



# COURTNEY PARK

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*Thank you for choosing Courtney Park Apartments for your new home!*

**To complete your application please provide:**

- 1) Security Deposit and Application fees**
- 2) Completed Application for residency**
- 3) Rental Verification from current landlord**
- 4) Proof of Income**

Here are some helpful tips to make the application process as smooth as possible:

In order to hold an apartment or to be put on our waitlist, we must receive a check or money order for the deposit of \$300 and the application fee of \$45 per application. You can also make a payment online at [www.jrkpayments.com](http://www.jrkpayments.com) AFTER we have received your application.

We do allow Co-signers for full time students. Co-signers have to fill out the Co-signer application and pay the application fee. They will also need to provide proof of income and mortgage or rental verification to complete the approval process.

Attached you will find a Rental Verification form with the application. Please take the form to your current landlord to fill out. Your landlord can return the form via fax or mail. Our address and fax numbers can be found on the form itself. If you have only previously owned a home, please provide a statement of mortgage payment.

We also require that you have proof of income that is 3 times the amount of monthly rent (full time students excluded, must have a co-signer). To prove your income you can bring in copies of your two most recent paystubs, two bank statements showing a monthly deposit, or any other form of valid income verification.

Thank you so much for choosing Courtney Park Apartment Homes. We look forward to you joining our community!

Courtney Park Apartments  
[www.CourtneyParkAptHomes.com](http://www.CourtneyParkAptHomes.com)  
p 970.223.3898  
f 970.223.5493



## RESIDENT SCREENING CRITERIA - CONVENTIONAL

Revised 4/20/2011

Welcome to Courtney Park. Before you apply to rent an apartment home in our community, please take the time to review our screening criteria. A separate rental application must be processed on all prospective residents 18 years of age or older, and an **application fee of \$45.00** is required for each applicant. A government issued photo ID is required at the time of application.

1. **RENTAL/MORTGAGE HISTORY** – Applicant(s) must provide verification for current and previous residences. Rental history must be verifiable and include a prompt payment history, and no more than 2 late payments or 2 returned checks in the last 24 months. For applicants who are homeowners, permission must be granted to verify payment history with the bank or lending institution.

2. **RENT-TO-INCOME** – Applicant(s) must have a verifiable source of income that meets or exceeds **three times** the monthly rent.

3. **VERIFIABLE INCOME** – Applicant(s) must have verifiable income of no less than 6 months within the last year. Acceptable income verification may include: two most recent pay stubs, intent to hire letters, proof of investments, trust funds, child support, alimony, social security, or 6 months worth of savings account statements that shows an average savings equal to the total rent for the lease term. Self-employed applicants must provide their most recent tax return, or certified verification from their company accountant or bank.

4. **CREDIT** – A credit report will be completed on all applicants to verify account credit ratings. The results will be entered into the Application Data Score, which determines applicant's eligibility to rent and security deposit level. An unsatisfactory credit report may disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. If an applicant is rejected for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the credit report (but will not be told the content of the report).

5. **CRIMINAL BACKGROUND** – An applicant will not be accepted for the following:

- Have had a conviction or deferred adjudication for a misdemeanor or felony sex-related crime.
- Have had a conviction or deferred adjudication for a felony within the past 10 years.
- Have had any of the following criminal related reasons that have occurred within the past 3 years (conviction, deferred adjudication, or open warrant): terrorist related conviction, illegal drug related conviction, cruelty to animals related conviction, any crime against a person or property conviction, and/or active status on probation or parole resulting from any of the above.

Any member of applicant family cannot have any pending charges for any felony, or misdemeanor drug or violent crime.

6. **GUARANTORS** – Guarantors will only be accepted if an applicant is a full-time student qualifying for a conventional unit.

7. **DEPOSITS** – The results of the Application Data Score will determine the amount of deposit necessary. This may range from a standard deposit to an additional deposit equal to one month's rent.

8. **OCCUPANCY GUIDELINES** – Occupancy will be limited to two persons per bedroom, *plus* a child up to 18 months old. Residents who have a newborn less than 18 months old at the time of rental application, upon lease renewal will be required to either transfer into another available apartment which has more bedrooms or move out. Additional occupancy limits may apply according to government codes.

9. **AUTOMATIC DENIAL FOR RESIDENCY** – An applicant will be automatically denied for the following:

- Previous eviction or outstanding balance to a current/previous landlord.
- Exceeding occupancy limits.
- Falsified information on application.
- Criminal background.

10. **ANIMALS** – If the community accepts animals, the Applicant will be responsible for a **\$0 pet deposit, a \$300 non-refundable pet fee and \$30 monthly pet rent (per pet)**. Aggressive breeds will not be permitted. Exotic animals such as reptiles, rodents, and poisonous animals are not allowed. Aquariums will be allowed with a 20-gallon limit (first floors only) and with proof of insurance for the entire term of the lease. Additional restrictions may apply including weight and age limits.

11. **EQUAL HOUSING** – This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or nation origin.

