



Hello,

Thank you for considering renting a home from His House Property Management! Please read the information below carefully and completely before filling out a rental application.

His House Property Management is committed to compliance with all federal, state, and local fair housing laws. His House Property Management will not discriminate against any person because of race, color, religion, national origin, sex, familial status, disability, or any other specific classes protected by applicable laws.

#### APPLICATION PROCESSING:

- Each applicant is subject to the same screening criteria and scoring process.
- In the event of multiple applications, His House Property Management will review all applications concurrently and approve the applicants who are most highly qualified based on our screening criteria & scoring process.
- Applications will not be processed until every applicant has filled out, e-signed, and paid for their application.
- Complete applications will be processed within 48 business of receipt.

#### APPLICATION FEES:

- There is an application fee of \$50.00 (usd) per applicant. The application is not complete or submitted until this fee is paid.
- Application fees are NON-REFUNDABLE even if you are denied tenancy.
- Application fees charged are based on average cost incurred by His House Property Management in processing the rental application (\$25 paid to third-party screening company, \$25 to His House Property Management for application processing & review). Colorado HB19-1106.

#### AGE REQUIREMENTS:

- Adults 18 years of age and older must each complete a separate application.
- Applicants will be required to disclose all additional occupants under the age of 18.

#### IDENTIFICATION REQUIREMENTS:

- Each applicant must upload a valid, non-expired, government-issued photo ID (i.e. State-Issued Driver License/ID Card, U.S. Passport, U.S. Military ID, Permanent Resident Card, etc.).
- A valid Social Security Number or Alien Registration Number is required for each applicant.



#### INCOME REQUIREMENTS:

- Proof of Income is required, including but not limited to: Paystubs, Proof of Income Letter, Last Year's Tax Return, W-2, Social Security Proof of Income Letter, Annuity Statement, Pension Distribution Statement, Court-Ordered Agreements (alimony & child-support), Wage and Tax Statement for Self Employed (1099 and Profit & Loss Statement), Bank Statements.
- All properties require that applicant combined gross income is at least three (3) times the monthly rent amount.

#### CREDIT REQUIREMENTS:

- At least one applicant must have a credit score of 600 or higher.
- If allowed by applicable law, His House Property Management may make an exception to the above Credit Requirements upon Applicant providing a higher security deposit, a Co-Signer to the Lease that meets all credit requirements, a higher monthly rental rate, or a combination thereof.

#### RESIDENCE HISTORY:

- Please be prepared to provide 3-years of residence history as well as contact information for past rental references/landlords.

#### PET & ANIMAL POLICY:

- Furry friends are welcome in many of our properties! Please review the rental ad to ensure the property you are applying for allows pets.
- We require EVERYONE to acknowledge our pet and animal-related policies. This also includes applicants that do not own a pet or animal. This quick and easy process ensures we have your pet and animal-related policy acknowledgments, pet/animal history and records, and legal attestation of truthfulness and accuracy on file. To start, please visit: <https://hishousepm.petscreening.com/>

#### SECURITY DEPOSIT:

- Within 24-hours of application approval, all applicants must sign the lease and pay the required Security Deposit.
- Security Deposit amounts may vary based on screening & scoring results.

Please do not proceed with this application until you have read the above instructions carefully and completely. If you have questions, please don't hesitate to call us at 970-455-9050 or send an email to [info@HisHousePM.com](mailto:info@HisHousePM.com)



## TERMS OF AGREEMENT

The following Application Agreement will be signed by all applicants prior to signing a Residential Lease Agreement. While some of the information below may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a Residential Lease Agreement. To continue with this online application, you will need to review the Application Agreement carefully and acknowledge that you accept its terms.

- 1. APPLICATION FEE (NON-REFUNDABLE).** You have delivered to our representative an application fee in the amount of \$50.00. This application fee is based on average cost incurred by His House Property Management in processing the rental application (\$25 paid to third-party screening company, \$25 to His House Property Management for application processing & review). Colorado HB19-1106. By submitting this Application, the Applicant agrees to receive Application Fee receipts and Application notifications and correspondence electronically.
- 2. SIGNING OF RESIDENTIAL LEASE AGREEMENT AFTER APPROVAL.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Residential Lease Agreement within 24-hours after we give you our approval in person, by telephone, or by email. If you or any co-applicant fails to sign as required, we may terminate all further obligations under this Agreement.
- 3. IF YOU WITHDRAW BEFORE SIGNING THE RESIDENTIAL LEASE AGREEMENT.** You and any co-applicant may withdraw your application any time prior to the execution of the Residential Lease Agreement. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application fees, and the parties will then have no further obligation to each other.
- 4. COMPLETE APPLICATION.** An Application will not be considered "complete" and will not be processed until ALL of the following have been provided to us: 1) a separate Application has been fully filled out and signed by you and each co-applicant; 2) an application fee has been paid to us; and 3) all applicants have acknowledged our pet and animal-related policies at <https://hishousepm.petscreening.com/>
- 5. DISAPPROVED APPLICATION.** We will notify you whether you have been approved within 72-hours after the date we receive a complete Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 72-hours after we have received a complete Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval.



6. EXTENSION OF DEADLINES. If a deadline within this agreement falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
7. NOTICE TO OR FROM CO-APPLICANTS. Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
8. KEYS OR ACCESS DEVICES. We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Residential Lease Agreement and other rental documents referred to in the Residential Lease Agreement; and (2) all applicable rents and security deposits have been paid in full.
9. SIGNATURE. Our reception of this application is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Residential Lease Agreement.
10. ACCURACY OF INFORMATION. If any information provided by you or any co-applicant is found to be false or misleading, the application will be denied.
11. LEASE ADMINISTRATION FEE (NON-REFUNDABLE). If application is approved, you and all co-applicants acknowledge that His House Property Management will charge a non-refundable \$200.00 (usd) Lease Administration Fee for preparing the Residential Lease Agreement between Tenant and Landlord. The Lease Administration Fee is due and payable as of the first day of the lease Term. .
12. TECHNOLOGY FEE: If application is approved, you and all co-applicants acknowledge that His House Property Management will charge a \$10.00 (usd) monthly technology fee. The monthly technology fee is assessed to all His House PM residents for the use of our online portal for rent payments (ACH, credit card, payslip), electronic communication, and online maintenance requests.