



## BEVERLY PLACE APARTMENTS

4330 Burton Way  
Colorado Springs, CO 80918  
P | 719-593-7676

### ADMISSION AND OCCUPANCY POLICY

We respectfully request that all individuals applying to be a leaseholder carefully read the following criteria before submitting application for residency. This document is part of the Applicant, and Applicant is bound by all terms.

#### 1. CREDIT HISTORY

All occupants 18 years or older must be listed on the lease as a leaseholder. A credit score of 600 or better. Any bankruptcy proceedings must be at least 4 years old. Also, all credit established after the bankruptcy must be current. Collection accounts must be paid in full, show a record of regular payments being made, or have a satisfactory reason for a dispute in progress.

The last month's prepaid rent may also be required if any poor credit history is reflected on the credit report.

#### 2. INCOME REQUIREMENTS

Applicants are responsible for proving their actual income. (Proof may include three months consecutive pay stubs from a current job, SSI or military or other appropriate documentation).

Applicants must have a gross income of at least two times the monthly rent to qualify. Current payroll or income statements will be required.

If we are unable to verify income, you may be required to pay an additional deposit, or may be denied.

#### 3. RENTAL / OWNER OR ITS AGENT HISTORY

All applicants must provide positive Owner or its Agent references from a non-family source/friend for the previous year. All previous rental payments must have been made on time and without demand for the previous year.

Applicants must have satisfactorily completed their existing contract.

Applications will be declined in whole if an eviction record is found or if applicant has any collections or balances due to an Owner or its Agent.

#### 4. CRIMINAL RECORD

A criminal background history from the city and/or county/state in which the applicant resides or has resided is required of all persons over the age of 18 who will be occupying the apartment. Owner reserves the right to deny the applicant if any convictions, other than traffic violations, are disclosed, discovered, or appear on the applicant's criminal record. If any charges are pending, Owner may deny the applicant until such time as the charges have been adjudicated/resolved, at which time applicant may reapply. Owner does not allow registered sex offenders and/or any person required to register.

#### 5. OCCUPANCY POLICY

All applicants or intended residents must have a valid social security card at the time application is submitted.

Owner has an occupancy limitation of two (2) people per one-bedroom, four (4) people per two-bedroom, and six (6) people per three-bedroom apartment.

Owner will not approve a request to add an additional person to a household until that person has completed the screening process of all criteria. If false, inaccurate, or incomplete information is provided, occupancy will be denied. The burden is on any applicant to insure the information is correct.

Applications will be declined if all obligations to any Owner or its Agents have not been fulfilled.

Owner requests payment of the pro-rated rent amount plus the following month's rent when applicant moves in on or after the 20<sup>th</sup> of the month.

A non-refundable application fee of \$60.00 is required per applicant 18 years of age and older. A \$700.00 security deposit is required for all apartments. (\$150 non-refundable administrative fee)

# Rental Application for Residents and Occupants

Each co-resident and each occupant over 18 years of age must submit a separate application.

## Resident Information

Full Name (exactly as on driver's license or govt. ID card):  
\_\_\_\_\_  
\_\_\_\_\_

Street Address (as shown on your driver's license or govt. ID card):  
\_\_\_\_\_  
\_\_\_\_\_

Driver's License No. and State:  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

## Residential History

Current home address (where you live now):  
\_\_\_\_\_  
\_\_\_\_\_

Home/ Cell Phone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Rent \$: \_\_\_\_\_ Length of Residency: \_\_\_\_\_

Owner/ Manager: \_\_\_\_\_

Owner/Manager No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## Employment Information

Current Employer:  
\_\_\_\_\_  
\_\_\_\_\_

Length of Employment: \_\_\_\_\_

Position Held: \_\_\_\_\_

Work No.: \_\_\_\_\_

Supervisor/Manger:  
\_\_\_\_\_  
\_\_\_\_\_

Monthly Salary: \_\_\_\_\_

Other Sources of Income (Social Sec., Disability, Etc.): \_\_\_\_\_

Previous Employer:  
\_\_\_\_\_  
\_\_\_\_\_

Previous Work No: \_\_\_\_\_

## Occupants

Name | D.O.B: \_\_\_\_\_  
\_\_\_\_\_

Name | D.O.B: \_\_\_\_\_  
\_\_\_\_\_

## Emergency Contact

Emergency contact person over 18 years, who will **not** be living with you.

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

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

Phone No.: \_\_\_\_\_

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

**Have you or any occupant ever been charged with a felony? YES || NO**

**Have you or any occupant been required to register as a sex offender? YES || NO**

**Do you have any pets? YES || NO**

The undersigned represents that the above statements are true and complete and authorizes verification and references given. If accepted and subsequently the resident does not move in on the starting date, the amount received is hereby acknowledged as liquidated damages for non-performance. Resident agrees to all 3 pages of this form. Owner may verify all the information provided by me for eligibility purposes and releases from liability all persons or entities supplying or collecting such information.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Application



**The application fee and security deposit are to be paid in two separate certified checks or money orders at the time the application is submitted.**

The signatures to these leasing criteria represent to the Owner or its Agent that they intend to reside on the premises and understand that their failure to reside on the premises will be a material breach of any lease agreement that may be entered.

