

Roberts & Sons Real Estate LLC

The following steps describe the application process. This document will NOT allow you to apply for a home, it is informational only. You must attend a showing for the property. You may request the code to access the full application at the showing or by contacting the showing agent afterwards. All application fees are non-refundable.

In order to comply with Rule E-35 of the Colorado Real Estate Commission, we hereby disclose to you that Roberts & Sons Real Estate LLC is employed by the owner of the property. The Property Management Agreement authorizes Roberts & Sons Real Estate LLC to act as Agent for the owner with all and any specific management and fiduciary duties contained therein. Roberts & Sons Real Estate LLC and its agents are agents of and for the owner and are not representing tenants as tenant's agents.

Every person signing the lease and each unrelated adult in the home must complete the following 3 step application approval process. Undisclosed or unapproved roommates as well as subletting is not allowed.

1. Applicants must each pay an application fee of \$66 (determined by Colorado revised statute 38-12-903b). Additional fees will be charged to run backgrounds if you have lived in more than 3 states in the last 5 years or if those states charge additional fees. For example CA, NY, and FL charge \$100 provide background = \$166. The application fee can be paid in person or electronically through Zelle
2. Applicants must provide current proof of employment, which verifies the income stated on the application. A paystub or three months of active bank statements showing relevant activity needs to be provided either in paper form or electronically to ras@ras-re.com for each applicant.
3. Applicants must completely fill out and sign the electronic application. The online application is accessed through Background Information Service

Policies:

- The application process takes approximately two business days after all 3 parts are complete. Failure to complete the application above will result in us moving to the next applicant. If approved and provided a copy of the lease, failure to sign the lease and pay the deposit within 24 hours or approve otherwise will result in us moving to the next applicant. Ads and showings for a property will not stop until a lease is signed and deposit paid.
- For a student rental or any guarantor situation, guarantors will need to complete the 3 application parts as well.
- The total security deposit is 1.5 times the rent amount plus \$250 additional per pet (if allowed in the advertising). A minimum security deposit payment equal to one month's rent plus any pet deposit is due at lease signing. The remaining half months deposit is still required to be paid in equal installments no later than the 4th rent payment.
- Applicants must assume that pets are not allowed unless stated otherwise in the advertising and agreed to beforehand. Applying for a home that doesn't advertise a pet as allowed remains the applicant's error. If allowed, pet deposits are \$250 per pet and must be paid at lease signing along with signing a pet addendum. The owner of a property determines if pets will be allowed. A pet may be allowed at the start of the lease with pet references, but this does not mean that a pet can automatically be added to the lease later.
- A household income of less than three (3) times the income of the rent will negatively affect the application.
- The deposit is not considered rent, nor does it go towards the rent for the first or the last month of the lease.
- Roberts and Sons Real Estate LLC does not discriminate in the rental, lease, or negotiation for real property based on race, color, religion, sex, national origin, familial status, or handicap and shall comply with all federal, state, and local laws concerning discrimination.
- All properties managed by Roberts and Sons Real Estate, LLC are non-smoking. Residents shall not engage in any activities deemed illegal by federal, state, or local laws, nor use a home for construction, commercial, medical, or industrial purposes. The growing of marijuana is strictly prohibited in all Roberts and Sons, LLC properties.