



Key Realty Partners, LLC
 Metro Brokers
Independent Companies Working Together

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**KEY REALTY PARTNERS, LLC
 RENTAL APPLICATION**

Today's Date: _____

Desired Occupancy Date: _____

Property Address: _____

First Name		Last Name	
Email			
Mobile/Home Phone		Work Phone	

How many people will be living in the unit? List every occupant's name and their relationship below, including children.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

RENTAL INFORMATION:

Are you able to handle property maintenance/upkeep (trash removal, lawn care, etc)? Yes ___ No ___

Do you have renter's insurance? _____

Have you ever broken a lease (if so, explain)? _____

Have you ever refused to pay rent for any reason (if so, explain)? _____

Have you ever been evicted or asked to leave a rental unit (if so, explain)? _____

Have you ever filed for bankruptcy (if so, explain)? _____

Have you ever been convicted of a crime (if so, explain)? _____

Is there anything to prevent you from placing utilities in your name? _____

Do you know of any reason which may interrupt your ability to pay rent? _____



Do you have pets?

Pet #1 _____ Type: _____ Name: _____

Pet #2 _____ Type: _____ Name: _____

RESIDENCE HISTORY

Current Address: _____

City: _____ State: _____ ZIP: _____

Dates lived at this address? _____ Own: _____ Rent: _____ Guest: _____

Name of present landlord/owner/mortgage company: _____

Name of Landlord: _____

Landlord's Phone: _____ Monthly Rent Payment: _____

Reason for Moving Out: _____

Previous Residence

Previous Address: _____

Previous landlord name: _____ Phone: _____

Dates at this Address: _____ Reason for Moving? _____

Was your full security deposit returned? _____ # of late payments? _____ Monthly payment? _____

INCOME HISTORY

Applicant's current employment status (check all that apply):

- Full-time
- Part-time (less than 32 hrs.)
- Student
- Retired
- Self-Employed
- Unemployed
- Other _____



Primary source of employment:

Employer name: _____

Supervisor's name: _____

Average weekly hours: _____ How long have you worked here? _____

Employer Address: _____

Employer Phone: _____ Position: _____ Salary: _____

Please indicate weekly, biweekly, monthly, or annual average take home: _____

Additional Employment (2nd Job, Savings, Retirement, etc.)

Employer name: _____

Supervisor's name: _____

Average weekly hours: _____ How long at this place of employment? _____

Address: _____

Employer Phone: _____ Position: _____ Salary: _____

Please indicate weekly, biweekly, monthly, or annual average take home: _____

EMERGENCY CONTACT

Name: _____ Relationship: _____

Phone Number: _____ Secondary Phone Number: _____

CARS/VEHICLES

Number of vehicles that will be on the property? _____ Do they have a valid registration? _____

Do you have any commercial vehicles, RV, campers, boats or motorcycles? _____

Please note, only cars on application are authorized to be on premises.

Vehicle 1 (make/model/color/year): _____

Plate number: _____ State: _____

Vehicle 2 (make/model/color/year): _____



Plate number: _____ State: _____

List any other monthly payments you current pay?

Hospital payment: _____ Health insurance: _____ Auto insurance: _____ Renter's insurance: _____

Child Care: _____ Tuition: _____ Child Support: _____

Alimony: _____ Other: _____

PERSONAL/PROFESSIONAL REFERENCES (friend, co-worker, attorney, accountant, supervisor):

Name: _____ Relationship: _____

How long have you known this person? _____ Phone: _____

Name: _____ Relationship: _____

How long have you known this person? _____ Phone: _____

NEXT STEP

Once the application has been received the landlord or property manager will request additional information in order to process the application. This will include (do NOT email or send unsecured):

1. Valid and current photo identification
2. Most recent paystub or proof of income sufficient to pay the rent
3. Social security and date of birth

ACKNOWLEDGEMENT

I/We authorize I also authorize and give permission for all parties listed to disclose any information requested about me to the rental property owner or their agent. I further authorize and permit the rental owner or property manager to obtain updated information annually and on future occasions for rental renewal consideration, for lease default or upon determination of manager as deemed necessary.

I understand that there is a \$30.00 (per person over the age of 18) Rental Application Fee that must be collected in cash, check, money order, or credit/debit card prior to a decision being made to rent the premises. This is a non-refundable application fee to cover the processing of your application. Background checks will include applicant credit, criminal history, national sex offender, judgments and liens, national eviction lists and employment verification which may include contacting all references provided on the application.



By signing below you the rental applicant/s, authorize and permit (landlord and/or property manager) to perform background checks and obtain information about me from credit reporting sources, current and previous landlords, personal and professional references, employers, banks, and law enforcement agencies. I hereby authorize without reservation, any and all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts, military and persons to release information they may have about me to the person or company for which the form has been filed, or their agent. I also authorize the procurement services of a consumer credit report. This releases the aforesaid parties from any liability and responsibility for collecting the above information. I further acknowledge that a telephonic facsimile (fax) or photographic copy shall be valid as the original. This authorization shall be effective for the term of my lease (if accepted).

Our reporting agency is E-Renter 1.877.332.0078 Toll-Free. Please do not contact them directly. They do not have any way of providing information to you.

Our rentals are not available for rent on a first-come, first served basis. As the applicant, I hereby acknowledge that I am aware that more than one party may be applying for the same rental. The property manager is the agent for the landlord/owner and has fiduciary duty to the property owner.

Applicant's Signature _____ **Date** _____