I, Applicant, have read and understand the above criteria and understand that a credit check, criminal background, rental verification and employment history may be made and may be required to determine eligibility. I understand that if negative or false information is found in any category listed above, I will be subject to occupancy denial. I understand and agree that as of the signing of this application, the criminal background check, as well as other verification of information provided, has not been done. Therefore, as Applicant, I understand that any misinformation, whether intentional or not, which I have provided or failed to provide will be considered a material breach of any lease which may be signed subsequently, and that if such misinformation is uncovered, I will be required to move within 72 hours' notice by the Owner or its Agent. Applicant must answer all questions, as failure to answer a question shall be deemed to be a No and/or as misinformation. Applicant has a duty to investigate his/her rental history, credit and criminal status, to insure any and all information provided is true, correct and complete, as such information is being used to induce Owner or its Agent into allowing Applicant to move-in and become a Resident. I, Applicant, further understand and agree that I am depositing the sum of **\$ 700.00**, with the Owner or its Agent, as an earnest money deposit. This amount may be used as a damage deposit upon approval of my application and the signing of a lease agreement with the Owner or its Agent. In the event that I am denied for any reason, I understand that I will receive my deposit back; however Owner shall retain the application fee of **\$ 60.00**, to cover the costs of processing the application. Applicant has 72 hours after application is signed below to rescind his application. However, after this 72 hour period has passed, in the event that the application is approved, and the applicant(s) refuse(s) or fail(s) to sign a lease agreement and occupy the premises, for any reason, the Owner or its Agent shall retain the deposit as liquidated damages for the lost opportunity to rent to others, the costs of showing the property again, related time and advertising costs, and other expenses incurred by the applicant's refusal. Finally, as Applicant, the signatures below represents approval that the Owner or its Agent may, and has permission to: obtain credit reports, do a personal background check, and conduct employment, residential, and financial history reports, for credit, asset, or location purposes. Furthermore, the undersigned recognize(s) that he/she/they has/have a continuing duty to notify the Owner or its Agent of any changes to any of the information contained in this application for the length of the tenancy, and Owner is entitled to obtain this information from time to time from Resident, and failure to provide such information shall be considered a material breach.

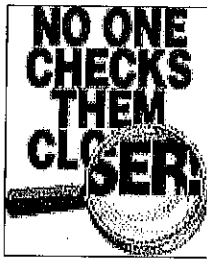
\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date of Application**

**Office Use Only**

Apartment Address: \_\_\_\_\_ Burton Way C.S, CO      No. \_\_\_\_\_  
Person Accepting Application: \_\_\_\_\_      Date: \_\_\_\_\_  
Applicant was Notified: In person | Telephone | Letter  
Name of Person Notified: \_\_\_\_\_  
Initials of Representative who notified above person(s): \_\_\_\_\_  
\_\_\_\_\_ Approved | | \_\_\_\_\_ Denied

- Reason Denied:
- Unfavorable Credit Report
  - Unfavorable Rental Report
  - Unfavorable Background Report
  - Incorrect Information
  - Number of Occupants
  - Public Eviction
  - Insufficient Information
  - Unable to Document Income



# Rental Services, Inc.

(303) 420-1212 (800) 628-6414 FAX (303) 420-1477 FAX (800) 296-9902

## Summary of Fees

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Rental Services is a full-service resident screening company. We provide background screening services to clients who use the information to make rental decision for rental properties they own or manage.

List of searches conducted as part of the background check process.

- Credit Report \$10
- Multi-State Criminal \$10
- Multi-State Sex Offender \$10
- Multi-State Eviction \$10
- Colorado Court Records \$10
- Employment Verification \$5
- Rental History Verification \$5

APPLICATION FEE \$60

Rental Services, Inc.'s mailing address and phone number are listed below:

**Rental Services, Inc.**  
**P.O. Box 2020**  
**Arvada, CO 80001**  
**Phone: 303-420-1212 / 800-628-6414**  
**Fax: 303-420-1477 / 800-296-9902**  
**<http://www.eRentalServicesInc.com>**

The APPLICATION FEE is a NON-REFUNDABLE payment for a background for this Application and such sum is not a rental payment or security deposit. This amount will be retained by Rental Services, Inc. regardless if the Applicant is approved or denied.

Rental Services, Inc. plays no part in the decision to take any action on your rental application and is unable to provide you with specific reason(s) for not accepting your application.

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Applicant Signature

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Date of Application

Revised 12/3/24