



Brass Key Property Management;115 Riverside Avenue

Fort Collins, CO 80524 Phone: 970.224.9134, Fax: [970.224.5347](tel:970.224.5347);Brasskeyl&Brasskeyv.Biz

**** Please return to BRASSKEYPM@gmail.com****

APPLICATION CANNOT BE PROCESSED WITHOUT A SIGNED COPY OF DISCLOSURE

SAVE DISCLOSURE TO FILE

APPLICANT HAS THE RIGHT TO PROVIDE A PORTABLE TENANT SCREEING REPORT PURSUANT TO CRS § 38-12-902(2.5). IF APPLICANT PROVIDES A PORTABLE TENANT SCREENING REPORT, LANDLORD IS PROHIBITED FROM CHARGING APPLICANT A RENTAL APPLICATION FEE OR A FEE FOR LANDLORD TO ACCESS OR USE THE PORTABLE TENANT SCREENING REPORT.

RENTAL APPLICATION

APPLICANT 1: FULL LEGAL NAME: _____

ADDRESS/LANDLORD: _____

FORMER ADDRESS/LANDLORD IF LESS THAN 2 YRS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

SOC. SECURITY NUMBER: _____ DATE OF BIRTHEATE OF BIRTH: _____

EMPLOYER: _____ MONTHLY INCOME: _____

EMERGENCY CONTACT: _____

APPLICANT 2: FULL LEGAL NAME: _____

ADDRESS/LANDLORD: _____

FORMER ADDRESS/LANDLORD IF LESS THAN 2 YRS: _____

PHONE NUMBER: _____ EMAIL: _____

SOC. SECURITY NUMBER: _____ DATE OF BIRTH: _____

EMPLOYER: _____ MONTHLY INCOME: _____

EMERGENCY CONTACT: _____

PETS (OCCUPYING THE PROPERTY): _____

PREFERED MOVE IN DATE(S): _____

I authorize Brass Key Property Management LLC to obtain a credit report, criminal report and or eviction check on me, through US Real Estate Investors Association LLC for tenant screening purposes.

APPLICANT ONE SIGNATURE: _____

DATE: _____

APPLICANT TWO SIGNATURE: _____

DATE: _____

:: OFFICE USE ONLY ::

DATE APPLICATION RECEIVED: _____

BROKER REVIEW _____



LANDLORD VERIFICATION FORM

Applicant(s) Name: _____

Landlord/Property Manager Name/Email: _____

Rental Address: _____

Phone number: _____ Email: _____

I hereby give authorization to release of rental information to the above-named landlord regarding my tenancy at the rental address listed.

Applicant Signature: _____ Date: _____

NOTE: FOR LANDLORD OFFICE USE ONLY-APPLICANT PLEASE DO NOT WRITE BELOW THIS LINE.

(Fill out top of form, sign/date, and send back to BrassKeyPM@gmail.com)

Tenant Address: _____

Are you a friend or relative of the applicant? Yes / No

Dates of tenancy: From _____ To _____

Does/did the applicant have a lease? Yes / No Term: _____

Amount of monthly rent: \$ _____

Does/ did the tenant pay on time? Yes / No

How often are/ were they late? _____ NSF# _____

Was the tenant evicted? Yes / No

Does the tenant still owe a balance? Yes / No Amount\$ _____

Did the tenant cause any property damages? Yes / No

Did the tenant keep the home clean? Yes / No

Did the tenant allow individuals not listed on their lease to live in the home? Yes/ No

Did the tenant or any guests create any hazards or problems? Yes/ No

Did you receive complaints about the tenant? Yes / No

Did the tenant engage in any criminal activity? Yes / No

Did the police ever have to be called out to the home? Yes / No

Did the tenant ever provide you with any false information? Yes / No

Has the tenant ever had pest issues? Yes / No

Would you rent to this tenant again in the future? Yes / No

Do you have additional comments about the applicant?

Landlord Signature: _____ Date: _____

Following this letter is a signed authorization with permission to verify this information. We thank you for your help and prompt response. Please return this form as soon as possible.

The printed portions of this form, except differentiated additions, have been approved by the Colorado Real Estate Commission.
(1 3 D T 2 0 - 1 0 - 1 9) (M a n d a t o r y 1 - 2 0)

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 orally 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

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: **Brass Key Property Management LLC**

Broker: _____
