

## **Tenant Application Form – Subsidy Rental Application**

All Applicants, eighteen (18) years of age or older, who will be residing in the Premises, must fill out a separate Application.

“Housing subsidy” 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.

### **Important Disclosures Regarding Portable Screening Reports**

#### **Your Right to Provide a Portable Tenant Screening Report**

Pursuant to Colorado law, as a prospective tenant, you have the right to provide to the landlord (us) a portable tenant screening report, as defined in section 38-12-902(2.5), Colorado Revised Statutes; and If you (as the prospective tenant) provide the landlord (us) with a portable tenant screening report, the landlord (we) [are] prohibited from: Charging you (the prospective tenant) a rental application fee; or charging you (the prospective tenant) a fee for the landlord (us) to access or use the portable tenant screening report.

#### **Legal Requirements of Portable Screening Reports**

Colorado Revised Statute, C.R.S. § 38-12-902(2.5) defines a Portable Screening Report (PTSR), and any PTSR submitted by you, must meet the following definition.

(2.5) “Portable tenant screening report” or “screening report” means a consumer report prepared at the request of a prospective tenant that includes information provided by a consumer reporting agency, which report includes the following information about a prospective tenant and the date through which the information contained in the report is current:

- (a) Name;
- (b) Contact information;
- (c) Verification of employment and income;
- (d) Last-known address;
- (e) 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:
  - (I) 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
  - (II) 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.

#### **Legal Requirements for PTSRs that Landlords May Insist Upon**

Further, pursuant to C.R.S. § 38-12-904(1.5)(b), landlords may require:

- (I) That the screening report was completed within the previous thirty days;



**Current Residence**

Current Full Address (Address, City, State, Zip Code) \* \_\_\_\_\_

Rent or Own? \* \_\_\_\_\_

Landlord/Manager Name \* \_\_\_\_\_

Landlord/Manager Email \* \_\_\_\_\_

Landlord/Manager Phone \* \_\_\_\_\_

Rent Amount Monthly\* \_\_\_\_\_

Rent Period \* \_\_\_\_\_

At this address since? \* \_\_\_\_\_

What is the reason for moving from your current address? \* \_\_\_\_\_

**Prior Residence #1**

Prior Full Address (Address, City, State, Zip Code) \* \_\_\_\_\_

Rent or Own? \* \_\_\_\_\_

Landlord/Manager Name \* \_\_\_\_\_

Landlord/Manager Email \* \_\_\_\_\_

Landlord/Manager Phone \* \_\_\_\_\_

Rent Amount Monthly \* \_\_\_\_\_

Move In Date \* \_\_\_\_\_

Move Out Date \* \_\_\_\_\_

**Prior Residence #2**

Prior Full Address (Address, City, State, Zip Code) \* \_\_\_\_\_

Rent or Own? \* \_\_\_\_\_

Landlord/Manager Name \* \_\_\_\_\_

Landlord/Manager Email \* \_\_\_\_\_

Landlord/Manager Phone \* \_\_\_\_\_

Rent Amount Monthly \* \_\_\_\_\_

Move In Date \* \_\_\_\_\_

Move Out Date \* \_\_\_\_\_

**Additional Rental History Questions:**

In the last 7 years, have you broken a rental agreement or lease contract? If yes, please describe. \_\_\_\_\_

In the last 7 years, have you been evicted from any leased premises? If yes, please describe. \_\_\_\_\_

**Income/Employment**

Present Employer \* \_\_\_\_\_ Occupation \* \_\_\_\_\_

Contact For Verification Name & Phone Number \* \_\_\_\_\_

Employment Start Date \* \_\_\_\_\_

Other Employer \* \_\_\_\_\_ Occupation \* \_\_\_\_\_

Contact For Verification Name & Phone Number \* \_\_\_\_\_

Employment Start Date \* \_\_\_\_\_

**What is your annual income from the following sources:**

Salaries \* \$ \_\_\_\_\_

Wages \* \$ \_\_\_\_\_

Commissions \* \$ \_\_\_\_\_

Payment received as an independent contractor \* \$ \_\_\_\_\_

Bonuses \* \$ \_\_\_\_\_

Housing Subsidies \* \$ \_\_\_\_\_

Money derived from any other public or private source \* \$ \_\_\_\_\_

Cash Assets \* \$ \_\_\_\_\_

**Notice Regarding Government Assistance Inquiry.**

In order to ensure that we comply with the law, please check the corresponding box if you receive any of the following:

