

Citadel Realty LLC
3928 N Academy Blvd
Colorado Springs, CO 80917
719-266-6003, Fax: 266-6007
Citadel5125@gmail.com

RENTAL APPLICATION

Today's Date: _____
Property Address: _____
Move-in Date: _____
Application Fees: _____
Hold Deposit: _____

Approved? _____

1st Applicant: _____ SSN: _____ DOB: _____ Phone#: _____

2nd Applicant: _____ SSN: _____ DOB: _____ Phone#: _____

1st Applicant Email: _____ 2nd Applicant Email: _____

Present Address: _____ City: _____ State: _____ Zip: _____

Lived there from: _____ to _____ Landlord: _____ Phone#: _____

Previous Address: _____ City: _____ State: _____ Zip: _____

Lived there from: _____ to _____ Landlord: _____ Phone#: _____

Other persons who will occupy the property:

Name	Relationship	Age	Name	Relationship	Age
1			3		
2			4		

EMPLOYMENT:

1st Applicants Employer: _____ Phone#: _____

Address: _____ Position/Rank: _____

From: _____ to _____ Approx. Annual Income: _____ Supervisor: _____

Driver's License Number: _____ State Issued: _____ Expires: _____

2nd Applicants Employer: _____ Phone#: _____

Address: _____ Position/Rank: _____

From: _____ to _____ Approx. Annual Income: _____ Supervisor: _____

Driver's License Number: _____ State Issued: _____ Expires: _____

REFERENCES:

Name: _____ Address: _____ Phone #: _____

Name: _____ Address: _____ Phone #: _____

EMERGENCY CONTACT:

Name: _____ Relationship (NOT your spouse): _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

GENERAL INFORMATION:

Vehicle Types: _____

Do you have any pets? _____ Breed: _____ Waterbed? _____ Trampoline? _____

How did you find out about our property? _____

Do any of you have any felonies? _____ Explain: _____

APPLICATION DEPOSIT:

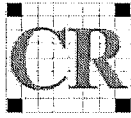
I/We hereby make application to rent _____. I/We authorize Citadel Realty LLC to obtain & evaluate my/our credit, criminal & background report and to verify the information on the application. I/We understand that a credit-check fee of \$35 per adult is non-refundable. I/We am/are depositing the \$50 as a deposit fee to the property while the application is being processed. If my/our application is approved, I/we agree that this \$50 will be applied to my/our security deposit & placed in a non-interest bearing account. If my/our application is denied, the \$50 will be returned to me/us within one (1) day. If the deposit fee is not picked up within 14 days of denial then I/we forfeit the money to Citadel Realty LLC. If applicant is approved and applicant declines the property, I/we forfeit our \$50 hold fee to Citadel Realty LLC.

I/We understand that my/our application is subject to approval by Citadel Realty LLC or the property owner. If my/our application is accepted, I/we agree to the terms offered, and I/we agree to sign the lease within three business days of acceptance. I/We understand that the full amount of the deposit is due in certified funds (money order or cashier's check) when I/we sign the lease. If my application is approved, but I/we fail to sign the lease within the required time, my/our \$50 shall be retained by Citadel Realty LLC as liquidated damages. I/We understand that the first payment of rent and deposit must be made in certified funds (money order or cashier's check) prior to occupancy. I/We represent that all the above statements are true and complete. If the collective tenants are comprised of more than two adults (with or without minor children), the associated parties to the lease will pay an additional full security deposit per person. Brokerage relationship addendum attached and must be signed by each applicants.

****Please submit copies of picture ID and last 3 months paystubs along with this application****

Signed _____ Date _____

Signed _____ Date _____



Citadel Realty
 Melanie Weseman
 Ph: 719-266-6003 Fax: 719-266-6007

The printed portions of this form, except differentiated additions, have been approved by the Colorado Real Estate Commission. (BDT20-5-09) (Mandatory 7-09)

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

Tenant(s) Initials

firm who shall serve as Broker.

CHECK ONE BOX ONLY:

Customer: The Broker is the landlord's agent and the 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 ACKNOWLEDGEMENT:

Tenant acknowledges receipt of this document on _____.

Tenant:

Date:

BROKER ACKNOWLEDGEMENT:

On _____, Broker provided (Tenant) with this document via _____ and retained a copy for the Broker's records.

Brokerage Firm's Name: *Citadel Realty*

Broker: *Melanie Wessman* Date: _____

(BDT20-5-09) BROKERAGE DISCLOSURE TO TENANT
CTM eContracts - ©2014 CTM Software Corp.

Citadel Realty Rental Verification

3928 N. Academy Blvd, Colorado Springs, CO 80917

Office: 719-266-6003 Fax: 719-266-6007 Email: citadel5125@gmail.com

Date: _____

Send To: _____

Phone: _____

FAX: _____

We have received an application for lease from your current/former resident. Please provide the following information. If you have any questions, please contact our office. Thank you for your time and attention.

Applicant/Resident Name: _____

Address at your community: _____

Length of residency: _____

Monthly rent: _____

Were rent payments made on time: Yes _____ No _____

If no how many times were they late in the past 12 months? _____

Were you given appropriate notice of their move out date? Yes _____ No _____

Are you involved in any eviction proceedings at this time? Yes _____ No _____

If yes please explain: _____

Any noise complaints? _____ Any pet violations? _____

If yes please explain: _____

Would you rent to them again? Yes _____ No _____ If no, why? _____

Condition of home: _____

Signature _____ Print Name _____ Title _____

Prospective tenants, _____, authorize Citadel Realty to obtain past rental history from any persons and/or management companies where prospective tenants resided before.

Signed _____

Date _____

Signed _____

Date _____