

|                            |     |    |         |     |    |
|----------------------------|-----|----|---------|-----|----|
| <b>For Office Use Only</b> |     |    |         |     |    |
| Drivers License # _____    |     |    |         |     |    |
| Verified?                  | Yes | No | Copied? | Yes | No |

## APPLICATION TO LEASE

**INSTRUCTIONS TO APPLICANT:**

One application must be filled out **COMPLETELY** by each applicant over the age of 18 years.

When supplying names, give complete and full names including full middle names, if any. Sign on the reverse side with your complete and full signature and list both your home and your cell phone numbers. When supplying addresses, give complete addresses including apartment numbers, cities, states and zip codes.

**WARNING:** This application may be refused and/or rejected if it is not signed, complete or legible; if satisfactory identification is not presented; if any information is false, cannot be verified, or does not meet owners Resident Selection Criteria; if additional information is requested from Applicant and is refused; or Co-Applicant is rejected.

Do you have a pet    YES    NO

How Many? \_\_\_\_\_

What Type? \_\_\_\_\_

|                            |       |
|----------------------------|-------|
| <b>For Office Use Only</b> |       |
| Apt #: _____               | _____ |
| Move-In Date: _____        | _____ |
| Rent Amount: _____         | _____ |

|                                      |               |                        |
|--------------------------------------|---------------|------------------------|
| Print Full Name – Last, First Middle | Date of Birth | Social Security Number |
|--------------------------------------|---------------|------------------------|

**RESIDENCE**

|  |  |         |
|--|--|---------|
| Present Address (Number, Street, City, Zip)  | How Long?  | Phone # |
| Do you rent?<br>Apartment or home?           | Monthly Payments \$: _____<br>Company name, address and phone #: _____ |         |
| Previous Address (Number, Street, City, Zip) | How Long?  | Phone # |
| Did you rent?<br>Apartment or home?          | Monthly Payments \$: _____<br>Company name, address and phone #: _____ |         |

|   |                      |       |
|---|----------------------|-------|
| Full names and dates of birth of all other occupants that will reside with you: |                      |       |
| Name: _____   | Date of birth: _____ | _____ |
| Name: _____   | Date of birth: _____ | _____ |
| Name: _____   | Date of birth: _____ | _____ |

**EMPLOYMENT**

|   |            |                  |              |           |
|---|------------|------------------|--------------|-----------|
| Employer (If self-employed, name of business) | Phone #    | Type of Business | Position     | How Long? |
| Business Address(Number, Street, City, Zip)   | Supervisor | Phone #          | Income<br>\$ |           |
| Additional Income<br>\$                       |            |                  |              |           |

**FINANCIAL**

|  |
|--|
| Have you ever filed bankruptcy?    Yes    No    If yes, what year? _____                 |
| County and state filed: _____  |
| Have you ever had any suits, liens, judgments, evictions, or repossessions?    Yes    No |
| If yes, what year? _____ County and state filed: _____                                   |

**PERSONAL**

|  |                     |
|--|---------------------|
| In case of emergency, please notify: (Name, address and phone #) |                     |
| _____  |                     |
| Relationship: _____  | Work phone #: _____ |

**PARKING OF RECREATION VEHICLES, BOATS, LARGE TRUCKS, OR TRAILERS IS PROHIBITED**

Please list all automobiles:

|       |            |            |                |
|-------|------------|------------|----------------|
| _____ | Make _____ | Year _____ | License# _____ |
| _____ | Make _____ | Year _____ | License# _____ |
| _____ | Make _____ | Year _____ | License# _____ |

Do you have renters Insurance? Yes  No

Do you own a waterbed? Yes  No

**How did you first learn of this community:**

Daily Camera Ad \_\_\_\_\_ Colorado Daily Ad \_\_\_\_\_ Drive-By \_\_\_\_\_ Resident Referral \_\_\_\_\_

Internet (which) \_\_\_\_\_ Flyer (where) \_\_\_\_\_ Housing Helpers (who) \_\_\_\_\_

Other \_\_\_\_\_ Please Specify \_\_\_\_\_

**Application Agreement**

Everything that I have stated in this application is correct to the best of my knowledge. I understand that you will retain this application and all supporting documents whether or not it is approved. I hereby authorize West Point Properties; through it's designated agent and its employees to check my credit, employment and rental history, and to answer questions about my credit experience. I understand that should I lease an apartment, West Point Properties, and its agents shall have continuing right to review my credit information, payment history and occupancy history for account review purposes and for improving application methods.

I hereby agree to release and hold harmless West Point Properties, and its agents, servants and employees from any and all liability, legal proceedings and costs including attorney's fees arising out of either the verification of the information contained on the application form or the release of this information to other parties.

All of the above data and information set forth herein, included but not limited to, the statement of my income and financial condition is warranted to be true and accurate and to fully and correctly state my financial condition as of the date of this application.

I understand that I have attached a deposit in the amount of \$ \_\_\_\_\_ to this application, that will be considered partial payment of the security deposit for said premises when lease is executed. If the management does not approve the application, the deposit will be refunded. If the application is approved, West Point Properties will retain this deposit. The undersigned agrees to enter into a written lease, failure to sign a written lease after submittal of this application will result in forfeiture of the entire deposit. If the applicant has made any misstatements of material facts relating to the application, or if the applicant fails to complete the entire application, management at its option may cancel this application without notice. When this application is submitted, applicant(s) must present driver's license for identification purposes.

It is also understood that the application fee of \$25.00 is not a deposit and will not be refunded or applied to rent is application is approved or denied.