Supplemental Security Income

Social Security Disability Insurance under Title II of the Federal "Social Security Act", 42 U.S.C. Sec. 401 et. Sew., as amended

Cash Assistance through the Colorado Works Program Created in Part 7 of Article 2 of Title 26 \*

**Animals (If more room is necessary attach sheet).**

Do you own animals? \* \_\_\_\_\_ If so, how many? \* \_\_\_\_\_

Name\* \_\_\_\_\_ Type \* \_\_\_\_\_ Weight \* \_\_\_\_\_

Breed \* \_\_\_\_\_ Color \* \_\_\_\_\_ Age \* \_\_\_\_\_

Gender \* \_\_\_\_\_ Assistance Animal? \*  Yes  No

Neutered? \*  Yes  No Rabies shot current? \*  Yes  No Declawed? \*  Yes  No

Where is this pet kept? \* \_\_\_\_\_

Name\* \_\_\_\_\_ Type \* \_\_\_\_\_ Weight \* \_\_\_\_\_

Breed \* \_\_\_\_\_ Color \* \_\_\_\_\_ Age \* \_\_\_\_\_

Gender \* \_\_\_\_\_ Assistance Animal? \*  Yes  No

Neutered? \*  Yes  No Rabies shot current? \*  Yes  No Declawed? \*  Yes  No

Where is this pet kept? \* \_\_\_\_\_

**Vehicles**

Type \* \_\_\_\_\_ Make \* \_\_\_\_\_ Model \* \_\_\_\_\_

Year \* \_\_\_\_\_ State Registered \* \_\_\_\_\_ License Plate # \* \_\_\_\_\_

Type \* \_\_\_\_\_ Make \* \_\_\_\_\_ Model \* \_\_\_\_\_

Year \* \_\_\_\_\_ State Registered \* \_\_\_\_\_ License Plate # \* \_\_\_\_\_

**Criminal Background (If more room is necessary attach sheet).**

Are you currently facing prosecution for any felony, or felony/misdemeanor sex offense? If yes, please explain. \* \_\_\_\_\_

Have you been convicted, pleaded guilty or nolo contendere or no contest for any felony or misdemeanor sex offense? If yes, please explain. \* \_\_\_\_\_

Are you registered or under consideration for registration as a sexual offender? Please note: a “Yes” answer will result in an automatic denial of the Rental Application. \* \_\_\_\_\_

Are you currently on probation or parole for any misdemeanor or felony? If yes, please explain. \* \_\_\_\_\_

Have you been convicted, pleaded guilty or nolo contendere or no contest for any felony or misdemeanor within the past 5 years? If yes, please explain. \* \_\_\_\_\_

Have you ever been convicted, pleaded guilty or nolo contendere or no contest for any Homicide or Stalking related offense? If yes, please explain. \* \_\_\_\_\_

Have you ever been convicted, pleaded guilty or nolo contendere or no contest for any Meth and Amphetamine related offense? If yes, please explain. \* \_\_\_\_\_

**Bed Bugs**

Are you aware of any facts or circumstances that you, your personal property, or your current or previous residences were exposed to bed bugs? \* Yes No

If YES, Applicant makes the following disclosures regarding Applicant’s exposure to bed bugs: \_\_\_\_\_

\_\_\_\_\_ (if more room is necessary attach sheet).

If you have been exposed to bed bugs within the last two years:

Do you represent and warrant that all of your personal property has been inspected, professionally treated if warranted, and that no bed bugs are present in your personal property? Yes No

Do you authorize Landlord to obtain for review documentation regarding such exposure, and will you upon Landlord’s request make all of your personal property available for inspection to confirm the absence of bed bugs? Yes No

\*PLEASE NOTE – If you have been exposed to bed bugs, and are unwilling to give the above representations, warranties, and authorizations, your application could be denied.

