



Property Management

To Apply for a Property you **MUST** present the following items:

- ❖ **COMPLETED** Applications (everyone over the age of 18 **MUST** fill out application).
- ❖ **\$50** per adult Non-refundable Application Fee. Application Fee can be paid in Cash or Money Order/Cashier's Check.
- ❖ All Information **MUST BE VERIFIABLE!** All information is crucial to determine the status of your application in a timely manner.
- ❖ **SIGN & DATE** application (there are several different sections to sign).
- ❖ Provide a copy of all ID's for anyone over the age of 18.
- ❖ Picture of any animals listed on application. Animals should be approved prior to applying.
- ❖ Brokerage Disclosure **MUST** be signed by tenant and agent that showed the property.
- ❖ Birthdates and SSN are critical to running an application and **MUST** be provided. Every adult applying **MUST** have a SSN.
- ❖ Paystubs/LES for last 3 **FULL** months need to be turned in with Application. In order to qualify you **MUST** prove proof of **2 times the Amount of Rent Gross**
- ❖ Self employed person must provide 3 current month of income via Bank Statements.

Applications WILL NOT be processed without the Application Fee/s!

1. A prospective tenant has the right to provide to the landlord a portable tenant screening report, as defined in section 38-12-902(2.5), Colorado Revised Statutes; and
2. If a prospective tenant provides the landlord with a portable tenant screening report, the landlord is prohibited from:

Charging the prospective tenant a rental application fee; or

Charging the prospective tenant a fee for the landlord to access or use the portable tenant screening report.

The decision to accept an application will require a combination of positive employment, housing references, credit report and verifiable current monthly income that is 2 times the amount of rent.

YOU MUST HAVE:

- ❖ **NO** incidence of property abuse or incidence of creating noise and any other disturbances.
- ❖ **NO** monies owed to a previous landlord or apartment community.
- ❖ **NO** monies owed for utilities.
- ❖ **NO** Late Pays within the last year.
- ❖ **Minimum Credit Score of 600.** Having a **600 Credit Score DOES NOT** guarantee that your application will be approved.

Pets: If the property permits pets, an additional refundable deposit will be required upon acceptance of application. The following pets are not allowed on any Merit Property: Pit Bulls Breeds, Rottweiler, or a mix of either breed or any dog known to have vicious tendencies or known to have bitten anyone.

Merit Co., Inc reserves the right to deny any applicant who does not meet minimum qualification standards.

Merit Co., Inc. Properties are **ALL** Non Smoking to include Marijuana and Electronic Smoke Devices to include Vape Pens. Merit Co., Inc. does not allow tenants to grow, cultivate, or raise marijuana on the property for any reason.

By signing this I acknowledge I have been made aware of the qualifications that are required in order to rent a Merit Property Management Property.

Signature

Date

Signature

Date

Showing Agent: _____
(Print)

Phone: _____

Showing Agent Company: _____
(Print)

MERIT CO., INC.
LEASE QUESTIONNAIRE/APPLICATION

This application/questionnaires' purpose is to have the applicant supply Merit Co. with sufficient information in order for us to qualify you for a rental. All questions need to be completed or your application will not be processed. There is a \$50 non-refundable application fee for anyone over the age of 18, which must be paid prior to processing the application in CASH OR MONEY ORDER/CASHIER'S CHECK. The application fee is used for the following things: Run credit on each applicant, administrative time/labor to work on getting verifications, copy/fax machine and phone usage. Anyone over the age of 18 living at the property must complete an application, pay application fee, and will be placed on the lease.

Address Applied For _____

Today's Date _____

Requested Move-In Date _____

APPLICANT INFORMATION

Applicant's E-Mail _____

Last Name First Name Middle Jr/Sr Date of Birth Social Security #

Drivers License # State Vehicle Make Year License Plate # State

1. CURRENT ADDRESS:

Number and Street City State Zip Length of time From To

Applicants Phone # Applicants Cell Phone #

Current Landlord or Mortgage Co. Monthly Pmt. Phone # Fax #

2. PREVIOUS ADDRESS:

Number and Street City State Zip Length of time From To

Previous Landlord or Mortgage Co. Monthly Pmt. Phone # Fax #

3. EMPLOYMENT STATUS:

Full Time Part Time Unemployed Student Retired

Employed by Employer address Work Phone # Fax Phone # Length of Employ

Applicant's supervisor Phone # Applicant's position/rank Monthly Income Other Income/Source

IN CASE OF AN EMERGENCY:

Name Address Phone # Relationship

Merit Property Management, 6050 Stetson Hills Blvd #264, 80923
719-593-9068(office)/meritpm@meritco.com (email)

A VALID PHOTO ID IS REQUIRED FOR ALL ADULT'S (18+)
WHO WILL BE RESIDING IN THE HOME IN ORDER
TO PROCESS APPLICATION.