**An Application will not be considered until the Application has been fully executed and returned, and all applicable deposits and fees have been paid.**

**I have read and understand the entire Resident Screening Criteria.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Representative

\_\_\_\_\_  
Date



# Rental Application for Residents and Occupants

Each co-applicant and each occupant 18 years old or over must submit a separate application. Spouses may submit a single application.



Date when filled out: \_\_\_\_\_

**ABOUT YOU** Full name (exactly as on driver's license or govt. ID card) \_\_\_\_\_

Your street address (as shown on your driver's license or government ID card): \_\_\_\_\_

Driver's license # and state: \_\_\_\_\_  
OR govt. photo ID card #: \_\_\_\_\_

Former last names (maiden and married): \_\_\_\_\_

Your Social Security #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Sex: \_\_\_\_\_ Eye color: \_\_\_\_\_ Hair color: \_\_\_\_\_

Marital Status:  single  married  divorced  widowed  separated

Are you a U.S. citizen?  Yes  No Do you or any occupant smoke?  yes  no

Will you or any occupant have an animal?  yes  no

Kind, weight, breed, age: \_\_\_\_\_

Current home address (where you now live): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home/cell phone: (\_\_\_\_) \_\_\_\_\_ Current rent: \$ \_\_\_\_\_

Email address: \_\_\_\_\_

Name of apartment where you now live: \_\_\_\_\_

Current owner or manager's name: \_\_\_\_\_

Their phone: \_\_\_\_\_ Date moved in: \_\_\_\_\_

Why are you leaving your current residence? \_\_\_\_\_

Your previous home address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Apartment name: \_\_\_\_\_

Name of above owner or manager: \_\_\_\_\_

Their phone: \_\_\_\_\_ Previous monthly rent: \$ \_\_\_\_\_

Date you moved in: \_\_\_\_\_ Date you moved out: \_\_\_\_\_

**YOUR WORK** Present employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

Your gross annual income is over: \$ \_\_\_\_\_

Date you began this job: \_\_\_\_\_

Supervisor's name and phone: \_\_\_\_\_

Previous employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

Gross annual income was over: \$ \_\_\_\_\_

Dates you began and ended this job: \_\_\_\_\_

Previous supervisor's name and phone: \_\_\_\_\_

**YOUR CREDIT HISTORY** Your bank's name, city, state: \_\_\_\_\_

List major credit cards: \_\_\_\_\_

Other non-work income you want considered. Please explain: \_\_\_\_\_

Past credit problems you want to explain. (Use separate page.) \_\_\_\_\_

**WHY YOU APPLIED HERE** Were you referred?  Yes  No.

If yes, by whom:

Name of locator or rental agency: \_\_\_\_\_

Name of individual locator or agent: \_\_\_\_\_

Name of friend or other person: \_\_\_\_\_

Did you find us on your own?  Yes  No If yes, fill in information below:

On the Internet  Stopped by  Newspaper (name): \_\_\_\_\_

Rental publication: \_\_\_\_\_

Other: \_\_\_\_\_

**YOUR RENTAL/CRIMINAL HISTORY** Check only if applicable. Have you, your spouse, or any occupant listed in this Application ever:  been evicted or asked to move out?  moved out of a dwelling before the end of the lease term without the owner's consent?  declared bankruptcy?  been sued for rent?  been sued for property damage?  been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pretrial diversion?  been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that has not been resolved by any method? Please indicate below the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above.

\_\_\_\_\_

\_\_\_\_\_

**YOUR SPOUSE** Full name: \_\_\_\_\_

Former last names (maiden and married): \_\_\_\_\_

Spouse's Social Security #: \_\_\_\_\_

Driver's license # and state: \_\_\_\_\_  
OR govt. photo ID card #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Sex: \_\_\_\_\_ Eye color: \_\_\_\_\_ Hair color: \_\_\_\_\_

Are you a U.S. citizen?  Yes  No

Present employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

Date began job: \_\_\_\_\_ Gross annual income is over: \$ \_\_\_\_\_

Supervisor's name and phone: \_\_\_\_\_

**OTHER OCCUPANTS** Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Sex: \_\_\_\_\_ DL or govt. ID card # and state: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Sex: \_\_\_\_\_ DL or govt. ID card # and state: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Sex: \_\_\_\_\_ DL or govt. ID card # and state: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**YOUR VEHICLES** List all vehicles owned or operated by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.

Make and color of vehicle: \_\_\_\_\_

Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Make and color of vehicle: \_\_\_\_\_

Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Make and color of vehicle: \_\_\_\_\_

Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

**EMERGENCY** Emergency contact person over 18, who will not be living with you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_ Home phone: (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

**AUTHORIZATION** I or we authorize (owner's name) \_\_\_\_\_

**Courtney Park**

\_\_\_\_\_

to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Applicant's signature \_\_\_\_\_

