



# DURANGO PROPERTY MANAGEMENT

## RENTAL APPLICATION

Date: \_\_\_\_\_ Address Applying for: \_\_\_\_\_  
Street Address City State Zip

An application fee of \$40.00 per Applicant is required at the time of application and is non-refundable. The application fee covers the credit report cost of \$7.76 and \$32.24 is for time to process the application and check references. Durango Property Management, Inc. is an Agent for the Property Owner.

### Personal Information

Applicant full name: \_\_\_\_\_  
First Name Middle Name Last Name

Current Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License # & State: \_\_\_\_\_

How many TOTAL persons will be living in this Unit? \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Do you have a Co-Applicant? Yes No (circle one)  
(Note: Co-Applicant(s) to complete a separate application)

If Yes, what is relationship to Applicant? \_\_\_\_\_

### Employment References

(If you are self-employed, please include Nature of Business, Your Business Name, Proof of Income and a Client Reference)

Applicant Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Monthly Income: \$ \_\_\_\_\_

### Personal References

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Residential History and Rental References**

**NOTE: If you OWN currently or in the past, please note as such**

**1. Current:** \_\_\_\_\_ **Dates of Occupancy:** \_\_\_\_\_  
*Address City State Zip*  
**Landlord (LL) Name:** \_\_\_\_\_ **LL Phone:** \_\_\_\_\_  
**LL E-mail:** \_\_\_\_\_ **Monthly Rent (or Mortgage) Amount: \$** \_\_\_\_\_  
**Reason for leaving current residence:** \_\_\_\_\_

**2. Prior:** \_\_\_\_\_ **Dates of Occupancy:** \_\_\_\_\_  
*Address City State Zip*  
**Landlord (LL) Name:** \_\_\_\_\_ **LL Phone:** \_\_\_\_\_  
**LL E-mail:** \_\_\_\_\_ **Monthly Rent (or Mortgage) Amount: \$** \_\_\_\_\_

**3. Prior:** \_\_\_\_\_ **Dates of Occupancy:** \_\_\_\_\_  
*Address City State Zip*  
**Landlord (LL) Name:** \_\_\_\_\_ **LL Phone:** \_\_\_\_\_  
**LL E-mail:** \_\_\_\_\_ **Monthly Rent (or Mortgage) Amount: \$** \_\_\_\_\_

**4. Prior:** \_\_\_\_\_ **Dates of Occupancy:** \_\_\_\_\_  
*Address City State Zip*  
**Landlord (LL) Name:** \_\_\_\_\_ **LL Phone:** \_\_\_\_\_  
**LL E-mail:** \_\_\_\_\_ **Monthly Rent (or Mortgage) Amount: \$** \_\_\_\_\_

**Emergency Contact**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
*Street Address City State Zip*  
**Relationship:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Emergency Contact E-mail:** \_\_\_\_\_

**Vehicle Information**

**Year:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **License Plate:** \_\_\_\_\_  
*Number State*  
**Year:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **License Plate:** \_\_\_\_\_  
*Number State*  
**Year:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **License Plate:** \_\_\_\_\_  
*Number State*

**Animals**

*(No animals without prior approval, each animal is subject to a refundable animal deposit in the amount of \$250.00 each)*

**Any Animals? Yes No** (circle one)

**Total Number of Animals:** \_\_\_\_\_

**Type:** \_\_\_\_\_ **Breed** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **How Long Owned:** \_\_\_\_\_

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**Have You Ever?**

**Have you ever been served an eviction notice? Yes No** (circle one)

**Have you ever been asked to vacate a property you were renting? Yes No** (circle one)

**Have you ever been evicted? Yes No** (circle one)

**Broken a lease or rental agreement? Yes No** (circle one)

**If Yes, why?** \_\_\_\_\_

**Have you ever willfully or intentionally refused to pay rent when due?** \_\_\_\_\_

**If Yes, when & why?** \_\_\_\_\_

**Have you ever been sued for nonpayment of rent or damages to rental property?** \_\_\_\_\_

**If Yes, when & please explain:** \_\_\_\_\_

**Have you ever filed for bankruptcy? Yes No** (circle one) **If Yes, when?** \_\_\_\_\_

**Do you have a criminal conviction or deferred judgment? Yes No** (circle one)

**Do you have a criminal conviction or deferred judgment relating to?**

- **The unlawful distribution, manufacturing, dispensing, or sale of a material, compound, mixture or preparation that contains methamphetamine as described in C.R.S. 18-18-405? Yes No** (circle one)
- **The unlawful possession of materials to make methamphetamine and amphetamine, as described in C.R.S. 18-18-415.5? Yes No** (circle one)
- **Any offense that required the prospective tenant to register as a sex offender pursuant to C.R.S. 16-22-103? Yes No** (circle one)
- **Other / what / when:** \_\_\_\_\_

**Additional**

**Any special considerations?** \_\_\_\_\_

*(Note: Housing discrimination based on Applicant's race, color, national origin, religion, sex, family status or disability is strictly prohibited by Federal law)*

**How were you referred to us?** Newspaper ad \_\_\_\_\_ Rental sign \_\_\_\_\_ Internet \_\_\_\_\_  
Our website \_\_\_\_\_ Other \_\_\_\_\_

**Personal Referral : Yes No** (circle one)

**If Yes, who?** \_\_\_\_\_  
*(Name, email, and phone number so we can please thank them)*

**Disclosures & Definitions**

**Property Owners Agent:** An Owner's agent works solely on behalf of the Owner and owes duties to the Owner which includes the utmost good faith, loyalty and fidelity. The Agent will negotiate on behalf of and act as an advocate for the Owner. The Agent must disclose to potential Tenants all adverse material facts about the property actually known by the Broker. A separate written Management Agreement is required which sets forth the duties and obligations of the Broker and the client.

**Customer:** A Customer is a party to 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. By signing below, I hereby acknowledge that I have read the above definitions and understand that I am a Customer and that Durango Property Management, Inc. is an Agent for the Property Owner.

**Megan's Law:** If the presence of a registered sex offender is a matter of concern to the Applicant/Tenant, Applicant/Tenant should contact local law enforcement officials regarding obtaining such information.

**Correct Information / Credit Report / Verification Authorization**

By initialing this section, the undersigned hereby authorizes the party to who this Rental Application is submitted, or a third party engaged by such party, to obtain information about the Rental Applicant, including but not limited to credit reports, present and past employment positions, status of bank accounts, and payment history on mortgages and / or rental housing. I declare the foregoing information is true and correct, and I hereby authorize you to conduct an employment and credit check and to verify my rental history and references.

**Applicant Initials:** \_\_\_\_\_

**Holding Deposit**

Applicant has deposited a "Holding Deposit" in the amount of \$ \_\_\_\_\_, in consideration for Owner taking the dwelling off the rental market while considering approval of this application. If Applicant is approved & the contemplated lease agreement is entered into, the holding deposit shall be credited toward security deposit. If Applicant is approved but fails to promptly enter into the contemplated lease agreement, the holding deposit shall be forfeited to Durango Property Management and/or Owner. **THE HOLDING DEPOSIT WILL BE REFUNDED ONLY IF APPLICANT IS NOT APPROVED.** Keys will be furnished only after the Lease & other rental documents have been properly executed by all parties & after applicable rent & security deposits have been paid. This application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession of the proposed premises to the Applicant.

\_\_\_\_\_  
**Applicant Print Full Name**

\_\_\_\_\_  
**Applicant Signature**                      **Date**