



THE COLORADO SPRINGSTM
GROUP

AWARD WINNING REAL ESTATE PROFESSIONALS

PRE-APPLICATION PACKET



ColoradoSpringsPropertyManagement.com



**THE COLORADO SPRINGS™
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APPLICATION SCREENING FLOW CHART

THE COLORADO SPRINGS GROUP, Inc. is a dedicated fair housing provider and will assist all persons without regard to race, color, national origin, religion, sex, familial status, handicap (disability), ancestry, marital status, creed, sexual orientation, or any other protected class as defined by state and federal housing laws.

APPLICATION



700 + CREDIT SCORE → NO

YES ↓

INCOME OF AT LEAST 2 X RENT → NO

YES ↓

STRENGTH OF HOUSING REFERENCES → WEAK

YES ↓

EVICTIONS IN THE PAST 5 YEARS → YES

NO ↓

CRIMINAL HISTORY?
(VIOLENT, SEXUAL OR
PROPERTY CRIME) → YES

NO ↓

ANY OTHER
"RED FLAGS" → YES

NO ↓

We accept military housing and home ownership as a reference

Lesser offenses are handled on a case by case basis

Other red flags could be impending evictions, major collections, unpaid utilities, dishonest application information, being rude to our staff, etc...

We do not run applications first come first serve; we run applications concurrently

APPROVED

(Unless competing applicant has stronger qualifications and/or requests better lease terms)

For general reference on how our screening process works only

DECLINED



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MINIMUM QUALIFICATIONS

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- ⊗ Applicant must make a minimum of 2 times the amount of rent as based on their gross monthly income.
*EMPLOYMENT THAT WILL CEASE WHEN YOU RELOCATE WILL NOT BE COUNTED AS INCOME.
- ⊗ All occupants over the age of 18 must submit an application and pay the application fee.
- ⊗ Each applicant must have a minimum credit score of 700. Applicant credit score must not be "N/A" or "NA" unless otherwise required by law.
- ⊗ Applicants must have a checking and/or savings account.
- ⊗ Rent payments online from a bank account will be required.
- ⊗ Applicant must not be a registered sex offender.
- ⊗ Applicant must have no evictions pending, or evictions in the past 5 years.
- ⊗ Applicant must not have any negative rental references.
- ⊗ Applicant must be able to pay full security deposit, (or opt into waiver program), and first month's rent within 48 hours of notification of approval in certified funds (cashier's check, money order).
- ⊗ Applicant must not owe monies to past landlords or utility companies.
- ⊗ Applicant must not have a bankruptcy of any type in the last 7 years.
- ⊗ Applicant must not have a bankruptcy in process (bankruptcy not discharged).
- ⊗ Applicant must not have violent or property or crime within the past 5 years.
- ⊗ We will not combine income from more than 2 applicants in a group.
- ⊗ We will not begin processing applications for a group until everyone in the group has applied.



APPLICANT DISCLOSURE

All properties that are managed by THE COLORADO SPRINGS GROUP, Inc., a licensed Colorado Real Estate Broker, representing the interest of the property owner(s). However, there will be a \$150.00 lease administration fee charged with second month's rent.

- ⦿ Applications are not processed on a first-come, first-served basis. All applications received will be processed concurrently (simultaneously).
- ⦿ Application fees are non refundable unless we receive a valid PTSR compliant as defined in SECTION 38-12-902 (2.5), COLORADO REVISED STATUTES. If you turn in an incomplete application, it will not be processed until it is completed AND received with the applicable fee for each applicant.
- ⦿ Applicants desiring to live together as a single housekeeping unit may qualify for tenancy as a group, in which case the owner or agent has the right to immediately terminate the rental contract (lease) when any one member of that group vacates the property.
- ⦿ Applicant agrees that all credit information maintained by owner or agent may be given to any credit reporting service or other agencies authorized to obtain it.
- ⦿ Applicant hereby certifies that the information given in this application is true and correct and that any false information given will be sufficient grounds for termination and eviction.
- ⦿ When processing an application, we check credit, background, employment/income, and landlord references when allowed by law. We reserve the right to decline an application if negative conditions are identified during the screening process.
- ⦿ Submitting an application will not hold a property for the applicant. Applications in process do not create a "hold" on the property.
- ⦿ Please ensure information is accurate; references or employers not getting back to us can allow a competing application submitted after yours to be completely processed before yours. If approved, the lease must be signed and both the deposit and first months' rent must be paid with certified funds within 48 hours of notification of approval.
- ⦿ If your lease start date is any day after the 10th, you will be required to pay the prorated amount for the remainder of the month, and the first full month's rent at lease signing. These together are considered "First Month's Rent".



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FURTHER APPLICANT DISCLOSURE

COLORADO HB23-1099 DISCLOSURE: PROSPECTIVE TENANTS HAVE THE RIGHT TO PROVIDE TO THE COLORADO SPRINGS GROUP A PORTABLE TENANT SCREENING REPORT, AS DEFINED IN SECTION 38-12-902 (2.5), COLORADO REVISED STATUTES; AND IF THE PROSPECTIVE TENANT PROVIDES THE COLORADO SPRINGS GROUP WITH A PORTABLE TENANT SCREENING REPORT, THE COLORADO SPRINGS GROUP IS PROHIBITED FROM: 1) CHARGING THE PROSPECTIVE TENANT A RENTAL APPLICATION FEE OR 2) CHARGING THE PROSPECTIVE TENANT A FEE FOR THE LANDLORD TO ACCESS OR USE THE PORTABLE TENANT SCREENING REPORT.

