

Notes:



**Property Manager:**

Erin Blodgett  
(970) 221-2300  
info@middelrealty.com

**Office Location:**

1407 S College Ave  
(near CSU Medical Center -  
parking in the rear)

## APPLICATION PROCEDURE

Now that you've seen the home that's perfect for you and you're ready to apply:

1. **Fill out the Rental Application completely.** Each applicant for the home must meet the income requirement of **approximately** 2.5x the rent. If you do not have sufficient income, have poor credit, or are a non- US citizen, we will require a CO-based, US citizen with sufficient income and good credit to co-sign for you on the lease. If this is the case, please submit an application for your co-signer along with your application.
2. **Pay the application fee(s).** The application fee is \$35 per applicant. If you fill out the application online, then the fee must be paid online. If you provide a paper application, you may pay the app fee with a check or credit card. If you have a co-signer, the fee is an additional \$35 for the co-signer. This will cover the cost of the credit reports. Application fees are non-refundable.
3. **Provide a payment for the Performance Deposit.** The Performance Deposit is equal to the advertised price. This payment holds the home for you during the application process. We strive to process your application within 2 business days. Your payment will be applied to the Performance Deposit, and no longer refundable, once you are approved.

**Your payment will be forfeited IF you elect to withdraw your application AFTER you have been notified that you've been approved for the rental (written or verbal).**

**However,** If the approval process takes less than 2 business days, you may still withdraw your application for a full refund until the full 2 business days have passed or the lease has been signed, whichever comes first.

a. HOW TO MAKE PERFORMANCE DEPOSIT PAYMENT

1. Check Payment: Deliver to our office or representative
2. ePayment: Zelle (Chase Bank's online payment method, works with any bank account (not credit card), free!)

b. APPROVED

1. Check Payment: Non-refundable after 2 business days after app submission or lease signing, whichever comes first
2. ePayment: Non-refundable after 2 business days after app submission or lease signing, whichever comes first

c. NOT APPROVED or APPLICATION WITHDRAWN BEFORE IT IS APPROVED

1. Check Payment: Hand-delivered or mailed back to the applicant immediately
2. ePayment: Refunded with a check 7-10 days after payment is made (to ensure payment clears without issue)

**Applications will only be processed after all applications, fees, and Performance Deposit payment are submitted.** We do our best to complete the approval process within 2 business days of submission, however, we are relying on multiple sources to provide information to us and we can only go as quickly as they respond.

**\*If your application(s) is/are approved, we will notify you immediately and a lease will be prepared for your signature(s).** We will schedule a lease-signing to take place in our office or you may opt to use our online signing option and complete a thorough lease-review meeting at a later date. If you choose to NOT SIGN THE LEASE, you will forfeit the Performance Deposit Payment as outlined above.

**Generally, the first month's rent must be paid at least 7 days before the lease begins.** If the Lease Agreement is signed less than 7 days before the beginning date, the first month's rent payment must be made when the lease is signed.

**\* If your application(s) is/are not approved,** we will call you and send a letter to the address listed on your application with the check for your Performance Deposit enclosed as noted above.

**Please Note: Our homes are strictly pet-, smoke-, and marijuana-free.**

You can fill out this app & pay fee online at  
[www.MiddelRealty.com/Rentals/Application/](http://www.MiddelRealty.com/Rentals/Application/)

## BROKERAGE DISCLOSURE TO TENANT

### --DEFINITIONS OF WORKING RELATIONSHIPS --

For purposes of this document, landlord includes sublandlord and tenant includes subtenant.

(1)X| LANDLORD'S AGENT: A landlord's agent works solely on behalf of the landlord to promote the interests of the land-lord 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.

(2)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.

(3)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 tenants 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.

(4)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--

(1)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: Referenced on Application or real estate which substantially meets the following requirements: N/A

(2)TENANT UNDERSTANDS that Tenant shall not be liable for Broker's acts or omissions that have not been approved, directed, or ratified by Tenant.

(3)MIDDEL REALTY IS A 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.

(4)CUSTOMER. Broker is the landlord's agent and Tenant is a customer. Broker is not the agent of Tenant. Broker, as landlord's agent, intends to perform the following list of tasks: **X Show a property X Prepare and Convey written offers**, counteroffers and agreements to amend or extend the lease.

### --THIS IS NOT A CONTRACT.--

If this is a residential transaction, the following provision shall apply: 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, i.e. Fort Collins Police Dept, Larimer County Sheriff's Dept, or the CO State Patrol.

#### TENANT ACKNOWLEDGEMENT:

Tenant acknowledges receipt of this document on Date of Application.

#### BROKER ACKNOWLEDGEMENT:

On Date of Application, Broker provided Customer of Middel Realty (Tenant) with this document via Application received via Print or Email and retained a copy for Broker's records.

