

Rental Application Criteria and Procedures

These procedures outline the standards used to evaluate applicants for residency. All applicants are evaluated consistently in compliance with federal, state, and local housing laws.

Basic Admission Criteria:

- **Age:** Head of Household and any unrelated co-tenants must be at least 18 years old.
- **Income:** Combined **gross monthly household income must meet or exceed two (2) times the monthly rent**. All lawful income sources are considered.
- **Rental/Mortgage History:** Applicants must demonstrate satisfactory rental or mortgage payment history for the previous seven (7) years, if available.
- **Eviction History:** Applicants must have **no eviction judgments within the previous seven (7) years**, unless otherwise required by law.
- **Criminal History:** Applicants must have **no felony convictions within the previous five (5) years**. Applications will also be denied for convictions, at any time, for:
 - Unlawful distribution, manufacturing, dispensing, or sale of methamphetamine
 - Possession of materials used to manufacture methamphetamine or amphetamine
 - Current registration as a sex offender under federal or state law
 - Homicide
 - Stalking

Screening is conducted in accordance with applicable housing laws and public safety considerations.

Application Procedures

- **Application Requirement:** Each occupant 18 years or older must submit a separate application. Applications are not processed until all co-applicants complete the application.
- **Application Fee:** A **non-refundable \$75 per applicant** covers credit, background, eviction, rental, and employment verification.
- **Co-Signer/Guarantor Applications:** Co-signers must submit a **separate \$75 fee** and are subject to credit, employment, and background checks.
- **Security Deposit:** Payable at lease signing. If an application is rejected, deposits are **fully refunded**.
- **Accuracy of Information:** Misrepresentation or omission of material information may result in **denial of the application or lease termination**.
- **Tenant's Right to Provide a Portable Tenant Screening Report:**
- Pursuant to **C.R.S. §38-12-902(2.5)**, applicants may provide a **Portable Tenant Screening Report (PTSR)**. If provided:
 - The landlord **cannot charge a rental application fee or fee to access the report**.

- Requirements for the report:
 - Completed within 30 days of submission
 - Provided directly to the landlord by the consumer reporting agency
 - Free of charge to the landlord
 - Applicants certify no material changes (e.g., name, address, bankruptcy, criminal or eviction history) since the report was generated

Verification and Application Processing:

The landlord will make **good-faith efforts to verify applications within seven (7) days**, including:

- Credit history
- Criminal background
- Eviction records
- Rental history
- Employment and income verification

If disqualifying information is discovered, the application may be denied.

Application Selection Policy:

Applications are processed **in the order received**. The lease is offered to the **first applicant who submits a complete application and meets all screening criteria**.

The landlord will make reasonable efforts to verify all information. If verification cannot be completed within **three (3) business days**, or the applicant fails to provide requested documentation, the landlord may proceed to the next application.

If the first qualified applicant declines the offer or fails to **sign the lease and pay the security deposit within the specified timeframe**, the landlord may offer the property to the next qualified applicant.

Rejection of Application

Applicants will receive **written notice of denial and the reason**. Notice will be provided **within 20 days** of application receipt.

If a consumer report was used, the applicant will receive a **copy and notice of their right to dispute it** (C.R.S. §5-18-106). Electronic notices may be requested in printed form.

Fair Housing Statement:

The landlord complies with the **Federal Fair Housing Act, the Colorado Anti-Discrimination Act, and applicable state/local laws.**

Housing is offered and applications are evaluated **without regard to any protected class**, including but not limited to: race, color, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, marital status, ancestry, or source of lawful income.

All applicants are evaluated using **consistent screening criteria**. Reasonable accommodations for individuals with disabilities will be considered in accordance with law.