THE ABOVE INFORMATION IS FULLY UNDERSTOOD AND I AGREE TO THESE TERMS AND CONDITIONS:

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF WEST POINT LEASING CONSULTANT

## **RESIDENT SELECTION POLICY**

---

**THIS PROPERTY WILL NOT DISCRIMINATE AGAINST ANY PERSON BASED ON RACE, COLOR, RELIGION, SEX, OR NATIONAL ORIGIN, FAMILIAL STATUS OR HANDICAP.**

The following guidelines will be used in evaluating your application for residency. All of the items below must be met in order for your application to be approved.

1. **EMPLOYMENT VERIFICATION:** Must be able to verify 6 months consecutive employment history. If you have been with your current employer less than 6 months, previous 6 months employment verification will be required.
2. **FINANCIAL ASSISTANCE:** Social Security, child support, AFDC income and related assistance must have supporting documents if such income is to be included in gross income.
3. **INCOME REQUIREMENT:** Gross monthly income must be at least 3 times the amount of your apartment rent: 4 times in roommate situations.
4. **RENTAL HISTORY:** Application must have 12 months previous rental history that can be verified. Phone numbers are a must.
5. **CREDIT HISTORY:** Application must have either no credit or good credit. No bad credit can be allowed.
6. **OCCUPANCY:** Two persons are allowed in a one bedroom, three persons in a two bedroom, four persons in a three bedroom---no exceptions.

**APPLICANT COULD BE REJECTED DUE TO, BUT NOT LIMITED TO, THE FOLLOWING REASONS:**

1. Falsification on any information on the application.
2. The name, address, and telephone number of past/present landlord is not supplied.
3. Applicant does not supply one (1) rental reference that can be verified.
4. Applicant is given negative rental history.
5. Applicant is given negative credit history.
6. Employment can not be verified.
7. Applicant has a history of eviction.

## Eligibility For Co-signer

1. Applicants with no residential history and no credit history, but meet the employment and salary requirement, may get a co-signer.
2. Applicants with bad rental history and/or bad credit are not eligible for a co-signer.

## Co-signer Qualifying Standards

1. One year of residential history.
2. One year of employment history.
3. Three positive credit references.
4. Income at least four times the amount of the rent on desired apartment.

**Occupancy Standards:** No more than two people in a one bedroom, three people in a two bedroom, and four people in a three bedroom. Only three people in an apartment unless related.

All monies due must be paid at time of move-in. For residents moving in on the 25<sup>th</sup> of the month or later, the prorated rent plus the first full month's rent must be paid at move-in.

## Addendum To Application:

1. Are you a current illegal abuser or addict of a controlled substance? \_\_\_\_\_
2. Have you ever been convicted of the illegal manufacture or distribution of a controlled substance? \_\_\_\_\_
3. Have you been convicted of a felony? \_\_\_\_\_

**I understand and accept the qualifying standards and have truthfully answered all questions.**

\_\_\_\_\_  
**Prospective Resident**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Prospective Resident**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner or Agent For Owner**

\_\_\_\_\_  
**Date**

# WEST POINT PROPERTIES

APPLICATION ADDRESS: \_\_\_\_\_

APPLICATION NAME: \_\_\_\_\_

## CO-SIGNER INFORMATION

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
LENGTH OF OCCUPANCY: \_\_\_\_\_  
RESIDENTIAL PHONE: \_\_\_\_\_  
MORTGAGE/LANDLORD: \_\_\_\_\_  
SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
DRIVERS LICENSE: \_\_\_\_\_ EXP: \_\_\_\_\_  
BANK NAME & ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_  
BUSINESS ADDRESS: \_\_\_\_\_  
LENGTH OF EMPLOYMENT: \_\_\_\_\_  
BUSINESS PHONE: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_  
SALARY: \_\_\_\_\_  
POSITION HELD: \_\_\_\_\_  
PRIOR EMPLOYER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
POSITION HELD: \_\_\_\_\_

## CO-SIGNER - PERSONAL REFERENCES

| NAME | OCCUPATION | ADDRESS | PHONE | LENGTH |
|------|------------|---------|-------|--------|
|------|------------|---------|-------|--------|

## CO-SIGNER - CREDIT REFERENCES

| CREDITOR | ACCOUNT NUMBER | ADDRESS | BALANCE | OPEN/CLOSED |
|----------|----------------|---------|---------|-------------|
|----------|----------------|---------|---------|-------------|

IN THE EVENT OF AN EMERGENCY, CONTACT: \_\_\_\_\_

## CO-SIGNER AGREEMENT

I, \_\_\_\_\_ AGREE TO BE HELD RESPONSIBLE FOR RENTAL PAYMENTS FOR \_\_\_\_\_,  
WHO IS \_\_\_\_\_ (RELATIONSHIP) WHILE HE/SHE IS RESIDING AT \_\_\_\_\_ IN  
BOULDER, COLORADO. IN THE EVENT THAT DOES NOT MAKE THE RENT PAYMENTS, I WILL IMMEDIATELY SUBMIT  
PAYMENT. I UNDERSTAND THAT RENT IS DUE ON THE 1<sup>ST</sup> OF THE MONTH, LATE ON THE 2<sup>ND</sup> AND DELINQUENT AFTER  
5:00P.M. ON THE 3<sup>RD</sup> OF THE MONTH. I ALSO AGREE TO PAY FOR ANY DAMAGE AND/OR REPAIR COST CAUSED BY  
\_\_\_\_\_, IN EXCESS OF THE SECURITY DEPOSIT.

\_\_\_\_\_  
SIGNATURE (CO-SIGNER)

\_\_\_\_\_  
DATE

SUBSCRIBED AND SWORN TO ME BEFORE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

NOTARY SEAL