BROKERAGE FIRM'S NAME: Middel Realty



Step 1: Complete Application Form



Step 2: Pay the Application Fee

\* Required Fields

### Personal Info

First Name *	<input type="text"/>	Current Address *	<input type="text"/>
Full Middle Name	<input type="text"/>	Address Cont.	<input type="text"/>
Last Name *	<input type="text"/>	City *	<input type="text"/>
Suffix	<input type="text"/>	State / Province *	<input type="text"/>
Maiden Name	<input type="text"/>	Zip / Postal Code *	<input type="text"/>
Home Phone	<input type="text"/>	Rent or Own? *	<input type="text"/>
Mobile Phone *	<input type="text"/>	Landlord Name *	<input type="text"/>
Email *	<input type="text"/>	Landlord Phone *	<input type="text"/>
SSN/SIN *	<input type="text"/>	Rent Amount *	<input type="text"/>
Date of Birth *	<input type="text"/>	Rent Period *	<input type="text"/>
Driver's License # *	<input type="text"/>	At this address since? *	<input type="text"/>
Driver's License State *	<input type="text"/>		
Do you or the other prospective tenant(s) smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No			

### Prior Residence(s)

Address *	<input type="text"/>	Landlord/Manager Phone	<input type="text"/>
Address Cont.	<input type="text"/>	Rent Amount	<input type="text"/>
City *	<input type="text"/>	Rent Period	<input type="text"/>
State / Province *	<input type="text"/>	Move in date	<input type="text"/>
Zip / Postal Code *	<input type="text"/>	Move out date	<input type="text"/>
Landlord/Manager Name	<input type="text"/>		

### Employment

Employment #1 - Current or New Employment if beginning a new job in Fort Collins

Currently Employed? *	<input type="text"/>	Occupation *	<input type="text"/>
Employer Name *	<input type="text"/>	Monthly Gross Income *	<input type="text"/>
Contact Name for Verification *	<input type="text"/>	Employment Start *	<input type="text"/>
Phone Number *	<input type="text"/>	Employment End *	<input type="text"/>

### Vehicles

Vehicles #1

Type *	<input type="text"/>	Make *	<input type="text"/>
Model *	<input type="text"/>	Color *	<input type="text"/>
Year *	<input type="text"/>	License Plate Number *	<input type="text"/>
State Registered *	<input type="text"/>		

Ever been late or delinquent on rent? *	<input type="text"/>	Personal Reference #1 -Name *	<input type="text"/>
Ever been evicted or violated a Lease Agreement? *	<input type="text"/>	Personal Reference #1 -Phone *	<input type="text"/>
Owe money for a previous Lease Agreement? *	<input type="text"/>	Personal Reference #2 -Name *	<input type="text"/>
Have any current collections? *	<input type="text"/>	Personal Reference #2 -Phone *	<input type="text"/>
Have any judgments against you? *	<input type="text"/>	Property Applying For *	<input type="text"/>
Declared a bankruptcy in the last 2 years? *	<input type="text"/>	Expect Lease Duration *	<input type="text"/>
Ever been convicted of a crime? *	<input type="text"/>	Requested Move-In Date *	<input type="text"/>
If YES to any of the preceding questions, please explain. *	<input type="text"/>	Number of Occupants in the home *	<input type="text"/>
	<input type="text"/>	Your Relation to Other Occupants *	<input type="text"/>
	<input type="text"/>	Have any pets or other animals? *	<input type="text"/>
	<input type="text"/>	Animal Details* *	<input type="text"/>

\*Please note that our homes are strictly pet-free for any four-legged, furry critters. Other animals will be considered on a case-by-case basis.

## Legal

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I HAVE READ, agree and affirm that all of my statements and information provided in this application are true and complete. I acknowledge that false, undisclosed, incomplete or misleading information herein may constitute grounds for rejection of this application, termination of right of occupancy of all residents and occupants under a lease and/or forfeiture of deposits and fees, and may constitute a criminal offense under the laws of CO.

I UNDERSTAND that this application is preliminary only and does not bind you to execute a Lease or to deliver possession of the premises to me. I authorize you to contact any references listed above and to obtain consumer reports, which may include credit, rental payment and/or eviction history and criminal background information about me and in order to verify the above information. I understand that as my prospective landlord, any co-applicants, occupants, or guarantors that may be added to this application may need to consent to and successfully pass consumer background screening reports.

I UNDERSTAND that my payment of the Performance Deposit will be forfeited IF I elect to withdraw my application AFTER I have been notified that it has been approved for the rental (written or verbal). However, if the approval process takes less than 2 business days, I may withdraw my application for a full refund until the full 2 days have passed or the lease has been signed, whichever comes first.

BY AGREEING, I authorize you to obtain subsequent consumer reports, including credit reports, to ensure that I continue to satisfy the terms of my tenancy, for the collection and recovery of any financial obligations relating to my tenancy, or for any other permissible purpose. Further, if I have included information on co-applicants, other adult household members, and/or guarantors on this application, I affirm that those individuals have knowledge of their inclusion on this application and expressly authorize you to obtain subsequent consumer reports, including credit reports. I understand that you may report all positive and negative rental payment history to consumer reporting agencies who track this information for landlords, mortgage companies and other creditors. I and all occupants or guarantors hereby release from all liability or responsibility all persons and corporations requesting or supplying such information.

.....  
Printed Name

.....  
Signature

.....  
Date