

**ADDENDUM A****RENTAL APPLICATION**

All Applicants, eighteen (18) years of age or older, who will be residing in the Premises, must fill out a separate Application

Property - \_\_\_\_\_ **Application fee \$30.00 \*\*** Date: \_\_\_/\_\_\_/\_\_\_ *page 1 of 4*

**LANDLORD'S AGENT: Shephard Realty, inc. 27780 Hwy. 74 P.O. Box 100 Evergreen, CO 80437-0100**  
**(303) 674-3343 FAX (303) 674-7530 rentevergreen.com**

**LAST NAME** \_\_\_\_\_ **First Name** \_\_\_\_\_

Middle Initial \_\_\_\_\_ Suffix (i.e. jr, II) \_\_\_\_\_ AKA Name \_\_\_\_\_

**Social Security Number** \_\_\_\_\_ **Date of Birth** \_\_\_/\_\_\_/\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ email \_\_\_\_\_

**PRESENT ADDRESS** (legal mailing) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of Residency: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

LIST YOUR FORMER ADDRESS (ES) FOR THE PREVIOUS 5 YEARS (maximum of two if applicable)

Previous Address **1.** \_\_\_\_\_ Address **2.** \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Dates of Residency: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Do You Smoke?** \_\_\_\_\_ **Do you Grow Marijuana?** \_\_\_\_\_

*Be advised. Growing marijuana or production of any illegal drug prohibited at the property you are applying to lease and discovery of any such production is grounds for lease termination.*

HAVE YOU EVER FILED FOR BANKRUPTCY? \_\_\_\_\_ if yes - enter year \_\_\_\_\_

DRIVER'S LICENSE: state \_\_\_\_\_ I.D. number \_\_\_\_\_

JOINT APPLICATION: \_\_\_\_\_ if yes - has joint credit been established? \_\_\_\_\_ *Joint applicant - please complete a separate form*

**CURRENT (LOCAL) EMPLOYER name:** \_\_\_\_\_

(If self employed you must present evidence of income (IRS 1040) and Bank Statements.

GROSS MONTHLY INCOME (BASE)\$ \_\_\_\_\_ COMMISSION/TIP \$ \_\_\_\_\_

occupation \_\_\_\_\_ date of hire: \_\_\_/\_\_\_/\_\_\_

employer's phone \_\_\_\_\_ and/or Human Resources Dept. Contact # \_\_\_\_\_

WORK NUMBER VERIFICATION SERVICE EMPLOYER CODE \_\_\_\_\_ SALARY KEY: \_\_\_\_\_

*\*\* The Applicant shall bear the cost of obtaining employment information that exceeds \$5.00 including but not limited to employer's utilizing the WORK NUMBER verification service= \$35.00 additional fee. Failure to provide complete employment information will result in delayed processing.*

OTHER INCOME NOTES:

NAME OF FORMER EMPLOYER (within previous 2 years) \_\_\_\_\_  
occupation \_\_\_\_\_ date of hire: \_\_\_/\_\_\_/\_\_\_ termination: \_\_\_/\_\_\_/\_\_\_  
employer's phone \_\_\_\_\_ and/or Human Resources Dept. Contact \_\_\_\_\_

**CURRENT LANDLORD (name)** \_\_\_\_\_ Phone/contact \_\_\_\_\_

move in date \_\_\_/\_\_\_/\_\_\_ move out date \_\_\_/\_\_\_/\_\_\_ Current Rent \$ \_\_\_\_\_

Has the Landlord been notified of your possible departure? \_\_\_\_\_

**PREVIOUS LANDLORD (within previous 2 years)** \_\_\_\_\_ Phone/contact \_\_\_\_\_

move in date \_\_\_/\_\_\_/\_\_\_ move out date \_\_\_/\_\_\_/\_\_\_ Rent \$ \_\_\_\_\_

Property Rented Address \_\_\_\_\_

**Additional Resident Occupants (residing on the premises more than 21 consecutive nights in a 30 day period):**

<u>Name</u>	<u>Age</u>	<u>Relationship</u>	<u>Smoker?</u>

**APPLICANT CRIMINAL AND SEX OFFENDER DISCLOSURE:**

Have you been convicted, pleaded guilty or nolo contendere (no contest) of any felony, or felony/misdemeanor sex offense within the past 7 years? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, explain: \_\_\_\_\_