MPM 3-T 6/2023

CO-APPLICANT INFORMATION

Co-applicant's E-Mail _____

Last Name _____ First Name _____ Middle _____ Jr/Sr _____ Date of birth _____ Social Security # _____

Drivers License # _____ State _____ Vehicle Make _____ Year _____ License Plate # _____ State _____

1) CURRENT ADDRESS:

Number and Street _____ City _____ State _____ Zip _____ Length of time _____ From _____ To _____

Phone # _____ Cell Phone # _____

Current Landlord or Mortgage Co. _____ Monthly Payment _____ Phone # _____ Fax # _____

2) PREVIOUS ADDRESS:

Number and Street _____ City _____ State _____ Zip _____ Length of time _____ From _____ To _____

Previous Landlord or Mortgage Co. _____ Monthly Payment _____ Phone # _____ Fax # _____

3) EMPLOYMENT STATUS:

Full Time _____ Part Time _____ Unemployed _____ Student _____ Retired _____ Length of Employment _____

Employed by _____ Employer address _____ Work Phone # _____ Work Fax # _____

Supervisor _____ Phone # _____ Position/Rank/Pay Grade _____ Monthly Income _____ Other Income/Source _____

IN CASE OF AN EMERGENCY:

Name _____ Address _____ Phone # _____ Relationship _____

ADDITIONAL INFORMATION:

Occupants _____

Name and ages of all persons who will be living in the home _____ Total # _____

Pets _____

Type/ Breed	# of pets	Size	Age
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How were you referred to us? _____

	<u>Applicant</u>	<u>Co-Applicant</u>
Have you ever filed or are you in the process of filing for Bankruptcy?	Yes _____ No _____	Yes _____ No _____

Have you ever been evicted from a place of residence?	Yes _____ No _____	Yes _____ No _____
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Do you owe any unpaid rent?	Yes _____ No _____	Yes _____ No _____
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If yes, please explain or give discharge date? _____

The agent showing this property has **NO** authority to approve or disapprove this application or to make any statements about the property other than what is on the rental inventory. The Property Management Dept. **MUST** answer any questions about this rental property or the terms of the lease.

ANY FALSE INFORMATION PROVIDED ON THIS APPLICATION CAN GIVE CAUSE TO REJECT THE APPLICATION OR TERMINATE A LEASE, SHOULD A LEASE BE ENTERED INTO BY BOTH PARTIES.

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Charging the prospective tenant a rental application fee; or

Charging the prospective tenant a fee for the landlord to access or use the portable tenant screening report.

Until the application has been accepted, security deposit and rent paid, I/we may not take possession of the premises and no tenancy shall be affected. The sole authority shall lie with MERIT CO., INC. to approve this application.

I/ We authorize you to obtain and use reports and information from your credit reporting agencies or from persons or entities with whom I/We have business transactions which you believe bear upon acceptance of the application.

Applicant Signature _____

Co-Applicant Signature _____

AUTHORIZATION TO REQUEST VERIFICATION OF INCOME

The undersigned authorize MERIT CO., INC. to obtain and use reports and information from past or present employers.

(Applicant Name)

(Applicant Signature)

(Date)

(Applicant Name)

(Applicant Signature)

(Date)

***** Applicant: Do NOT write in box below *****

VERIFICATION OF INCOME

Merit Co., Inc. has received an application to rent from the person(s) listed above. Please complete the income history below and fax to 719-598-0460 to the attention of _____. Your prompt reply is appreciated.

Employer Name _____

Position Held _____

Start Date _____ Still employed? Yes _____ No _____

Monthly gross income _____

Likelihood of continued employment _____

Comments: _____

Person providing reference:

(Name)

(Title)

(Date)

(Signature)

(Date)

Merit Co., Inc. Property Management,
6050 Stetson Hills Blvd #264, Colorado Springs, CO 80923
719-593-9068 Phone/meritpm@meritco.com(email)

A VALID PHOTO STATE ISSUED ID (NO MILITARY IDS) IS REQUIRED FOR
ALL ADULTS (18+) WHO WILL BE RESIDING IN THE
HOME IN ORDER TO PROCESS APPLICATION.

MPM 3-T 6/23

AUTHORIZATION TO REQUEST VERIFICATION OF RENT

The undersigned authorize MERIT CO., INC. to obtain and use reports and information from credit reporting agencies or from persons or entities with whom I/we have business transactions.

(Applicant Name)

(Applicant Signature)

(Date)

(Applicant Name)

(Applicant Signature)

(Date)

***** Applicant: Do NOT write in box below *****

VERIFICATION OF RENT

Merit Co., Inc. has received an application to rent from the person(s) listed above to whom we understand you rent or have rented. Please complete the rental history below and fax to 719-598-0460 to the attention of _____ . Your prompt reply is appreciated.

Address referenced: _____

LANDLORD: _____

Tenant has rented from _____ to _____ .

Tenant has given proper notice? Yes _____ No _____

Length of Lease _____ Amount of Rent \$ _____ per _____ .