Spouse's signature \_\_\_\_\_

*Applicant must also sign on the next page of this Application.*

**Contemplated Lease Contract Information**

*To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.*

The Colorado Apartment Association Lease Contract to be used must be the latest version published by the association unless an earlier version is initiated by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract \_\_\_\_\_
- Name of Owner/Lessor **Courtney Park** \_\_\_\_\_
- Property name and type of dwelling (bedrooms and baths) \_\_\_\_\_
- Complete street address **4470 South Lemay Avenue** \_\_\_\_\_  
City/State/Zip **Fort Collins, CO 80525** \_\_\_\_\_
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) \_\_\_\_\_
- Total number of residents and occupants \_\_\_\_\_;
- Beginning date and ending date of Lease Contract \_\_\_\_\_;
- Total security deposit \$ **150.00** ; Animal deposit \$ **0.00** \_\_\_\_\_;
- Other fees \$ **170.00** \_\_\_\_\_;
- Total monthly rent for dwelling unit \$ \_\_\_\_\_;
- Rent to be paid at (check one)  on-site manager's office or  at **Rent Drop Box** \_\_\_\_\_;

- Prorated rent for:  first month or  second month \$ \_\_\_\_\_ ;
- Monthly rental due date \_\_\_\_\_ ;
- Late charges due if rent is not paid on or before the **3rd** ;
- Initial late charge \$ **125.00** ; Daily late charge \$ \_\_\_\_\_ ;
- Returned-check charge \$ **75.00** ;
- (Check one):  furnished or  unfurnished;
- Utilities paid by owner (check all that apply):  electricity,  gas,  water,  wastewater,  trash,  cable TV,  master TV antenna;
- You are (check one):  required to purchase personal liability insurance or  not required to purchase personal liability insurance;
- Agreed reletting charge \$ \_\_\_\_\_ ;
- Special provisions regarding parking, storage, etc.: (see attached page if necessary): \_\_\_\_\_

**Application Agreement**

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Contract Information above.
2. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. *It's nonrefundable.*
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. *The application deposit is not a security deposit.* However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.
4. **Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.*
7. **If You Withdraw Before Approval.** You and any co-applicant may not withdraw your application or the application deposit. *If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*

8. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked):  a separate Application has been fully filled out and signed by you and each co-applicant;  an application fee has been paid to us;  an application deposit has been paid to us. *If no item is checked, all are necessary for the Application to be considered completed.*
9. **Nonapproval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
10. **Refund after Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (nonrefundable): \$ **45.00**  
Application deposit (may or may not be refundable): \$ **150.00**  
Other move-in fees (may or may not be refundable): \$ **170.00**  
Total of above application fee and application deposit: \$ **365.00**  
Total amount of money we've received to this date: \$ \_\_\_\_\_
15. **Signature.** Our representative's signature is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

**Acknowledgment.** You declare that all your statements on the first page of this Application are true and complete. You authorize us to verify same through any means. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

If you're seriously ill or injured, what doctor may we notify? (We're not responsible for providing medical information to or calling doctors or emergency personnel.)  
 Doctor's name: \_\_\_\_\_ Doctor's phone: (\_\_\_\_\_) \_\_\_\_\_  
 Important medical information about you in an emergency: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Spouse: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Owner's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
1. Apt. name or dwelling address (street, city) <b>Courtney Park</b> _____	Unit # or type: _____
2. Person accepting application: _____	Phone: (_____) _____
3. Person processing application: _____	Phone: (_____) _____
4. Date that applicant or co-applicant was notified by <input type="checkbox"/> telephone, <input type="checkbox"/> letter, or <input type="checkbox"/> in person of <input type="checkbox"/> acceptance or <input type="checkbox"/> nonacceptance: _____ (Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)	
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): _____	
6. Name of owner's representative who notified above person(s): _____	



RESIDENTIAL GROUP

### RENTAL VERIFICATION

Date: \_\_\_\_\_

Applicant/Tenant Name(s): \_\_\_\_\_

I hereby authorize the release of my rental information to Courtney Park Apartments.

\_\_\_\_\_  
Applicant/Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Tenant Signature

\_\_\_\_\_  
Date

**THIS SECTION TO BE COMPLETED BY LANDLORD**

Community Name: \_\_\_\_\_

Community Phone: \_\_\_\_\_ Community Fax: \_\_\_\_\_

Resident Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

CURRENT       PREVIOUS

Has the Resident ever submitted any NSF checks?       Yes       No  
If Yes, how many? \_\_\_\_\_

Has the Resident ever been late with their rent?       Yes       No  
If Yes, how many? \_\_\_\_\_

Did the Resident fulfill their lease?       Yes       No  
If No, was it...     Skip       Eviction       Broken Lease

Does the Resident owe you money?       Yes       No  
If Yes, how much do they owe? \$ \_\_\_\_\_

Does the Resident have any known pest/rodent problems?       Yes       No  
(that have occurred due to tenant negligence)  
If Yes, please explain: \_\_\_\_\_

Was the Resident served any derogatory notices  
(other than payment or lack of payment notices)       Yes       No  
If Yes, please explain: \_\_\_\_\_

Did the Resident give proper notice?       Yes       No

Is the Resident currently on notice?       Yes       No

Would you rent to this Resident again?       Yes       No

Move In Date: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

Comments: \_\_\_\_\_

**VERIFIED BY:**

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please Return Form To:**  
**Courtney Park Apartments**      or      **Fax: 970-223-5493**  
**4470 S Lemay Ave**  
**Fort Collins, CO 80525**  
**Attention:** \_\_\_\_\_