



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, handicap, 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. \$7.26 is for the cost of the Credit Report and \$17.74 is for time to process application and check references. 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. Completed 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 Bull, 2. Rottweiler 3. Chow 4. Doberman Pincher 5. German Shepherd 6. Akita 7. Wolf Hybrid.

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