

# Consent to Release Information

**CONSENT:**

I authorize and direct any Federal, State or local agency, organization, business or individual to release information that will verify certain facts as represented on my application to rent an apartment with Artelyn Enterprises.

This includes records of my rental payment history including a general credit report, any violations of my lease or occupancy policies, employment history including contacting my present and past employers or other such records and information as needed by management pursuant to the property's established Admission and Occupancy Policy.

I also authorize Artelyn Enterprises to release any information to other parties as they see fit. I hereby waive all claims, demands, damages and causes of action as a result of any release of any of the above information.

**INFORMATION COVERED:**

Verifications and inquiries that may be requested include, but are not limited to:

- |                    |                   |
|--------------------|-------------------|
| Identity           | Employment        |
| Income             | Criminal Activity |
| Residence Activity | Credit            |

This form cannot be used to request a copy of a tax return. If a copy is needed, a separate form must be prepared stating: "Request for Copy of Tax Form".

**EXAMPLE GROUPS THAT MAY BE ASKED:**

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| Previous Landlords                  | Past and Present Employers            |
| Courts and Post Office              | Schools and Colleges                  |
| Law Enforcement Agencies            | Utility Companies                     |
| Credit Providers and Credit Bureaus | Banks or other Financial Institutions |
| Present and Past Neighbors          |                                       |

**CONDITIONS:**

I agree that a photocopy or facsimile of this authorization may be used for the purposes stated above. The original is on file in the management office and will stay in effect for a year and a month from the date signed or if a lease is signed, 5 years from the date of all terms of the lease being satisfied. I understand I have a right to review my file and correct any information that I can prove incorrect.

**SIGNATURES:**

_____	_____	____/____/____
Applicant	Print Name	Date
_____	_____	____/____/____
Co-applicant	Print Name	Date

Artelyn Enterprises  
Charles Clarke, Manager  
327 East Magnolia #2C  
Fort Collins, Colorado 80524  
magnolia@artelynterprises.com  
(970) 219-3678

## Rental Applicant/Tenant Information

Desired date of occupancy: \_\_\_\_\_ Length of lease: \_\_\_\_\_ Unit Applied for: \_\_\_\_\_

Name: \_\_\_\_\_ SS# \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone : \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Dates of Residence \_\_\_\_\_ to \_\_\_\_\_

Landlord Name and Address \_\_\_\_\_ Phone # \_\_\_\_\_ Rent \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Dates of Residence \_\_\_\_\_ to \_\_\_\_\_

Landlord Name and Address \_\_\_\_\_ Phone # \_\_\_\_\_ Rent \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Persons under 18 years of age. Include age: \_\_\_\_\_

What pets do you have? \_\_\_\_\_ Do you have a waterbed? Yes \_\_\_ No \_\_\_ Waterbed Ins.? \_\_\_

Do you or anyone who will be living with you smoke or have smoked in the last year? \_\_\_\_\_

Do you require any special accommodations? \_\_\_\_\_ If so, what type? \_\_\_\_\_

Present employer \_\_\_\_\_ Main Phone # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position \_\_\_\_\_ Date Hired \_\_\_\_\_ Annual Income \_\_\_\_\_

Address \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

Previous employer \_\_\_\_\_ Main Phone # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Position \_\_\_\_\_ Date Hired \_\_\_\_\_ Date Left \_\_\_\_\_ Annual Income \_\_\_\_\_

Address \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

Other Income: \_\_\_\_\_

Email Address: \_\_\_\_\_

How did you hear about the rental? \_\_\_\_\_

What other sources did you use in your search? \_\_\_\_\_

List any aliases or previously used names (i.e. maiden, married, etc.): \_\_\_\_\_

Have you ever received an eviction notice? \_\_\_\_\_ Withheld rent? \_\_\_\_\_

Violated a lease, rental agreement, or regulations at a former residence? \_\_\_\_\_

Been arrested or cited? \_\_\_\_\_ Filed for bankruptcy? \_\_\_\_\_

If YES to any of the above, please explain \_\_\_\_\_

How many vehicles do you have? \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_

Auto Loan: Bank \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Loan # \_\_\_\_\_ Balance \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Other Debt: Balance \_\_\_\_\_ Monthly Payment \_\_\_\_\_

Bank Reference \_\_\_\_\_ Account # \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Length of Bank relationship \_\_\_\_\_

**Credit and/or other References:**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Emergency Contacts:**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## ADMISSION AND OCCUPANCY POLICY

The following criteria is used when approving persons for residency with us. The criteria applies to every applicant who wishes to reside at this property. Apartments become available for occupancy when they are cleaned and ready to rent. Applications must be filled out completely. We adhere to fair housing laws. If negative information is found in any category, the application is subject to denial or, at our option, a co-signer and/or a higher security deposit may be required. **A perfect applicant is NOT required. We are looking for ability and willingness to pay your rent.**

**We are able to provide tenants a nice place to live with reasonable rents by screening out bad tenants and charging fees to any that slip through the screening or become bad after we have approved them. We have found that our good tenants like being and having good neighbors. If you will be a good neighbor, we hope you apply.**

### CREDIT HISTORY

1. We will request a credit report on each adult applicant.

### INCOME

1. Applicant's income will be verified before signing a lease. We prefer a gross income of 3 times the rent. Our minimum is 2 times the rent.

### RENTAL/LANDLORD HISTORY

1. Applicants shall provide positive landlord references from a non family source for the previous two years.
2. We will verify that:
  - A. Previous rental payments were made on time and without demand for the previous two years.
  - B. Applicants respected their neighbors and showed care for the landlord's property.
  - C. Applicants will have satisfactorily completed their existing contract.

### CRIMINAL RECORD

1. A criminal record verification for the city, county and/or state in which the applicant resides or has resided is made on all persons over the age of 18 who will occupy the apartment. Cause for which the application may be rejected includes conviction for:

A. Illegal drug activity or gang involvement of any kind.	B. Burglary
C. Any violent act against another person.	D. Criminal Trespass
E. Vandalism, Arson. etc.	F. Stalking
G. Passing Bad Checks	
2. Anyone ever convicted of child abuse, child molestation or negligence involving a child is automatically denied.
3. In certain cases, acts over 5 years prior may be disregarded.

### OCCUPANCY

Occupancy shall be limited to a maximum of two persons per bedroom.

**Application Fee/Deposit:** A fee of \$75 (\$42 for credit and criminal check, \$33 for processing including checking references) per adult applicant, payable to Artelyn Enterprises, is required at the time this application is submitted. This fee is non-refundable once the application review process has started. If you sign a lease, the \$75 will be credited to your security deposit. **See our website if you have a portable tenant screening report (PTSR).**

Management will not approve a request by a Resident to add an additional person to a household until that applicant has completed the screening process using the criteria noted above. A lease change fee will be due at that time.

If it is found that the applicant has given false information or has not accurately completed the application, occupancy will be denied. If a lease has been entered into and such information is discovered, Artelyn Enterprises has the option to terminate the lease with a lease termination fee applied and action may be taken to evict or change the lease to a week to week tenancy.

I have read and understand that a credit check, verification from a resident's former landlord, employment history and criminal record check will be made as well as any other verification necessary as required by this Admission and Occupancy Policy needed to determine eligibility. In addition, it is understood that a similar verification may be made from time to time during my occupancy.

\_\_\_\_\_  
Applicant

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date