



Dear Applicant,

Thank you for choosing to apply to rent a Grace Management property! As we provide a high-quality experience to all our residents; we are seeking long term, high quality residents.

**\*\*PLEASE READ: APPLICATION ERROR INSTRUCTIONS\*\***

- Be sure to have all documentation prepared before starting this application. You will not be able to log back into your application to edit or resubmit documentation.
- Please use Google Chrome, Safari, or Firefox as your internet browser. Internet Explorer **DOES NOT** integrate with Application.
- Do **NOT** hit the back arrow when filling out the application. This will cause applications to be submitted incomplete with missing information. Closing the application or browser will lose this application and you will have to start over. Data is not accessible for your security. Please note the application will time-out if left idle more than 5 minutes.
- Each occupant 18 years of age and older must complete an application. Applications will not be processed until every applicant has filled out, e-signed, paid for their application **and provided required documentation.**
- Application fees are **NON-REFUNDABLE.**
- Make sure all Required Fields are filled in properly (dates are used correctly with the calendar, number amounts are correct and no special characters (8,@,#,') are used). A red box will appear around the field that is filled out incorrectly, or that needs to be filled in.
- Filling out applications from a workplace can cause error messages because the network security levels in the office/workplace may not allow for the site and payment transactions along with document uploads to go through their network. **\*\*Please fill out from your own personal computer outside of a work environment/office\*\***

**Do not proceed with completing and submitting an application unless you have read and agree to these instructions.**

**Scoring Criteria:**

Applications are processed on a point system and scored based upon factors including, but not limited to: rental history, income, employment, criminal and eviction history, and resident/credit score. If your application does not meet our minimum qualifications, an additional security deposit may be required. Please note you'll also be required to complete a profile for acknowledgement of not having or having pets on the property. Please visit <https://rentgrace.petscreening.com/> to complete the profile that matches your needs.

1. Your gross income should be at least 3 times the monthly rent. We do combine all adult's income. If the income is less than 2 times, it will result in this application being automatically denied.
2. At least one person must have a credit score of 550 or above. This score plays into what we will pull which is a Resident Score. Similar to FICO or Vantage, TransUnion's ResidentScore is in a range of 350 to 850. While ResidentScore will not completely align with the more common FICO or Vantage score, there will naturally be some correlation.
3. If you are a registered sex offender; this is an automatic denial.
4. Felony convictions may result in the application being denied.
5. If you have had 2 or more evictions at any point in time; this is an automatic denial.
6. If you have an open collection from a landlord or property management company, this is an automatic denial.
7. We do not allow more than 3 unrelated adults in a rental home.
8. A valid government-issued photo ID is required from all applicants
9. If ANY information is found to be false, the application will be automatically denied.
10. Deposits will vary depending on scoring outcome.

**Pet Policy:**

Please confirm the pet policy for this property. If pets are allowed for this property, please note that we do have breed and age restrictions on dogs that we must follow as a company policy. You can view our company pet policy here <http://www.rentgrace.com/pet-policy> . All of our properties differ in pet policies regarding what kind of pet, weight, number of pets allowed, and additional pet fees do apply per pet.

**\*For applicants who DO have Pets, at the end of the application process, you will be asked to click on the PetScreener.com link <https://rentgrace.petscreening.com/>. This link will direct you to PetScreener.com to complete a Pet Application and to pay the required pet profile fee.**

**\*For applicants who DON'T have a pet, please visit the link and complete a 'No Pet' profile at no additional cost.**

### **Smoking and Marijuana Use:**

NO tobacco or marijuana smoking is allowed inside of ANY of our rental homes. Although CO has legalized both the use of medical marijuana and recreational marijuana, under Federal law, marijuana remains a Class I Controlled Substance and therefore illegal under the Federal Laws. Colorado law and Federal law gives us the right to prohibit it. Marijuana use, possession, and/or growing is prohibited at all our rental homes and violators will be evicted per our lease agreement. Amendment 64 specifically states that landlords may prohibit marijuana use on a leased property.