**Emergency Contact Information**

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

Current Full Address (Address, City, State, Zip Code) \* \_\_\_\_\_

Phone Number \* \_\_\_\_\_

**Unit Applying For**

**Address \*** \_\_\_\_\_

**Have you seen the property you are applying for in person? \***  Yes  No

**What is your desired move in date? \*** \_\_\_\_\_

**Do you have your portion of the full month's rent and full deposit ready to go for the unit you are applying for? \***  Yes  No

**Legal**

**Disclosure of Brokerage Relationship:**

Are Brokerage Relationship Disclosures Applicable:  YES  NO

**ASSETISE INC. DBA DIFFERENT REALTY SERVICES** ("Broker" or "Agent" or "Landlord") and the Prospective Resident(s) referenced below have NOT entered into any Real Estate Brokerage Agency Agreement or Relationship. The working relationship between Broker and Prospective Resident(s) specified below is for the specific property you are applying for.

Tenant understands and acknowledges that Broker is the agent for the property owner (Landlord), and Broker represents only the Landlord's interests in this transaction. The Owner (Landlord) of the property has granted to Broker the authority to manage and administer the Premises and Property and to enter into, administer and enforce provisions of this application and any subsequent Lease that may result from the approval of this application, and Broker is not considered an agent for the Tenant/Applicant at any time for any reason.

As a prospective Tenant, you are a customer in this transaction. 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. If you desire representation, Broker recommends that you obtain either your own Broker or legal advice from an attorney.

Different brokerage relationships are available that include seller agency, landlord agency, buyer agency, tenant agency or transaction-brokerage. The Colorado Real Estate Commission has a form setting forth the definitions of these working brokerage relationships (Form DD25). Upon request, Broker will provide the working definitions of the various brokerage relationships to you.

**Application Fees:**

I understand the application fee is a non-refundable payment for a credit and criminal check and processing charge of this Application and such sum is not a rental payment or security deposit. This amount will be retained by Landlord to cover the cost of processing the application as furnished by the Applicant, regardless if the Applicant is approved or denied.

**Portable Tenant Screening Reports (PTSR): 1) You have the right to provide Landlord with a PTSR that is not more than 30 days old, as defined in §38-12-902(2.5), Colorado Revised Statutes; and 2) if you provide Landlord with a PTSR, the Landlord is prohibited from: a) charging you a rental application fee; or b) charging you a fee for Landlord to access or use the PTSR.**

Any false or misleading information or intentional omission will result in rejection of application. THIS APPLICATION IS PRELIMINARY ONLY AND DOES NOT OBLIGATE LANDLORD TO EXECUTE A LEASE OR TO DELIVER POSSESSION OF THE DWELLING UNIT TO APPLICANT. **THE RENTAL AGREEMENT WILL NOT BECOME EFFECTIVE UNTIL THIS APPLICATION IS APPROVED BY LANDLORD.** Completed applications will be reviewed on a first come, first served basis. An application is not considered complete unless all necessary and required information is provided by Applicant, and Applicant has signed all necessary documents. Applicant is responsible for signing all required documents.

## Different Realty Services – Subsidy Rental Application

12333 E. Cornell Ave. #19, Aurora CO 80014; Phone: 720-372-7861; Fax: 720-870-1255

Application fees will only be collected after the information on the first application that is being submitted is reviewed. **PLEASE DO NOT PAY YOUR APPLICATION FEE UNTIL WE REQUEST YOU TO DO SO.** If the owner or landlord decides you may be a good candidate for the property and moves you onto the second round which is the background/credit check, the application fee will be collected at that time. This fee is used to pull the background/credit check, which is the final stage of the application. Once the background/credit check report is input into the system, the fee is not refundable regardless of whether you are approved or denied.

