

Rental Application: Citadel Property Management LLC

P.O. Box 632106
Littleton, CO 80163

Rental Application Policy — Please Read Carefully

Please submit a copy of your identification card and proof of income either by faxing those documents to (866) 703-3484 or emailing to Heidi.citadel@gmail.com.

RENTAL APPLICATION POLICY: Citadel Property Management, LLC "Rental Application" forms are required from EACH applicant over 21 years of age who will be residing in the property. The "Rental Application" form must be completed in its entirety, be signed by the Applicant(s), when submitted. Property management staff will not process incomplete application(s), nor will the Applicant be considered for the available property and the property will remain on the market.

*Application Fee for Married Couple Application Policy: Married couples with the same last name pay \$35.00 application fee together. If you are applying as a married couple, both last names must match or the single application fee \$35.00 per applicant will apply. Please do not apply as a married couple if both last names do not match. This will only delay your application processing.

PERSONALLY VIEW THE PROPERTY: Citadel Property Management, LLC does not rent properties "sight unseen" and requires EACH Applicant over 18 years of age who will be residing in the property to personally view the property prior to submitting an Application for said property. Applicants who have not viewed the property prior to submitting an application will not be considered for the available property.

EARNEST DEPOSIT: An earnest deposit equal to one month's rent of the listed monthly rental rate is required once the Applicant/Applicants have been approved. The amount of earnest deposit may vary from each property. However, the earnest deposit will never be less than \$1,000.00. This earnest deposit is non-refundable should the tenant not take possession of the property on the date designated on the rental agreement. Methods of payment for the Earnest Deposit must be paid in certified funds, money order or cashier's check made payable to Citadel Property Management or through direct bank deposit. Applicant understands that once the application has been approved, an earnest money deposit is required for taking the property off the market. It will be deposited in the Citadel Property Management Escrow Account. Once the property owner or agent approves the Applicant and the rental agreement is executed, the Earnest Money deposit will be credited to the required security deposit. Said deposit will be NON-REFUNDABLE if the Applicant fails to take occupancy on the date specified or decided that he/she no longer wants the property. Cashier's check, personal check or money order is required for payment of the deposit(s) and the first month's rent.

Applicant understands that once the rental agreement has been fully executed and the earnest deposit has been received, the property will be taken off the rental market and reserved for the Applicant. At this point, other potential Applicant(s) will be turned away.

Applicant understands that submitting an Application does not take the home off the market. We process the applications in a timely manner, but not on a first-come, first-qualified basis and do so without haste. If we are unable to verify any of the information contained on the "Rental Application," it will delay the whole process and someone else might get the home instead.

Applicant also must provide an ideal move-in date.

CREDIT CHECK/PROCESSING FEE AND VERIFICATION POLICY: Please be advised that Citadel Property Management will obtain, on behalf of the owner, a credit and criminal report for EACH Applicant over 18 years of age who will be residing in the property. By signing the "Rental Application" form and "Rental Policy Agreement," Applicant grants permission for Citadel Property Management, and/or agent(s) to obtain credit, criminal, eviction and sex offender report(s), Eviction Report (s), to contact Applicant's present and previous employer(s), bank(s), personal reference(s) and Applicant's presents and previous landlord(s).

Applicant agrees to reimburse Citadel Property Management for any and all bank charges, or any fees incurred due to the payment on a cashier's check, personal check, or money order being intentionally stopped or returned due to insufficient funds. Citadel Property Management uses an outside agency/vendor for the processing of all application packages. Generally, during normal business hours, the credit report is obtained within one (1) hour after processing has begun. The lengthiest part of the application process is reference verification. So if Applicant knows that one or more of their references may be difficult to contact, please inform Citadel Property Management in advance or perhaps provide alternate contacts' telephone numbers.

Additionally, if there is anything negative on the Applicant's credit history or if Applicant's employer, present, and or/previous landlord(s) would not recommend the Applicant as a resident, then please provide a detailed explanation with the completed application package. Finally, if Applicant(s) are party to a lawsuit now or in the past, please provide details.

APPLICATION FEE: Citadel Property Management uses a third party vendor online who requires a payment of \$35.00 per Applicant over the age of 18, which is to be used to screen Applicants with respect to credit history and other background information and to offset a portion of the costs associated with the processing of the Applicant's application. If an actual credit report has been processed for the Applicant, the credit check(s) fee will not be refunded for any reason.

QUALIFICATION STANDARDS: Citadel Property Management reviews four (4) areas of the completed Application Package during the qualification process – Credit History, Criminal History, Rental/Ownership History and Income Level. To qualify for the available property with Citadel Property Management, Applicant must have a minimum of: Two (2) years established credit history in good standing, Two (2) years verifiable references from present and previous landlord and gross income of approximately (3) three times the monthly rent amount.

Married couples and related residents over 18 may combine income. All non-related persons must apply individually. We must be able to verify employment history. If you are self-employed, we will need tax returns for the last 2 years or verification of income through bank statements and legal registration documents for your business.

When an employment reference or department does not verify employment or salary earnings, proof of employment may be established by providing the last two (2) consecutive pay stubs. If you are combining incomes to qualify, please provide a source of income for each Applicant. Proof of income may be established by providing a copy of the offer letter of employment from the Applicant's new company or by providing bank statements with balances equivalent or greater than the gross income requirement listed above. Citadel Property Management has a minimum credit score requirement of 680.

