



Dear Applicant(s):

Thank you for applying to rent one of our properties. Applications will only be accepted from prospective tenants who have viewed the property with a property manager. Each person over the age of 18 must submit a separate application and fee.

Applications must be accompanied by an **\$18.00** processing fee. The fee is used for the cost of credit & eviction reports. The fee is non-refundable and keeps your application active for one month.

- **Employment** – Information covering at least the previous 3 years. Pay stubs are recommended for income verification, as they expedite the process. Self-employed persons need to provide a current tax return or other equivalent documents.
- **Rental History** – Current & previous rental contacts and phone numbers to confirm payment history and property condition upon vacating. Alphonse Property Management will check eviction history on each applicant.
- **Credit History** – Alphonse Property Management will run a credit report on each applicant. 620 minimum credit score required. If problems exist, an explanation may be requested. Please include a copy of a government issued I.D. so that we may verify your identity prior to pulling credit.
- **Pets** – While some property owners will not allow pets under any condition, others are willing to consider a pet when certain conditions are met. Please verify the pet policy on the property for which you are applying before turning in your application.
- **Smoking** – All rental units are non-smoking.
- **Marijuana** – Growing of marijuana is not allowed on any property.

Please fill out the application as completely as possible; especially the phone numbers of your employer and prior landlords. This will save us all considerable time.

- **Notification** – If notified that you have been approved for tenancy, the security deposit and first month's rent **must be** submitted in the form of a **cashier's check or money order.**

Thank you,

Alphonse Property Management
PO Box 1071, Broomfield, CO 80038