### **Next Steps:**

**Each occupant, age 18 and above, must complete an individual application and pay a NONREFUNDABLE application fee of \$50 per adult. Application fees must be received BEFORE the application can be processed. \*\*The cost of the application fee is based on average expenses of what Grace Management incurs - Per CO HB19-1106.\*\***

1. An incomplete application will delay the process and may result in another applicant being approved while we wait for your information.
2. Once we receive your completed application, we will have it fully processed and notify you of the results within 48 business hours of receipt.
3. If approved, you will have until 9:30 a.m. the following business day to sign the lease AND pay the security deposit online. We will place the property on a temporary hold until that designated time, however, until we receive the signed lease AND the security deposit, we will not take the property off the market.
4. In the case where we receive more than one application on a property, we will process ALL applications and approve the highest scored applicant. If your application is approved with less points, we do hold applications open for 60 days. You may apply your pre-approved application towards any of our other properties within those 60 days WITHOUT having to pay an application fee again.
5. Please note you'll also be required to complete a profile for acknowledgement of not having or having pets on the property. Please visit <https://rentgrace.petscreening.com/> to complete the profile that matches your needs.

In addition to the rent due per month, a resident amenity fee of \$10 per month will be charged and must be included with the monthly rent payment. This resident amenity fee may be increased with the addition of pets. To view our resident amenities click here <https://www.rentgrace.com/resident-benefits>

I declare all information provided below is true and accurate. I agree that the Landlord may terminate any agreement entered into in reliance on any false information below. Permission is hereby granted to Landlord to obtain a credit report and criminal report. Permission is also granted to the Landlord and credit bureau to verify any information obtained from any source named herein. I hereby authorize any present or former landlord to provide any information they may have regarding me in their capacity as landlord. Furthermore, I hereby release said landlords, landlords' company or representatives from any and all liability for any damage whatsoever caused for issuing said information.

Legal Name: *(first, middle, last)*: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Social Security/ITin Number: \_\_\_\_\_ (If you have none of these enter a string of the same number digits. Example: 000-000-0000)  
Cell Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ Home Phone \_\_\_\_-\_\_\_\_-\_\_\_\_  
Work Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_ What is the best way to contact you: \_\_\_\_\_  
Email: *(required)* \_\_\_\_\_  
Government ID number: \_\_\_\_\_ State issued: \_\_\_\_\_  
Property address you are applying for:  
\_\_\_\_\_

How did you view this property:  Online  Personalized showing  Lockbox Showing  
Desired Move-in Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Desired length of lease term: \_\_\_\_\_

Total number of occupants: \_\_\_\_\_ Total number of vehicles: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Vehicle:** Make/Model \_\_\_\_\_ Year/Color \_\_\_\_\_  
Registration/Plate # \_\_\_\_\_ State: \_\_\_\_\_

**List all Occupants:**

Name \_\_\_\_\_ Birthday: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name \_\_\_\_\_ Birthday: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name \_\_\_\_\_ Birthday: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Current address:** \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_ Zip Code: \_\_\_\_\_ Status:  Own  Rent Monthly rent/mortgage: \$ \_\_\_\_\_

Move-in date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Move-out date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you given proper notice to vacate?  Yes  No

Reason for vacating: \_\_\_\_\_

\*(if you rent) Landlord or Community Name: \_\_\_\_\_

Landlord phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If your Landlord is NOT a business, what is your relationship to the Landlord: \_\_\_\_\_

\*(if you own) Lender/Bank name: \_\_\_\_\_

If you have been at your current address 2 years or more, we do NOT need your previous address information below. If you have been at your current address less than 2 years, please fill out your previous address information.

**Previous address:** \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Status:  Own  Rent Monthly rent/mortgage: \$ \_\_\_\_\_

Move-in date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Move-out date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Did you give proper notice to vacate?  Yes  No

Reason for vacating: \_\_\_\_\_

\*(if you rented) Landlord or Community name: \_\_\_\_\_

Landlord phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If your Landlord was NOT a business, what was your relationship to the Landlord: \_\_\_\_\_

\*(if you owned) Lender/Bank name: \_\_\_\_\_

**Name of Current employer:** \_\_\_\_\_

Type of business: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Business Address: \_\_\_\_\_ City / State: \_\_\_\_\_

Position you hold: \_\_\_\_\_ Gross Monthly Income before taxes: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Supervisor phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Other sources of income: \_\_\_\_\_ Other Amount per month: \$ \_\_\_\_\_

---

**Name of Previous employer if current is less than 1 year:** \_\_\_\_\_

Type of business: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Business Address: \_\_\_\_\_ City / State: \_\_\_\_\_

Position you hold: \_\_\_\_\_ Gross Monthly Income before taxes: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Supervisor phone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

---

**Other Source of Income:** Source: \_\_\_\_\_ Monthly Amount: \_\_\_\_\_  
Source: \_\_\_\_\_ Monthly Amount: \_\_\_\_\_

**Pets: (all pets must be registered with us on petscreening.com)** <https://rentgrace.petscreening.com/>

Do you or any occupants have any pets: \_\_\_ Yes \_\_\_ No  
If yes, please confirm this property accepts pets. Please note that additional pet fees may apply.

