



## Property Management

**THANK YOU** for choosing Merit Property Management for your housing needs. All employees of Merit Property Management agree to full compliance with Fair Housing Standards.

To Secure a Property you **MUST** present the following items:

- ❖ COMPLETED Applications (everyone over the age of 18 MUST fill out application).
- ❖ \$40 per adult Non-refundable Application Fee.
- ❖ 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 signed by tenant and agent that showed the property.
- ❖ Birthdates and SSN are critical to running an application and **MUST** be provided.
- ❖ Paystubs/LES for last 3 months help expedite the process.
- ❖ Self employed person must provide tax returns from previous years and 3 current month of income.

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

The decision to accept an application will require a combination of positive employment, housing references, credit report and verifiable current monthly income that is 3 times the amount of rent. The following policy concerning maximum occupancy of dwellings is based on the Colorado Springs City Code for Single Family Homes. The City Code reads as follows: Definition of a Family: A family is defined under the Zoning Code as an individual, two or more persons related by blood, marriage, adoption or similar legal relationship or a group of not more than five (5) persons who are not related not counting domestic staff employed for services on the premises.

**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.

**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 (Staffordshire Terrier), Rottweiler, or a mix of either breed and any dog known to have vicious tendencies or known to have bitten anyone. Any reptiles or birds must be caged.

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

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

1150 Elkton Drive, Colorado Springs, CO 80907 (719) 593-9068



Showing Agent: Patrick Osborn  
(Print)

Phone: 719-648-8632

Showing Agent Company: Merit Co  
(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 \$40.00 non-refundable processing fee for anyone over the age of 18, which must be paid prior to processing the application in cash or money order and a \$45.00 non-refundable inspection fee that is due at the time of the lease signing. 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 Email \_\_\_\_\_

\_\_\_\_\_  
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, 1150 Elkton Drive, Colorado Springs, CO 80907

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

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**CO-APPLICANT INFORMATION**

Co-applicant's Email \_\_\_\_\_

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

How were you referred to us? \_\_\_\_\_

Have you ever filed or are you in the process of filing  
for Bankruptcy?                      Applicant                      Co-Applicant  
Yes \_\_\_\_ No \_\_\_\_                      Yes \_\_\_\_ No \_\_\_\_

Have you ever been evicted from a place of residence?                      Yes \_\_\_\_ No \_\_\_\_                      Yes \_\_\_\_ No \_\_\_\_

Do you owe any unpaid rent?                      Yes \_\_\_\_ No \_\_\_\_                      Yes \_\_\_\_ No \_\_\_\_

Have you ever been convicted of a Drug Crime?                      Yes \_\_\_\_ No \_\_\_\_                      Yes \_\_\_\_ No \_\_\_\_

Are you in a Drug Recovery Program?                      Yes \_\_\_\_ No \_\_\_\_                      Yes \_\_\_\_ No \_\_\_\_

If yes, where? \_\_\_\_\_

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.

**NOTICE: IT IS UNDERSTOOD THAT IF APPROVED, THE SECURITY DEPOSIT AND FIRST MONTH'S RENT MUST BE PAID SEPARATELY IN CERTIFIED FUNDS. NO CASH OR PERSONAL CHECK WILL BE ACCEPTED.**

**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.**

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

\_\_\_\_\_  
Processing Fee Accepted By

\$ \_\_\_\_\_  
Amount

\_\_\_\_\_  
Showing Agent/ Office

A VAILD PHOTO ID IS REQUIRED FOR ALL ADULTS (18+)  
WHO WILL BE RESIDING IN THE HOME IN ORDER  
TO PROCESS APPLICATION.

MPM 3-T 5/16

## 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, 1150 Elkton Drive, Colorado Springs, CO 80907  
719-593-9068/ 800-822-0617/ FAX 719-598-0460

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

MPM 3-T 5/16

## 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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