

**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.

### QUALIFYING CRITERIA

**THANK YOU** for choosing Armadillo Property Management for your housing needs, all rental properties are leased on **FIRST COME FIRST SERVED BASIS**

**To Secure a Property you MUST meet the following criteria:**

- Completed applications must be filled out Front, Back and Brokerage Disclosure signed. Incomplete Applications WILL NOT be accepted
- All resident(s) over the age of 18 who plan to live at the property must turn in a completed and signed application(s) for Armadillo as well as a completed [petscreening.com](http://petscreening.com) profile to consider the group's application complete.
- **\$30.00 app fee. (\$30 Credit/Background)**
- All Information **MUST BE VERIFIABLE** Background information is crucial to determine the status of your application(s). FALSE information will result in an automatic denial. Criminal background will be reviewed and assessed as part of the application process.
- To lease without restriction, i.e. Guarantor or double deposit, each applicant separately must gross at least **two times (2x)** the total rent amount per month. Income from the following will be considered to qualify: Sec 8 voucher, Grant money, Student loan, Trust, Child support, Alimony, SSI, SSDI, Social Security, and Welfare.
- Guarantor forms (if applicable) are due at lease signing. The Security and Animal deposit will be due at lease signing.
- IF your current or past landlord is a family member you will automatically be required to have a Guarantor or provide Double Deposit.
- Employers will be contacted to verify employment & income **and/or** provide 2 months of verifiable pay stubs.
- Self-employed persons must provide verifiable tax returns to document income.
- Once the lease is emailed, it must be signed **within 24 hours**. A copy of the lease is available for review online.
- The property will **not** be taken off the market until the lease is signed. Backup applications will be accepted if lease signing deadline expires.
- Must not have any breach of any previous rental contract (NO Evictions) or have a balance due to previous residential accounts or Landlords in the past 7 years.
- 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.
- Tenants are required to obtain and provide proof of renter's insurance for the entire lease term.

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 reserves the right to deny any applicant who does not meet minimum qualification standards. Applicants with less than optimal scores will be required to have a Guarantor form for the lease or a double deposit. If a Guarantor is required, that person will need to submit a signed and notarized Lease Guarantor Form. The form must be delivered by lease signing or a double deposit will be required.

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.

**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.rentcolorado.com](http://www.rentcolorado.com)

OFFICE USE ONLY  
Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_  
Applicant \_\_\_\_1 \_\_\_\_2 \_\_\_\_3  
\$ \_\_\_\_\_ Application fee paid  
PetScreening \_\_\_\_ 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 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Monthly rent \$ \_\_\_\_\_

Date of occupancy \_\_\_\_\_ To \_\_\_\_\_

Landlord name \_\_\_\_\_

Landlord phone \_\_\_\_\_

Landlord email \_\_\_\_\_

Is Landlord a family member: Yes No

Previous address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Monthly rent \$ \_\_\_\_\_

Date of occupancy \_\_\_\_\_ To \_\_\_\_\_

Landlord name \_\_\_\_\_

Landlord phone \_\_\_\_\_

Landlord email \_\_\_\_\_

Is Landlord a family member: Yes No

**Employment Verification:**

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

Supervisor \_\_\_\_\_

Phone # \_\_\_\_\_

email: \_\_\_\_\_

Date of employment \_\_\_\_\_ To \_\_\_\_\_

Monthly net income \$ \_\_\_\_\_

**List any other sources of income:**

Parental/Housing Assistance: \$ \_\_\_\_\_

SSI/SSDI/Social Security: \$ \_\_\_\_\_

Financial Aid/Grants: \$ \_\_\_\_\_

Alimony/Child Support: \$ \_\_\_\_\_

Retirement/Pension: \$ \_\_\_\_\_

**OFFICE USE ONLY**

Verified? Yes No

Rent? Yes No

Dates Yes No

Late? Yes No

\_\_\_\_\_ \$ owed? Yes No

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NSF? Yes No \_\_\_\_\_

10 day? Yes No \_\_\_\_\_

Violations? Yes No \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Verified? Yes No

Rent? Yes No

Dates Yes No

Late? Yes No

\_\_\_\_\_ \$ owed? Yes No

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NSF? Yes No \_\_\_\_\_

10 day? Yes No \_\_\_\_\_

Violations? Yes No \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**RENT REF TOTAL:** \_\_\_\_\_

**TWICE RENT? Yes No**

Source verified? Yes No

Dates verified? Yes No

Income verified? Yes No

**TRANSUNION CREDIT**

**REPORT SCORE:**

**Criminal Check:**

**APPROVED: YES NO**

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

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

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? \_\_\_\_\_

Dog(s) \_\_\_\_\_ Cat(s) \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_

**Animal Policy:** if the property permits animals, an additional refundable animal deposit of \$150 is required for each animal and a monthly charge of \$35 per month per animal will be charged.

Due to dog bite statistics from the center of Disease Control and Prevention, and our insurance providers, the following pets are not allowed: Akita, Charpei, Chow, Doberman Pinscher, German Shepherd, Pit Bull (Staffordshire Terrier), Rottweiler, Rhodesian Ridgeback, Wolf/Dog hybrids, mixed breeds of any of the above listed dogs, and any dog known to have vicious tendencies or to have bitten anyone. Ferrets are not permitted. Any reptiles must be caged.

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

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Email address \_\_\_\_\_

**How did you find out about this property?**

Website Yard sign      Word of mouth      Zillow      Other

Do you require any special accommodations? **Yes No**

Are you a student? **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**

Have you ever been convicted of a crime other than motor vehicle violations? **Yes No**

If you have, please explain conviction(s) and provide dates of conviction(s): \_\_\_\_\_

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 am 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.

*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 \_\_\_\_\_

The printed portions of this form, except differentiated additions, have been approved by the Colorado Real Estate Commission. (BDT20-10-19) (Mandatory 1-20)

**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:

\_\_\_\_\_

or real estate which substantially meets the following requirements:

\_\_\_\_\_

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.

**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 email/website and retained a copy for Broker's records.

Brokerage Firm's Name: Armadillo Property Management

  
\_\_\_\_\_  
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