Pet #1: Kind: \_\_\_\_\_ Age: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_  
Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Color: \_\_\_\_\_  
Pet #2: Kind: \_\_\_\_\_ Age: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_  
Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Color: \_\_\_\_\_

**Bank Account**

Bank Name: \_\_\_\_\_ Acct. Type \_\_\_\_\_ Balance: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Acct. Type \_\_\_\_\_ Balance: \_\_\_\_\_

**HAS / IS ANY OCCUPANT:**

a. Where you currently reside, do you have an individual landlord or a property management company? If so, please provide their contact information. \_\_\_ Yes \_\_\_ No

\_\_\_\_\_

b. Are you a smoker? \_\_\_ Yes \_\_\_ No

\*NO tobacco OR marijuana smoking is allowed in any Grace Management property.

c. Ever been evicted or refused to pay rent? \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

d. Have you been charged, or convicted of a crime, felony or major misdemeanor?

\_\_\_ Yes \_\_\_ No If yes, please provide details to the nature of the offense and date:

\_\_\_\_\_

e. Do you currently use any illegal drugs? \_\_\_ Yes \_\_\_ No

f. Do you or any applicants have pets and/or service animals? Please specify

\_\_\_\_\_

g. Have you ever been in a foreclosure \_\_\_ Yes \_\_\_ No If yes, what was the date: \_\_\_\_\_

h. Previously or currently filing for bankruptcy: \_\_\_Yes \_\_\_No  
if yes, when did you file or are you planning to file? \_\_\_\_/\_\_\_\_/\_\_\_\_

i. Are you a registered or unregistered sex offender? \_\_\_Yes \_\_\_No

j. Is there anything else we need to know about you as we process your application? \_\_\_Yes  
\_\_\_No

Explain: \_\_\_\_\_

k. Last year renters lost over \$1 Billion dollars in security deposit that were illegally retained by Landlords when properties went into foreclosure and landlords did not return the security deposit. In the same way that Grace Management screens applicants to find qualified residents, we also make efforts to ensure the financial stability of our property owners. However, just as we can't guarantee a property owner that a resident will always pay rent on-time, neither can we guarantee our residents that property owners will stay current on their mortgage. But we CAN guarantee the protection of your security deposit in instances of foreclosure. This OPTIONAL program offers you (tenant) the guaranteed return of your security deposit within 72 hours if your rental property is foreclosed for any reason.

Do you wish to enroll in the program? \_\_\_Yes \_\_\_No

Total number of occupants 18 and over \_\_\_\_\_ x \$50 per occupant = \$\_\_\_\_\_ Total Due

**Select how you wish to pay your application fee: **\*\*No cash payments can be accepted.\*\*****

\_\_\_ **Check submitted with application**

\_\_\_ **Charge my credit card below:**

Name as it appears on credit card: \_\_\_\_\_

Type of Card: \_\_\_ Visa \_\_\_ Mastercard

Credit Card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

3 Digit v-Code from the back of the card: \_\_\_\_\_

Billing address zip code: \_\_\_\_\_

I hereby authorize Grace Management to charge my credit card the above as well as a 4% convenience fee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

When you have fully completed this application please submit to the Grace Management office as soon as possible in any of the following ways:

a. Scan and e-mail to: [Rent@RentGrace.com](mailto:Rent@RentGrace.com)

b. Fax to: 303-942-4070

c. Physically bring to the office address on the front page of this application

If you have questions please call the Grace Management Leasing Team at 303-255-1990 x 08, email [Rent@RentGrace.com](mailto:Rent@RentGrace.com), or visit our website at [www.RentGrace.com](http://www.RentGrace.com). We will contact you as soon as we have completed processing your application!

To be completed by Grace Management:

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

App fee received \$ \_\_\_\_\_

App fee paid by: \_\_\_\_\_



The printed portions of this form, except differentiated additions, have been approved by the Colorado Real Estate Commission. (BDT20-10-19) (Mandatory 1-20)

**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 of any 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:

Any property offered by Grace Property Management acceptable to the tenant

or real estate which substantially meets the following requirements:

N/A

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 Broker.

**CHECK ONE BOX ONLY:**



**Customer.** Broker  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: Grace Property Management

Grace Proeprty Management  
Broker