



Inside Edge Real Estate Inc.

Sales & Property Management

1980 Dominion Way Suite 103

Colorado Springs, CO 80918

Phone: (719) 599-8134 Fax (877) 653-9682

Application to Lease Real Property

Each Adult (18 or older) must fill out an application

There is a non-refundable fee of \$50 in **Cash, Cashiers Check or Money Order** (for the 1st applicant) and \$25 for each additional applicant) required to apply. Applications received without payment are considered Incomplete and will not receive a response. Identification is required by means of photo ID to confirm identity and proof of a valid social security number driver's license, state ID, or Gov. Card.

PLEASE PRINT CLEARLY

Property Name: _____ Leasing Consultant _____
Rental Amount: _____ Lease Term _____ Pets on Property _____ How many applicants: _____

PERSONAL HISTORY

Name: _____ Social Security No: _____ Date of Birth: _____
Drivers License Number: _____ Expiration Date: _____ Phone Number: _____
Email Address: _____

Present Address: _____ City/State/Zip: _____ Own or Rent
Dates: _____ Manager/Landlord: _____ Manager/Landlord Phone: _____

Reason for vacating: _____
Previous Address: _____ City/State/Zip: _____ Own or Rent
Dates: _____ Manager/Landlord: _____ Manager/Landlord Phone: _____

Reason for vacating: _____

Additional Applicants: # _____ Name: _____ DoB: _____ Name: _____ DoB _____

EMPLOYMENT HISTORY

Present Employer: _____ How Long: _____ Address: _____
City/State/Zip: _____ Position: _____ Gross Monthly Income: _____
Work Phone: _____ Supervisor's Name: _____ Supervisor's Phone No: _____
Work Email: _____

Previous Employer: _____ How Long: _____ Address: _____
City/State/Zip: _____ Position: _____ Gross Monthly Income: _____
Work Phone: _____ Supervisor's Name: _____ Supervisor's Phone No: _____

Other Income/Source: (Proof of Income may be required) _____ Amount per month: _____

REFERENCES

Bank: _____ Address: _____ Phone: _____ Acct: _____
Creditors: Address/City/State/Zip/Highest Amount Owed and Purpose of Credit Open/Closed

Personal References: Address/City/State/Zip Home/Work Ph #'s/Yrs. Acquainted/Occupation

Nearest Relative: Address/City/State/ Zip Home/Work Ph #'s/Relationship

Have you ever been evicted from any tenancy? _____ If so, explain: _____

Have you ever willfully and intentionally refused to pay rent when due? _____ If so, explain: _____

Have you ever filed for Bankruptcy? _____ If so, explain _____

I, the under-signed certify that the information given is accurate. I give my authorization to the above named landlord and Tenant Information Services to verify and all information above, including but not limited to access my credit history through the national credit bureaus and/or my creditors, verify my criminal background, obtain references from current/past landlords and employers (including income verification), bank and personal references. I hold Inside Edge Real Estate, National Tenant Services, their owners, employees, their client and my current/past landlords and employers harmless for any information shown on my report and action

taken based on that information. I understand that this report will be sent directly to the Landlord named above and we cannot receive a copy of this report directly from the above landlord. I understand that I am entitled to a free copy of this report from the furnisher if I am denied residency based upon information contained in this report. Print Name: _____

Signature: _____ Date: _____

ADDITIONAL INFORMATION

Our General Guidelines to Qualify:

- Employment verification of up to two years, self employed may be required to supply tax returns.
- Two years of favorable rental references or ownership
- A credit score of 600 or above. Credit scores below this number may require an additional deposit.

Pet Policy

- Most Inside Edge properties do not allow pets, those that do require a **\$350.00** per pet additional deposit which may or may not be refundable depending on property and type of pet. Exceptions must be pre-arranged with property manager.

Funds required at Move-In

- Processing of Applications normally takes 24 hours. Verification of employment and rental history is generally the hold up.
- The full deposit in Good Funds (Cashier Check or Money Order) is due upon acceptance and lease signing must take place within 24 hours of notification of acceptance.
- The First and all Security and Pet Deposits are due prior to Move-In in form of cashiers check or money order.

Unless the Landlord rejects this application, Applicant agrees to execute the written Lease for the property as provided by the Landlord within 24 hours of being approved. In the event that the Applicant does not sign the lease within said 24 hours the approval maybe withdrawn by the Landlord and said Landlord may without notice Lease the property to another. Upon execution of the Lease, the Landlord shall be paid by Applicant, at a minimum, an amount of money equal to a full months rent, these funds shall be held by the Landlord as Earnest Money to hold the property until the Applicants' tenancy, these funds shall be forfeited and will be held as part of the damages that would be due under the terms of said Lease.

Megan's Law

- If the presence of a registered sex offender is a matter of concern to Applicant (Tenants), Applicant understands that Applicant must contact local law enforcement officials regarding obtaining such information.

Equal Housing Opportunity

- We are pledged to the letter and the spirit of United States' policy equal housing opportunity in which there are no barriers to obtaining housing because of race, color, religion, sex, physically handicapped or families with children under the age of eighteen. Marital status, ancestry & creed shall also not be barriers if you have any disabilities which require special accommodations, please let us know.

Pets

- Please list all pets which you desire to have on the property.

Name	Type	Size	Weight	Sex/Neutered/Spayed	Age

Wherever used herein, the singular shall include the plural and the use of gender shall be applicable to all genders. Landlord may request additional information, tax returns, pay stubs etc. to assist verification of information given herein.

Applicant is aware that a credit report will be obtained and used by the Owner as part of the application in determining the request of applicant to lease a property. Applicant agrees to allow any credit bureau to release all information they have on file to Inside Edge and Applicants signature below authorizes this release. Applicant further authorizes Inside Edge to verify any information provided by this applicant including but not limited to employment, rental history, bank account, credit history etc.

FOR OFFICE USE ONLY

Application Date Rcvd: _____ Fee Rcvd: _____ Credit Score: _____ Current Residence Verified: _____
 Moved-In Date: _____ Moved-Out Date: _____ Rent \$: _____ Late? **Yes/No** Rent Again? **Yes/No**
 Comments: _____
 Employment Verification: _____ Approved: **Yes/No** Date: _____
 Lease Signed Date: _____ Deposit Received Date: _____ Keys Assigned 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.

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:
(List the address(es) of the Rental Property(s) You are Applying for Above)

Tenant understands that Tenant shall not be 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 and Tenant is a customer. Broker is not the agent of Tenant.

Broker, as landlord's agent, intends to perform the following list of tasks:

Show a property **Prepare and Convey** written offers, counteroffers and agreements to amend or extend the lease.

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

Transaction-Brokerage Only. Broker is a transaction-broker assisting 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 shall apply:

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 Hard Copy _____ and retained a copy for Broker's records.

Brokerage Firm's Name: Inside Edge Real Estate, Inc

Broker