Are you registered or under consideration for registration as a sexual offender? YES \_\_\_\_\_ NO \_\_\_\_\_  
\*Please note: a "Yes" answer will result in an automatic denial of the Rental Application.  
If yes, explain: \_\_\_\_\_

Are you currently facing prosecution for any felony, or felony/misdemeanor sex offense? YES \_\_\_\_\_ NO \_\_\_\_\_

**APPLICANT BED BUGS DISCLOSURE:**

Are you aware of any facts or circumstances that you, your personal property, or your current or previous residences were exposed to bed bugs? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, Applicant makes the following disclosures regarding Applicant's exposure to bed bugs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (if more room is necessary attach sheet).



transaction-broker. If you desire representation, Broker recommends that you obtain either your own Broker or legal advice from an attorney.

Different brokerage relationships are available that include seller agency, landlord agency, buyer agency, tenant agency or transaction-brokerage. The Colorado Real Estate Commission has a form setting forth the definitions of these working brokerage relationships (Form DD25). Upon request, Broker will provide the working definitions of the various brokerage relationships to you.

Lead Paint Disclosures Applicable: YES \_\_\_\_\_ NO \_\_\_\_\_

Prior to signing a lease for the Premises, the Landlord is legally required to provide all Prospective Residents (Applicants) with DISCLOSURES OF INFORMATION ON LEAD-BASED and/or LEAD-BASED PAINT HAZARDS. Prospective Resident acknowledges that Landlord or Landlord's Agent will not process this application until such time that Prospective resident acknowledges in writing that Prospective Resident has received such disclosures.

Additionally, while not legally required, Landlord has voluntarily disclosed that the premises may contain asbestos. .

The undersigned Applicant hereby authorizes Shephard Realty, Inc. to conduct a full credit, rental history, landlord reference, employment and income verification, personal, and criminal history investigation. Additional information including but not limited to copies of IRS W-2 and 1040 forms may be required. The Applicant hereby attests that all information is correct and complete to the best of the applicant's knowledge. Failure to disclose requested information herein and/or providing incorrect or incomplete information shall be grounds for future lease termination. This application is not a lease contract. Approval of this application and the decision criteria utilized shall be solely at the Landlord's discretion in conformance with local, state, and federal fair housing laws. It is understood that Shephard Realty, Inc. will make no commitment for the lease of a property until said investigation is completed, a satisfactory report has been obtained, and the Landlord has approved the application. It is hereby understood that it is the sole responsibility of the Applicant to obtain and verify information concerning any property. Any information provided by Shephard Realty, Inc. has been obtained from sources believed to be reliable. However, no provided information is to be construed as being warranty, guarantee, or representation.

Application Fee(s): The sum of \$30.00 + any 3rd party employment verification fees is/are hereby recognized as being fully earned by Shephard Realty, Inc. without recourse.

The applicant has also placed the sum of \$ \_\_\_\_\_ in the form of \_\_\_\_\_ to be held by Shephard Realty, Inc. as a good faith hold (earnest money) fee to be applied to partial payment of a residential lease if the application is approved, heretofore known as the property:

Street Address: \_\_\_\_\_

Proposed Monthly Rent \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ Last Month's Rent \$ \_\_\_\_\_

Utilities paid by the Tenant \_\_\_\_\_

Lease to begin: \_\_\_/\_\_\_/\_\_\_ Lease to end: \_\_\_/\_\_\_/\_\_\_ Rent Due on the \_\_\_ of each month \_\_

The undersigned Applicant hereby agrees to lease the property if this application is approved. The hold fee will not be refunded in whole or part if the Applicant by his/her own volition (choice) does not lease the property. Only a denial of this application by the Landlord and/or Shephard Realty, Inc. shall result in a refund of the hold fee. Illegible and/or incomplete applications shall be denied. In no event shall the Application Fee(s) be refunded.

THIS APPLICATION HAS IMPORTANT LEGAL CONSEQUENCES. PARTIES TO THIS APPLICATION SHOULD CONSULT LEGAL COUNSEL BEFORE EXECUTION.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*Please Review and SIGN \*\*\*\*\*Return all 4 pages\*\*\*\*\*

This form has not been approved by the Colorado Real Estate Commission. It was reviewed by Shephard Realty's legal counsel Tschetter Hamrick Sulzer, PC.