
GENERAL INFORMATION

In order to assist our applicants with the application process, we are outlining a list of guidelines used to qualify applicants for possible tenancy in a Rozeboom & Company community. Please note that the following outline describes our current policies. We cannot guarantee that all residents and occupants already residing within one of our communities have met these requirements, as some residents may have been approved for residency prior to these requirements going into effect. In addition, our verification services are limited to the data we receive from our screening service providers and from our screening processes.

EQUAL OPPORTUNITY HOUSING PROVIDER

We are an equal opportunity housing provider and we comply with all fair housing laws. We don't discriminate against any applicant based on protected class status.

APPLICATION PROCESS

Applications may be submitted on-line by clicking the green Apply Now button on our website at RozeboomCompany.com. A non-refundable application fee is required to process your application. Our screening service will check your credit report, criminal history, and eviction history to confirm that they meet our rental criteria. The screening process may take up to one or two business days. The applicant agrees to receive an electronic receipt for application fee to the email provided.

Available apartments will be rented to qualified applicants with paid security deposits in the order that their applications are received. We will accept a rental application without a deposit, but we won't hold an apartment for you unless you pay the deposit and sign a Deposit Receipt & Agreement form.

IDENTIFICATION REQUIREMENT

Upon submission of an application, the leasing agent will require identification in the form of a valid driver's license or other government-issued photo identification for all applicants. The application will not be processed if the applicant fails to provide identification.

AGE REQUIREMENT

Every prospective resident for an apartment must be at least 18 years of age unless they are living with a parent or another person having legal custody. Individuals under 18 years of age who are living with a parent or another person having legal custody, or the designee (with written permission) of such parent or other person having legal custody, are not required to complete an application.

INCOME REQUIREMENT

The applicant's gross monthly income must be at least 2.5 times the monthly rental rate. For example, an apartment that rents for \$1,000 per month requires income of at least \$2,500 per month. If there is more than one applicant the monthly income of all of the applicants is combined to determine if the income requirement is met.

If there is no income to report, an applicant's liquid assets must total at least 3 times the total rent for the entire lease term. For example, if an applicant applies for a 12-month lease at a rental rate of \$1,000 per month the total rent for the lease term equals \$12,000. The applicant's liquid assets must equal at least 3 times this amount, or \$36,000.

CREDIT SCORE

Our screening service calculates a credit score based on numerous factors, including but not limited to current and past payment status on accounts, outstanding debts, collections, civil judgments, ages of the accounts and judgments, payment amounts compared to debt amounts, and many other factors. Based on this credit score, our screening service will recommend that the application be accepted, rejected, or accepted with an additional deposit or co-signer. If a co-signer is required, the co-signer must pay the same application fee and pass the same application and screening process as the applicant. The co-signer is jointly and severally liable for all lease obligations.

APARTMENT COMMUNITY COLLECTION ACCOUNTS

Apartment community collection accounts from the past 7 years will result in an automatic decline unless the applicant pays the amount due and provides written documentation confirming that the account has been paid. An additional deposit or co-signer won't be accepted with an automatic decline for apartment community collection accounts.

EVICTON HISTORY

An applicant with a record of an eviction judgment in the past 3 years will be declined unless a qualified co-signer is obtained.

SOCIAL SECURITY NUMBERS

Applicants without a social security number will be accepted provided they pass the standard screening process and pay a deposit equal to 2 times the standard deposit. Applicants submitting a false or invalid social security number or a social security number associated with fraud or abuse will be automatically declined. An additional deposit or co-signer won't be accepted with an automatic decline for a false, invalid, or fraudulent social security number.

CRIMINAL ACTIVITY

If an applicant is convicted of a felony for any of the following criminal activity in the past 5 years (calculated from the date of disposition, release from incarceration, parole or probation, whichever is latest) the applicant will have their application declined: crimes against a person, property offenses, drug-related offenses, theft, terrorism, prostitution, weapons offenses, cruelty to animals, or worthless check.

Applicants won't be declined for petty offenses or misdemeanors, except misdemeanor convictions for: sexual-related offenses, distribution/manufacturing of a controlled substance, violence against persons (e.g. battery, assault, domestic violence, kidnapping) or weapons offenses in the past 5 years (calculated from the date of disposition, release from incarceration, parole or probation, whichever is latest) or if applicant has 2 or more unrelated, **violent misdemeanor** convictions or 3 or more unrelated, **non-violent convictions** in the past 5 years.

If an applicant has a pending charge that may result in a denial if convicted, the eligibility of the applicant will not be denied, but delayed until disposition of the pending case. The unit assigned to the application will be returned to the community's availability list; however, if the applicant is approved after disposition of the pending charge, the applicant shall be offered the next comparable unit at the community's then-current rental rate, terms, and conditions. An applicant may cancel his/her delayed application at any time, in writing, prior to disposition of the pending charge.

PET POLICY

No pets are allowed, even temporarily, anywhere in the apartment or apartment community unless we've so authorized in writing. Pet prohibitions apply to all mammals, reptiles, birds, rodents, and insects. This restriction does not apply to assistive animals of disabled persons.

NO-SMOKING POLICY

No smoking of tobacco products, marijuana, or similar lighted products is allowed anywhere on the premises as more fully detailed in the Apartment Lease Contract. We do not warranty or promise that the premises will be free from second-hand smoke.

FEES/DEPOSITS – Rozeboom & Company charges the following fees/deposits:

- (1) Application Fee of \$25.00 per applicant must be paid at the time you submit an application to reimburse Rozeboom \$23.65 for TransUnion's actual costs to Rozeboom to process a credit/criminal report for each applicant and \$1.35 to cover Rozeboom's cost to process application payments online. The application fee is \$23.65 for applications not submitted online.
- (2) The refundable security deposit identified online for the unit floorplan you have chosen (or verbally stated to you if you are not applying online) must be paid to Rozeboom after your application has been approved, and you have received written or verbal notice of approval, to hold the unit off the market. If you fail to pay the deposit after your approval and another approved applicant places a deposit on the unit before you, your application will be cancelled.

I HEREBY ACKNOWLEDGE RECEIPT OF THE ABOVE DISCLOSURES AND AGREE: (1) To receive an electronic receipt for any Fees (described above) that I pay to Rozeboom; (2) If I am approved and I execute a lease with Rozeboom, I agree to receive an electronic version of the fully executed lease; (3) After my application is processed, I agreed to receive my approval or denial letter electronically, and (4) I have received any statutory required pest disclosures regarding the unit, if applicable.

Applicant's Signature _____

Applicant's Name Printed _____

Date _____

This form has not been approved by the Colorado Real Estate Commission.
It was revised by Rozeboom & Company's legal counsel Tschetter Hamrick Sulzer, PC.