Is (was) he/she current on rent? _____

Has he/she ever been late? _____ How many days? _____

How often? _____ Any NSF's? _____

Any pets? _____ How many? _____ Any damage? _____

How many occupants? _____

Would you rent to this applicant again? _____

Comments: _____

(Completed by)

(Signature)

(Phone)

(Date)

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MPM 3-T 6/23

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 is not 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 firm who shall serve as Broker.

CHECK ONE BOX ONLY:

☐ **Customer.** Broker is the ☐ landlord's agent ☐ landlord's transaction-broker and Tenant is a customer. Broker intends to perform the following list of tasks: ☐ Show the premises ☐ Prepare and Convey written offers, counteroffers and agreements to amend or extend the contract. Broker is not the agent or transaction-broker of Tenant.

☐ **Customer for Broker's Listings – Transaction-Brokerage for Other Properties.** When Broker is the landlord's agent or landlord's transaction-broker, Tenant is a customer. When Broker is not the landlord's agent or landlord's transaction-broker, Broker is a transaction-broker assisting Tenant in the transaction. Broker is not the agent of Tenant.

☐ **Transaction-Brokerage Only.** Broker is a transaction-broker assisting the Tenant 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 applies:

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 ACKNOWLEDGMENT:

Tenant acknowledges receipt of this document on _____.

Tenant

Tenant

BROKER ACKNOWLEDGMENT:

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

Brokerage Firm's Name: _____

Broker

Merit Co Inc.,
6050 Stetson Hills Blvd #264
Colorado Springs, CO 80923
719-593-9068(office)
meritpm@meritco.com

FORM TO REQUEST A REASONABLE ACCOMMODATION

If you, a member of your household, or someone associated with you has a disability, and feel that there is a need for a reasonable accommodation for that person to have equal opportunity to use and enjoy a dwelling unit or the public or common use areas, please complete this form and return it to Merit Co Inc.. Check all items that apply and answer all questions. Merit Co Inc., will answer this request in writing within 10 days (or sooner if the situation requires an immediate response). If you require assistance in completing this form, contact Merit Co Inc., for assistance.

Name _____
Today's Date _____

The person who has a disability requiring a reasonable accommodation is:
Me _____ A person associated or living with me _____
Name of person with disability _____
Phone # _____
Address _____

I am requesting the following change in a rule, policy, practice, or service so that a person with a disability can have an equal opportunity to use and enjoy the premises:

This reasonable accommodation is needed because:

If the request is for an assistance animal:

(1) Designate the species, e.g., "dog," "cat," "bird" _____

(2) If the request is to keep an animal that is trained to perform work or do tasks for an individual with a disability:

Is the animal required because of a disability? Yes _____ No _____

State at least one task or type of work that the animal has been trained to perform

-OR-

If the request is to keep an animal that is not trained to perform work or do tasks for an individual with a disability, provide a statement from a health or social service professional indicating the existence of a disability and that the presence of the animal alleviates one or more identified symptoms or effects of the person's disability. A form which can be provided to a health or social service professional will be provided to you by Merit Co Inc.

Signature of Person Making Request

Date

To be completed by Merit Co Inc., or designee:

Signature

Date

For this purpose, a person with a disability is defined as a person with a physical or mental impairment that substantially limits one or more major life activities, a person who is regarded as having such an impairment, or a person with a record of such an impairment. Physical or mental impairments include, but are not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV, mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism. The term "substantially limits" suggests that the limitation is significant or to a large degree. The term "major life activity" means those activities that are of central importance to daily life, including but not limited to seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, and speaking.

(2) The template for this form was provide by the Denver office of HUD 2015

(2)This form is in compliance with Colorado House Bill 16-1426 which specifically allows for housing providers to ask for said documentation. House Bill 16-1426 makes falsification of the need for an assistance animal a crime and can be punishable with fines and criminal charges.

This is not a real estate commission approved form. It was approved by Kenneth E. Davidson, attorney for Merit Co.

**FORM FOR HEALTH OR SOCIAL SERVICE PROFESSIONAL
IF REQUESTING TO KEEP AN ASSISTANCE ANIMAL**

We are happy to make reasonable accommodations for companion or service animals please have your health care professional complete the following form and fax it back to us.

On _____ [date], _____ [name] requested the reasonable accommodation of keeping the following animal in his home: _____. Please complete this form to assist us in determining whether or not to grant the requested accommodation.

_____ has a disability⁽¹⁾: Yes _____ No _____

The presence of the designated animal alleviates one or more identified symptoms or effects of the person's disability? Yes _____ No _____

Health Care Office or Organization

Phone

Name

Date

Signature

Title

When completed, please fax this form to:

Merit Co Inc.,
Attn: Property Management
Fax 719-598-0460

⁽¹⁾ For this purpose, a person with a disability is defined as a person with a physical or mental impairment that substantially limits one or more major life activities, a person who is regarded as having such an impairment, or a person with a record of such an impairment. Physical or mental impairments include, but are not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV, mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism. The term "substantially limits" suggests that the limitation is significant or to a large degree. The term "major life activity" means those activities that are of central importance to daily life, including but not limited to seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, and speaking.

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