



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: _____ Phone: _____
(Print)

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 \$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 Employment

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.

MPM 3-T 5/16

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

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

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

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TO PROCESS APPLICATION.

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

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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