibility to verify the status of this rental application before move-in.
- If this application does not pass with an "Accept Rating", an additional deposit and/or qualified guarantor will be required.

Applicant's Signature: _____ **Date:** _____

BELMONT MANOR

1005 Ruppel St. • Pueblo, CO 81001-2534
Phone (719) 544-1235 • Fax (719) 544-2709

RENTAL APPLICATION

(A SEPERATE APPLICATION IS REQUIRED FOR EACH PERSON OVER THE AGE OF 18)

NAME: _____

FIRST

MIDDLE

LAST

HOME PHONE

CELL PHONE

OTHER USED NAMES: _____ E-MAIL: _____

MOVE IN DATE: _____ SOCIAL SECURITY #: _____ DATE OF BIRTH: _____

DRIVERS LICENSE #: _____ STATE ISSUED: _____ EXPIRES: _____

OTHER OCCUPANTS

NAME

DATE OF BIRTH

RELATIONSHIP

CURRENT/PREVIOUS RESIDENCE

CURRENT ADDRESS: _____

STREET ADDRESS

APT. #

CITY

STATE ZIP

FROM: _____ TO: _____ RENT \$: _____ REASON FOR LEAVING: _____

MONTH/YEAR

MONTH/YEAR

LANDLORD: _____ PHONE: _____

PRIOR ADDRESS: _____

STREET ADDRESS

APT. #

CITY

STATE ZIP

FROM: _____ TO: _____ RENT \$: _____ REASON FOR LEAVING: _____

MONTH/YEAR

MONTH/YEAR

LANDLORD: _____ PHONE: _____

EMPLOYMENT

CURRENT EMPLOYER: _____ PHONE: _____

EMPLOYER ADDRESS: _____

STREET ADDRESS

APT. #

CITY

STATE ZIP

FROM: _____ TO: _____ MO SALARY\$: _____ POSITION: _____ F/T P/T

MONTH/YEAR

MONTH/YEAR

PRIOR EMPLOYER: _____ PHONE: _____

PRIOR EMPLOYER ADDRESS: _____

STREET ADDRESS

APT. #

CITY

STATE ZIP

FROM: _____ TO: _____ MO SALARY\$: _____ POSITION: _____ F/T P/T

MONTH/YEAR

MONTH/YEAR

Reason for leaving? _____

ALTERNATIVE INCOME: _____ AMOUNT: _____ FREQUENCY: _____

ADDITIONAL INFORMATION: _____

BANKING

BANK NAME & BRANCH: _____ PHONE: _____

BANK ADDRESS: _____
STREET CITY STATE ZIP

IN CASE OF EMERGENCY FAMILY REFERENCE: ** Please assure to list ALL three emergency contacts.

1) NAME: _____
FIRST LAST PHONE NUMBER RELATIONSHIP

ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

2) NAME: _____
FIRST LAST PHONE NUMBER RELATIONSHIP

ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

3) NAME: _____
FIRST LAST PHONE NUMBER RELATIONSHIP

LIST ALL VEHICLES TO BE PARKED ON THE PREMISES

MAKE MODEL YEAR COLOR LICENSE #

HAVE YOU EVER BEEN DELINQUENT IN PAYMENT OF RENT OR ANY OTHER FINANCIAL OBLIGATION? YES NO

IF YES, PLEASE EXPLAIN: _____

HAVE YOU EVER BEEN A DEFENDANT IN AN UNLAWFUL DETAINER / EVICTION LAWSUIT? YES NO

IF YES, PLEASE EXPLAIN: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO

IF YES, PLEASE EXPLAIN: _____

Are you a smoker? YES NO Occasional

HOW DID YOU HEAR ABOUT OUR COMPANY/ RENTALS?

CRAIGSLIST.COM FORRENT.COM FRIEND/RELATIVE (WHO?) _____

DRIVE BY SIGNS APARTMENTS GUIDE

OTHER: _____

BELMONT MANOR DOES NOT ACCEPT PETS!!!

Applicant's Signature: _____ **Date:** _____

APPLICANT'S NAME: _____

OFFICE USE ONLY

REQUEST FOR EMPLOYMENT VERIFICATION:

PERSON VERIFYING EMPLOYMENT: _____
Name Date

COMPANY NAME: _____

LENGTH OF EMPLOYMENT: _____

POSITION: _____

AVERAGE MONTHLY EARNINGS BEFORE TAXES: _____

IS THE APPLICANT DEPENDABLE? YES NO

HAS THERE BEEN UNEXPLAINED TARDINESS OR ABSENCES? _____

IS THE EMPLOYEMENT GOING TO BE CONTINUED? _____

PREVIOUS EMPLOYER: WOULD YOU RE-HIRE? YES NO

APPLICANT'S AUTHORIZATION OF THIS INQUIRY

I hereby consent to the release of my employment history information for the process of my application for residency at the Belmont Manor Apartments.

Applicant's Signature: _____ **Date:** _____

APPLICANT'S NAME: _____

OFFICE USE ONLY

REQUEST FOR RESIDENCY VERIFICATION:

PERSON VERIFYING RESIDENCY: _____
Name Date

RESIDENCE ADDRESS: _____

IS THE APPLICANT CURRENTLY RENTING FROM YOU? YES NO

IF SO, IS THE APPLICANT CURRENT WITH ALL RENTAL PAYMENTS? YES NO

HOW LONG WAS THE APPLICANT AT THIS ADDRESS? _____

WERE PAYMENTS MADE ON TIME AND IN FULL? YES NO: _____
Please Explain

DID THE APPLICANT PAY UTILITIES: YES NO

IS THERE AMOUNT STILL DUE? YES: _____ NO
Amount Owed

WAS THERE EVER ANY TROUBLE OR DAMAGES? YES NO IF SO, WHAT KIND _____

DID THE APPLICANT HAVE ANY PETS? YES NO

HAS THE RESIDENT COMPLETED THEIR LEASE TERM? YES NO

WAS AN ACCEPTABLE NOTICE TO VACATE GIVEN? YES NO

APPLICANT'S AUTHORIZATION OF THIS INQUIRY

I hereby consent to the release of my rental history information for the process of my application for residency at the Belmont Manor Apartments.

Applicant's Signature: _____ **Date:** _____

BELMONT MANOR DOES NOT ACCEPT INCOMPLETE APPLICATIONS!!!!

***ANY APPLICATION INCOMPLETED WILL NOT BE ACCEPTED!!! SO PLEASE ASSURE YOUR APPLICATION CONSISTS OF THE FOLLOWING:

- ✓ ENTIRE APPLICATION (SIGNED AND DATED)
- ✓ PROOF OF INCOME
- ✓ PROOF OF IDENTIFICATION (ID AND SS CARD)
- ✓ APPLICATION FEE (MONEY ORDER ONLY)

I HAVE AKNOWLEDGED THIS FORM KNOWING THAT IF I SUBMIT AN “INCOMPLETE” APPLICATION THAT IT **WILL NOT BE ACCEPTED** BY BELMONT MANOR APARTMENTS, NOR ARE THEY RESPONSIBLE FOR ANY INCOMPLETED APPLICATIONS.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO HAVE **ALL** OF THE REQUIREMENTS LISTED ABOVE SO THAT MY APPLICATION IS CONSIDERED “COMPLETE” IN ORDER TO BE PROCESSED.

(SIGNATURE)

(DATE)