



DURANGO PROPERTY MANAGEMENT

Application Policies

Durango Property Management is the exclusive agent for the property owner and does not have any fiduciary or agency responsibility to the applicant who is a Customer. All federal, state and local laws are followed and each application is processed without regard to the race, color, religion, sex, handi-cap, familial status or national origin of applicant. We also comply with all State and Local fair housing laws.

GENERAL: Each applicant 18 years of age and older must complete an application and pay the application fee of \$25.00 per individual which is non-refundable. A copy of a state or federal issued ID is required at the time of application for each applicant.

PROPERTY VIEWING: Before an application can be submitted the applicant must have first viewed the property.

PROCESSING: Each application must be complete, signed and application fee paid to be processed. One-Half of the security deposit is required at the time of application as a holding deposit. Applications will continue to be accepted until applicant has submitted all applications, been approved and deposit paid. Applications will be processed in the order received.

RENTAL HISTORY: Applicant must have satisfactory rental references with at least 12 months of verifiable rental history unless applicant has just sold their home. Relatives are not accepted as rental references. If applicant has not rented before, never owned a home or has less than 12 months of references, first month's rent, last month's rent and security deposit will be required.

CREDIT: A credit report will be done on all applicants. If credit is not satisfactory an additional deposit may be charged or applicant may be denied. Foreclosures and medical debt may be considered an exception.

INCOME VERIFICATION: Current paystub is required from current employer. If self-employed applicant must provide evidence of income.

SECURITY DEPOSIT: Generally equal to one month's rent and due in full at the lease signing.

PET POLICY: If the property owner agrees to allow a pet, applicant will be required to pay an additional pet deposit of \$250.00 per pet. Pet deposit due in full prior to moving in. Due to insurance limitations we do not allow the following types of pets: 1. Pit Bulls, 2. Rottweiler's 3. Chows 4. Doberman Pinchers 5. German Sheppard's 6. Akita 7. Wolf Hybrids.

SMOKING POLICY: All of our units are non-smoking. We do not allow the cultivation of marijuana in any of our units.

DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE WHICH INCLUDE LANDLORD AGENCY, TENANT AGENCY OR TRANSACTION-BROKERAGE.

BROKERAGE DISCLOSURE TO TENANT DEFINITIONS OF WORKING RELATIONSHIPS

For purposes of this document, landlord includes sublandlord and tenant includes subtenant.

Landlord's Agent: A landlord's agent works solely on behalf of the landlord to promote the interests of the landlord with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the landlord. The landlord's agent must disclose to potential tenants all adverse material facts actually known by the landlord's agent about the property. A separate written listing agreement is required which sets forth the duties and obligations of the broker and the landlord.

Tenant's Agent: A tenant's agent works solely on behalf of the tenant to promote the interests of the tenant with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the tenant. The tenant's agent must disclose to potential landlords all adverse material facts actually known by the tenant's agent, including the tenant's financial ability to perform the terms of the transaction and, if a residential property, whether the tenant intends to occupy the property. A separate written tenant agency agreement is required which sets forth the duties and obligations of the broker and the tenant.

Transaction-Broker: A transaction-broker assists the tenant or landlord or both throughout a real estate transaction by performing terms of any written or oral agreement, fully informing the parties, presenting all offers and assisting the parties with any contracts, including the closing of the transaction, without being an agent or advocate for any of the parties. A transaction-broker must use reasonable skill and care in the performance of any oral or written agreement, and must make the same disclosures as agents about all adverse material facts actually known by the transaction-broker concerning a property or a tenant's financial ability to perform the terms of a transaction and, if a residential property, whether the tenant intends to occupy the property. No written agreement is required.

Customer: A customer is a party to a 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.

RELATIONSHIP BETWEEN BROKER AND TENANT

Broker and Tenant referenced below have NOT entered into a tenant agency agreement. The working relationship specified below is for a specific property described as:

_____ or real estate which substantially meets the following requirements:

_____.

Tenant understands that Tenant shall not be liable for Broker's acts or omissions that have not been approved, directed, or ratified by Tenant.

CHECK ONE BOX ONLY:

Multiple-Person Firm. Broker, referenced below, is designated by Brokerage Firm to serve as Broker. If more than one individual is so designated, then references in this document to Broker shall include all persons so designated, including substitute or additional brokers. The brokerage relationship exists only with Broker and does not extend to the employing broker, Brokerage Firm or to any other brokers employed or engaged by Brokerage Firm who are not so designated.

One-Person Firm. If Broker is a real estate brokerage firm with only one licensed natural person, then any references to Broker or Brokerage Firm mean both the licensed natural person and brokerage firm who shall serve as Broker.

CHECK ONE BOX ONLY:

Customer. Broker is the landlord's agent and Tenant is a customer. Broker is not the agent of Tenant.

Broker, as landlord's agent, intends to perform the following list of tasks:

Show a property **Prepare and Convey** written offers, counteroffers and agreements to amend or extend the lease.

