

ADMISSION AND OCCUPANCY POLICY

The following criteria is used when approving persons for residency at the _____. The criteria applies to every applicant who wishes to reside at this property. Apartments become available when they are ready to rent. Applications must be filled out completely and are considered on a first come first served basis. We adhere to fair housing laws. If negative information is found in any category, the application is subject to denial.

Photo Identification Required

I. CREDIT HISTORY

1. All applicants must be 18 or (minimum legal age) to rent at Public Realty Co
2. Any bankruptcy proceedings must be finalized prior to signing a lease

II. INCOME

1. All applicants must prove their actual income.
2. Income must be a least _____ times the amount of rent.

III. RENTAL/LANDLORD HISTORY

1. All applicants must provide positive landlord references from a non family source for at least the previous two years.
2. All applicants must prove that previous rental payments were made on time and without demand for the previous two years.
3. All applicants must prove they respect their neighbors and show care for the landlords property.
4. All applicants must have satisfactorily completed their existing contract.
5. All applicants must have successfully completed a Home Inspection.

IV. CRIMINAL RECORD

1. An original current police report from the city and/or the county in which the applicant resides or has resided is required.
2. A criminal record verification is made on all persons over the age of 18 who will occupy the apartment. Cause for the application to be rejected includes conviction [and then release from incarceration within the last seven years] for:
 - A. Illegal drug activity or gang involvement of any kind.
 - B. Any violent act against another person.
 - C. Vandalism, Arson, etc.
 - D. Burglary
 - E. Criminal Trespass
 - F. Stalking
3. Anyone ever convicted of child abuse, child molestation or negligence involving a child is denied.

V. OCCUPANCY POLICY

Occupancy shall be limited to a maximum of two persons per bedroom. [Two plus one or infants under the age of 6 months are not counted].

Management will not approve a request by a Resident to add an additional person to a household until that applicant has completed the screening process using the criteria noted above.

If it is found that the applicant has given false information or has not accurately completed the application, occupancy will be denied. If a lease has been entered into and such information is discovered, the lease will be voided and occupancy shall revert to week to week tenancy and action may be taken to evict.

I have read and understand that a credit check, verification from a resident's former landlord, employment history and criminal record will be made as well as any other verification necessary as required by this Admission and Occupancy Policy needed to determine eligibility. In addition, it is understood that a similar verification may be made from time to time during my occupancy.

Applicant: _____

Date: ____/____/____

Applicant: _____

Date: ____/____/____

S.W.A.T.

© Philip B. Wayne Consultants, Inc., 1994 ... 2001

Public Realty Company, Inc.
2608 Welton Street
Denver, CO 80205
303-295-2128 office – 303-296-9715 fax
Website – www.publicrealtyco.com

RENTAL APPLICATION

Date: _____ Property: _____

Name of applicant: _____

Present address: _____

City _____ State _____ Zip Code _____

Phone:(home _____ (cell) _____ (pager) _____

Current rent: _____ How long: _____

Landlord name: _____ Phone: _____

Reason for moving: _____

Previous address: _____ How long: _____

City _____ Street _____ Zip code _____

Previous landlord: _____ Phone: _____

Driver License # _____

Social Security # _____ Date of birth: _____

Spouse or roommate: _____

Social Security # _____ Date of birth _____

Children's names and ages: _____

Names & relationships of other occupants: _____

Type of rental: _____ Maximum amount of rent: _____

Desired date of occupancy: _____ Desired length of occupancy: _____

Do you have a pet? _____ Kind: _____

CONTACT PERSON IN CASE OF AN EMERGENCY: _____

PHONE NUMBER: _____

Employment information:

Employer: _____ Supervisor _____

Address: _____ Phone: _____

Gross monthly salary: _____ How long: _____

Re: Spouse or roommate

Employer: _____ Supervisor _____

Address: _____ Phone: _____

Gross monthly salary: _____ How long: _____

Financial information:

Monthly obligations:

Name: _____ Balance: _____ Payment: _____

Name: _____ Balance: _____ Payment: _____

Have you ever been evicted from any tenancy? _____ Why? _____

Automobiles:

Make: _____ Year: _____ Color: _____ Model: _____

License: _____

Make: _____ Year: _____ Color: _____ Model: _____

License: _____

Personal References:

Name: _____ Phone: _____

Name: _____ Phone: _____

I hereby certify that the answers I have given in this application are true and correct to the best of my knowledge. I understand that any false answers or statements made by me will be sufficient grounds for eviction and loss of any security deposit. I hereby authorize verification of references given and a credit check. I also understand that a non-refundable \$25.00 application fee is due in order to complete this process.

Tenant _____ Date _____

Co-Tenant _____ Date _____

FOR OFFICE USE ONLY

application verification	person contacted	remarks
present landlord		
applicant's employment		
co-applicant's employment		
reference (1)		

monies received		
date	description	amount
	credit report	
	deposit	