

RENTAL APPLICATION

Citadel Realty LLC
3928 N. Academy Blvd.
Colorado Springs, CO 80917
719-266-6003, Fax: 266-6007
www.citadel5125@gmail.com

Today's Date:
Property address:
Move in date:
Application Fees: \$
Hold deposit: \$

Approved? _____

1st Applicant: SS# DOB: PH #:
2nd Applicant: SS# DOB: PH #:
1st Applicant Email: 2nd Applicant Email:
Present Address City ST Zip
Lived there from: to Landlord: Phone:
Previous Address: City ST 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 - Approx. Annual Income Supervisor:
Driver's License Number: State Issued: Expires:

2nd Applicants Employer: Phone:
Address: Position / Rank:
From: - 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:

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 and evaluate my/our credit and criminal 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 additional amount of \$50 to hold the property for 24 hours. If my/our application is approved, I/We agree that this \$50 hold fee will be applied to my/our security deposit and 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 money returned is not picked up within 15 days of denial than I/We forfeit the money to Citadel Realty LLC. If applicant is approved and does not accept the property than I/We forfeit the 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 (cashier's check or money order) when I/we sign the lease. 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 of 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 60% security deposit. Brokerage relationship addendum attached and must be signed by all adult applicants.

* Please submit copies of picture ID and last 3 months paystubs along with this application. *\$35 App. Fee/Adult; \$50 Hold Fee; (separate money orders)

Signed Date Signed Date



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

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 Weseman* Date: *8/15/2014*

(BDT20-5-09) BROKERAGE DISCLOSURE TO TENANT

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