The actual expenses of each applicant over the age of 18 years old are as follows:

Background/credit check screening fee: \$31.36; Administration data input fee: \$8.64; TOTAL APPLICATION FEE \$40.00

## DISCLOSURE OF INFORMATION

I warrant and represent the information provided on this application to be true and correct. I authorize Landlord to make such investigation into Applicant/Tenant/Occupant's credit, employment, rental and criminal history, as Landlord may deem appropriate, and release all parties from liability for any damage that may result from furnishing such information to Landlord. Landlord shall have the continuing right to review and obtain this credit and criminal information, rental application, payment history and occupancy history for account review, improving application review methods, and all other purposes.

If approved, Applicant shall have a continuing and on-going duty to update all of the information provided on the application. Applicant acknowledges that Landlord may enter into a Lease in reliance on the information contained in Applicant's rental application and any and all other information provided to Landlord by Applicant. Applicant/Tenant shall promptly notify Landlord in writing of any subsequent change in the information provided by Applicant on Applicant's application.

If Applicant is approved, Landlord shall have the right to terminate Applicant's tenancy on three days' notice to quit: 1) if it is determined that Applicant provided false or misleading information on this application, or 2) if the application information is no longer correct, for example, Applicant is convicted of a sexual offense after moving into the Premises.

Landlord does not have a duty to verify, and does not represent or promise that it will verify, the accuracy or the answers provided in the application of any applicant. Furthermore, Landlord has no duty, and expressly disclaims any obligation, to perform a criminal background check on each applicant. Landlord does not represent or guarantee that all tenants have no prior criminal record or background.

Landlord's approval or denial of this application is based on information provided by independent third parties. Landlord makes no representation as to the accuracy of the information that Landlord obtains from third parties in approving or denying this application. Landlord hereby disclaims any liability for the accuracy of such information that Landlord obtains pursuant to Applicant's consent.

Landlord will notify Applicant of denial or acceptance in writing via email, or via phone if Applicant does not have an email address.

## PERMISSION TO VERIFY INFORMATION:

I hereby give my permission to communicate with my current and former landlord or property manager for the purpose of discussing any and all of the facts and circumstances of my current or former tenancy, as well as the other information listed above. I also give my permission to communicate with my current employer(s) and/or supervisor(s) for the purpose of verifying the employment information listed above. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, eviction search and criminal background check will be done in conjunction with my application. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

**By signing this application, Applicant acknowledges receiving Landlord's disclosure of application-related costs, any pest control disclosures, if applicable, and a receipt for all application fees paid by Applicant.**

Different Realty Services – Subsidy Rental Application  
12333 E. Cornell Ave. #19, Aurora CO 80014; Phone: 720-372-7861; Fax: 720-870-1255

**Applicant also agrees to receive via email communications from Landlord’s regarding the decision on this application. If Applicant is approved and a lease is executed by Applicant and Landlord, Applicant agrees to receive an electronic copy of the fully executed lease from Landlord.**

**THIS APPLICATION HAS IMPORTANT LEGAL CONSEQUENCES. PARTIES TO THIS APPLICATION SHOULD CONSULT LEGAL COUNSEL BEFORE EXECUTION.**

This form has not been approved by the Colorado Real Estate Commission. It was prepared by Different Realty Services’ legal counsel Tschetter Hamrick Sulzer, PC.

- \* By checking this box and clicking Next, I acknowledge that I have read and agree to all of the above terms and this [Arbitration Agreement and Class Action Waiver](#).
- Request copy of screening report

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**Printed Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Once you have finished this application. Please fax application back to 720-870-1255 or email completed application to [dpmSERVICE@assetise.com](mailto:dpmSERVICE@assetise.com). If you fax the application, please also email [dpmSERVICE@assetise.com](mailto:dpmSERVICE@assetise.com) to confirm we have received your application.**

**NOTE: You must submit the following documents along with your rental application. Rental applications will not be processed until all information is received.**

1. Driver’s License / Government issued photo ID (if you do not have a driver’s license).
2. Social Security Card (if you do not have a social security number, please note this on the application and provide a government issued photo ID)
3. Most recent pay stub.
4. Proof of subsidy.
5. If applicable, any additional income verification.
6. If applicable, any assistive animal documentation. This must be a letter from a medical professional.