Customer for Broker's Listings – Transaction-Brokerage for Other Properties. When Broker is the landlord's agent, Tenant is a customer. When Broker is not the landlord's agent, Broker is a transaction-broker assisting in the transaction. Broker is not the agent of Tenant.

Transaction-Brokerage Only. Broker is a transaction-broker assisting in the transaction. Broker is not the agent of Tenant.

If Broker is acting as a transaction-broker, Tenant consents to Broker's disclosure of Tenant's confidential information to the supervising broker or designee for the purpose of proper supervision, provided such supervising broker or designee shall not further disclose such information without consent of Tenant, or use such information to the detriment of Tenant.

THIS IS NOT A CONTRACT.

If this is a residential transaction, the following provision shall apply:

MEGAN'S LAW. If the presence of a registered sex offender is a matter of concern to Tenant, Tenant understands that Tenant must contact local law enforcement officials regarding obtaining such information.

TENANT ACKNOWLEDGMENT:

Tenant acknowledges receipt of this document on _____.

Tenant

Tenant

BROKER ACKNOWLEDGMENT:

On _____, Broker provided _____ (Tenant)

with this document via _____ and retained a copy for Broker's records.

Brokerage Firm's Name: Durango Property Management Inc.

Broker



DURANGO PROPERTY MANAGEMENT

Date: _____ Address Applying for: _____

An application fee of \$25.00 per applicant is required at the time of application. Applicant understands the fee is for processing the application & is non-refundable. Durango Property Management is an Agent for the Property Owner.

Personal Information

Applicant full name: _____
First Name Middle Name Last Name

Present Address: _____
Street Address City State Zip Code

Current phone: _____ Work: _____ E-Mail _____

Date of Birth: _____ Social Security #: _____

Driver's License # & State: _____

Co-Applicant Name: _____
First Name Middle Name Last Name

Present Address: _____
Street Address City State Zip Code

Current Phone: _____ Work: _____ E-Mail _____

Date of Birth: _____ Social Security #: _____

Driver's License # & State: _____

Names of Any Other Occupants (Include Children): _____

Rental References

Applicant Rental References:

Address: _____ Dates of Occupancy: _____
Address City State Zip

Landlord Name: _____ Landlord Phone: _____

450 S Camino Del Rio #204 Durango CO 81301* P.O. Box 2585 Durango CO 81302
(970)259-5612 Office * (970)385-1969 Fax * info@durangorentals.com

Address: _____
Address City State Zip

Landlord Name: _____

Dates of Occupancy: _____

Landlord Phone: _____

Co-Applicant Rental References:

Address: _____
Address City State Zip

Landlord Name: _____

Dates of Occupancy: _____

Landlord Phone: _____

Address: _____
Address City State Zip

Landlord Name: _____

Dates of Occupancy: _____

Landlord Phone: _____

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: _____

Co-Applicant Employer: _____ Position: _____

Address: _____
Street Address City State Zip Code

Phone: _____ Supervisor: _____ Monthly Income: _____

Personal References

Applicant Personal References:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Co-Applicant Personal References:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Emergency Contact - Must be a Relative

Applicant Emergency Contact:

Name: _____ Address: _____
Street Address City / State / Zip Code

450 S Camino Del Rio #204 Durango CO 81301* P.O. Box 2585 Durango CO 81302
(970)259-5612 Office * (970)385-1969 Fax * info@durangorentals.com

Relationship: _____ Phone: _____

Co- Applicant Emergency Contact:

Name: _____ Address: _____
Street Address City / State / Zip Code

Relationship: _____ Phone: _____

Vehicle Information

Year: _____ Model: _____ Make: _____ License Plate: _____
Number State

Year: _____ Model: _____ Make: _____ License Plate: _____
Number State

Year: _____ Model: _____ Make: _____ License Plate: _____
Number State

Pets

No pets without prior approval, each pet is subject to a refundable pet deposit in the amount of \$250.00 each

No Pets: _____ Total Number of Pets: _____

Type: _____ Breed _____ Weight: _____ Age: _____ How Long Owned: _____

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Reason for leaving current residence: _____

Have you ever been evicted? _____ Broken a lease or rental agreement? _____

If so, why? _____

Have you ever been sued for nonpayment of rent or damages to rental property? _____

Have you ever been convicted of a felony? _____

How were you referred to us? Newspaper ad _____ Rental sign _____ Internet _____

Personal Referral _____ Other _____

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

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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 the Durango Property Management 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 Tenant, Tenant should contact local law enforcement officials regarding obtaining such information.

Correct Information

Applicant represents that all of the above statements are true & complete in connection with this rental application with Durango Property Management. I authorize corporations, landlords, present/former employers & credit agencies to release information they may have about me to the person or company with which this form has been filed. I also authorize without reservation, any other agency to furnish the above mentioned information. This releases the aforesaid parties from any liability & responsibility in collection of the aforesaid information. I further acknowledge that a telephone facsimile or photographic copy shall be valid as the original.

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 Signature

Date

Co-Applicant Signature

Date