While THE COLORADO SPRINGS GROUP does accept compliant portable screening reports as defined by HB23-1099, which would result in no application fee being required (or possibly an application fee refund), we do still require that all tenants complete our application. Additionally, you will be deemed qualified (or not) based on the screening information/data provided on our independently pulled report, not based on information/data on your portable report. Please note that bona fide and compliant portable reports MUST come directly from the consumer reporting agency.

Credit scores, adverse credit events and lack of credit will not be considered if an applicant receives a housing subsidy as defined by § 38-12-902(1.7), C.R.S. Notice Regarding Government Assistance/Subsidies Inquiry: In order to ensure that we comply with Colorado law, all applicants must disclose in writing if they 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 seq., as amended *Cash Assistance through the Colorado Works Program Created in Part 7 of Article 2 of Title 26 *A housing subsidy whereby any or all of your rental payment would be paid by a public or private assistance, grant, or loan program.



FEE AND TERMS DISCLOSURE

ONE TIME FEES

- ⊗ \$150.00 lease administration fee

MONTHLY FEES

- ⊗ \$25.00 resident benefits package
- ⊗ \$35.00 monthly pet fee, charged per pet
- ⊗ Security deposit waiver program - 10% of rent charged monthly *if opting in*

POSSIBLE FEES

- ⊗ \$50.00 maintenance fee charged for any and all maintenance requests
- ⊗ If there is harm to the property because of tenant neglect, incorrect fixing of items, or changing any fixtures, the tenant will be charged the maintenance in addition to the cost to fix the damage
- ⊗ *Full tenant fee schedule located in tenant handbook
- ⊗ HOA fees for warning letters and/or violations will be charged to the tenant. This also applies to code violations.

TERMS DISCLOSURE

- ⊗ If any provision or term of this PRE-APPLICATION PACKET is declared invalid or unenforceable, the remainder of this PRE-APPLICATION PACKET shall continue in full force and effect.



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PET DISCLOSURE

- THE COLORADO SPRINGS GROUP uses petscreening.com for screening of all pets, verification of assistance animals and verification if tenant says they have no pets. There is no charge for tenants with service/assistance animals or tenants without pets.
- Petscreening.com screens all animals (service animals and ESA are not considered pets and there is no fee) and sends us the results of their findings once the applicant shares the profile with THE COLORADO SPRINGS GROUP.
- A monthly pet fee of \$35.00 per pet will be charged each month.

UTILITIES DISCLOSURE

- As part of our service, Citizen Home Solutions, our move-in concierge service will be contacting you to assist you with your utilities. CHS will help you comply with the utilities section of your lease agreement.

CREDIT DISCLOSURE

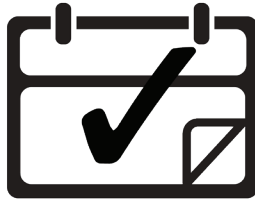
- Each person has multiple credit scores used for multiple purposes from multiple reporting agencies. It is up to each individual person to ensure the information in their credit reports is accurate and up to date. If there is inaccurate (or deemed to be inaccurate) information in your report that was cause for a denial, the denial will stand. We will not cease processing other applications, hold a property, or refund an application fee.
- Everyone is allowed once per year to obtain a free report from Experian, TransUnion, and Equifax via annualcreditreport.com. Disputing information with these companies can take months; be proactive. Know what is on your reports before you apply for credit.
- If you freeze your credit or your credit is frozen, your score is highly likely to come back as N/A or NA. This will result in a denial. We will not run it again without an additional application fee being paid. From our experience it takes several days for a request to unfreeze credit to take effect. You cannot request us to run your credit at a specific time; once you submit the application the decision of timing is up to our company.

RESIDENT BENEFITS PACKAGE

THE COLORADO SPRINGS GROUP provides a resident benefits package for the convenience of all tenants.



ONLINE
PORTAL



ONE TIME LATE
FEE WAIVED



VETTED
VENDORS



1 TIME KEY
REPLACEMENT



SELF CHECK-IN AND
CHECK-OUT AT THE
PROPERTY FOR TENANTS
CONVENIENCE



24/7 EMERGENCY
MAINTENANCE
LINE WITH
LIVE SUPPORT



MOVE OUT CONDITION
VIDEO REFERENCES FOR
FUTURE LANDLORDS



TEXTING CAPABILITIES FOR EASY
COMMUNICATION BETWEEN
TENANTS AND OUR OFFICE

This program may change based on availability, company policy, laws,
technological advances or shortcomings (not meeting expectations).

\$25 per month

Can I opt-out of the Resident Benefits Package?

NO. THE COLORADO SPRINGS GROUP provides The Resident Benefits Package to all tenants.