CURES: If the Applicant does not meet the above qualifications standards, in some cases, the following cures may be used at the sole discretion of Homeowner (with owner's written consent) only.

A Higher Security Deposit no more than 1-1/2 times the rental amount or 6 months advanced rent payment, in some cases, may be used to cure negative credit, insufficient gross monthly income (within \$1,000.00 of required amount), little or no rental history, or lack of stable income for six (6) months or longer.

If the Applicant knows they have something derogatory in their application package, please be prepared to pay a higher security deposit or provide a guarantor. Applicant(s) should not submit an application unless they are certain they want the property.

BANKRUPTCY, EVICTIONS, JUDGEMENTS AND THE LIKE: Bankruptcy — May be cured with a guarantor or higher security deposit if the bankruptcy has been discharged or has occurred at least seven (7) years ago and all current obligations have been paid in a timely manner. Eviction — Applicant may not qualify for a property with Citadel Property Management LLC if they have ever been evicted. Judgments — If Applicant has any judgment(s), Applicant will be required to pay the judgment amount in full, provide proof of payment and may be required to provide a guarantor and/or higher security deposit amount.

GUARANTOR QUALIFICATION POLICY: Citadel Property Management does not allow non-occupant Guarantor(s).

FIRST MONTH'S RENT POLICY: The first (1st) month's rent will be due and payable at the time the tenancy agreement is signed and is a pro-rated rental amount based upon the tenancy agreement start date. Payment for the first (1st) month's rent must be paid by certified funds (cashier's check or money order ONLY!), made payable to Citadel Property Management LLC within two (2) business days of approval of the Applicant's application.

SECURITY DEPOSIT POLICY: Citadel Property Management LLC standard security deposit is generally equal to one month's rental rate, which will be due upon move-in less the earnest deposit already received. All deposits must be paid in full upon move-in and by certified funds (cashier's check or money order or direct bank payment). The security deposit is not to be used as last month's rent.

ACCEPTANCE OF APPLICATION/VERBAL APPROVAL/LEASE SIGNING

If Citadel Property Management approves Applicant, Applicant agrees to execute Citadel Property Management Lease Agreement and all incorporated addenda for the property within two (2) business days of verbal approval and agrees to pay the first (1st) month's pro-rated rent and earnest deposit. Applicant understands that if Applicant does not execute Citadel Property Management LLC Lease Agreement within two (2) business days of verbal approval, Citadel Property Management, may consider another Applicant.

OFFERS: Should Applicant desire to place an offer on an available property, said offer must be in writing and submitted with the completed application packet. Citadel Property Management LLC will review the offer before processing the application and will contact the Applicant of the result of the offer. Please note that the entire Application packet must be submitted with the offer — prior to any negotiations taking place. Offers requested after approval of the application will be declined.

DENIED/DECLINED POLICY: Should the Applicant’s application be declined for any reason, the Applicant will be notified by telephone or in writing via mail to the current address listed on the application or via email.

LEGAL ACTION: Note that the binding rental agreement will be subject to Citadel Property Management acceptance of Applicant’s application packet, and subject to Citadel Property Management and Applicant entering into Citadel Property Management Lease Agreement. However, this Rental Policy Agreement will be binding upon execution by Citadel Property Management and Applicant. If any legal action or proceeding is brought by either party to enforce any part of this Rental Policy Agreement, the prevailing party will recover, in addition to all other relief, reasonable attorney’s fees and costs.

PET REGULATIONS: Policies on pets vary according to the property. However, none of the properties permit cats and the following breeds of dogs that may prevent a homeowner from securing homeowner's insurance: Akita, Alaskan malamute, chow-chow, Doberman pinscher, German shepherd, American pit bull terrier, Rottweiler, Siberian husky, Staffordshire bull terrier and wolf dogs, also known as wolf hybrids or near relatives. (Exceptions: Assistive Animals Only, and Proof of Assist Handicap is required). Pet deposits are strictly enforced. Pet Deposit is \$500.00, of which \$250.00 is non-refundable pet fee per pet, up to a maximum of two pets per property with the written consent of the property owner.

CLEANING DEPOSIT: Cleaning deposit is a part of the Security Deposit and is refundable when the tenant(s) move out upon satisfactory return of the property to the landlord. If cleaning is not done professionally or is unsatisfactory, \$300.00 will be retained from the Security Deposit for the purpose of making the property ‘move in’ ready.

EQUAL HOUSING OPPORTUNITY PROPERTY: We do Business in Accordance with the Fair Housing Act. (The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988). IT SHALL BE ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, (PHYSICAL OR MENTAL) DISABILITY, FAMILIAL STATUS (HAVING ONE OR MORE CHILDREN), OR NATIONAL ORIGIN. In the sale or rental of housing or residential lots, in advertising the sale or rental of housing, in the financing of housing, in the appraisal of housing, in the provision of real estate brokerage services, blockbusting is illegal. Anyone who feels he or she has been discriminated against should send a complaint to:

U.S. Department of Housing and Urban Development
Assistant Secretary of Fair Housing and Equal Opportunity
Washington, D.C., 20410.

I have read and understand this document:

Tenant: _____ Date: _____

Tenant: _____ Date: _____