



EMPOWERING PEOPLE AND PROMOTING HOUSING OPPORTUNITY

**COPIES OF:**

- Government Issued Photo ID
- Social Security Card
- Income Documents
- \$40 Application Fee

## Rental Application

Notice: All Applicants 18 years of age or older must complete a separate Rental Application Form

**APPLICANT NAME:** \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Night Phone ( ) \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_ Driver's Lic. No. & State \_\_\_\_\_

Names of All Other Occupants : \_\_\_\_\_ Total Number of Occupants \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Do you plan on bringing any pets with you to your new home?  Yes  No

Type of Pet \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

Type of Pet \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

**HAVE YOU EVER:**

- Been sued for non-payment of rent?  Yes  No
- Been evicted or asked to move out of a rental?  Yes  No
- Broken a Rental Agreement or Lease?  Yes  No
- Been charged for damage to rental property?  Yes  No
- Declared Bankruptcy?  Yes  No
- Been convicted of a felony?  Yes  No
- Been convicted of any drug related crime?  Yes  No
- Are or have been a convicted sex offender?  Yes  No

**Explain:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How did you hear about our property? \_\_\_\_\_

**Housing Opportunity Center**  
 1550 Blue Spruce Drive  
 Fort Collins, CO 80524  
 970.484.7498 ~ 970.488.2355 fax

**Loveland Office**  
 565 North Cleveland Avenue  
 Loveland, CO 80537  
 970.663.4163 ~ 970.663.2860 fax

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**RESIDENCE HISTORY**

**CURRENT ADDRESS** \_\_\_\_\_

Rent  Own Dates at this address: From \_\_\_\_\_ To \_\_\_\_\_ Monthly Payment\$ \_\_\_\_\_

Landlord or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**PREVIOUS ADDRESS (If within 7 years)** \_\_\_\_\_

Rent  Own Dates at this address: From \_\_\_\_\_ To \_\_\_\_\_ Monthly Payment\$ \_\_\_\_\_

Landlord or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**PREVIOUS ADDRESS (If within 7 years)** \_\_\_\_\_

Rent  Own Dates at this address: From \_\_\_\_\_ To \_\_\_\_\_ Monthly Payment\$ \_\_\_\_\_

Landlord or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**List all states that you have lived in over the entire period of your adult life that are not listed above:**

\_\_\_\_\_

**INCOME / EMPLOYMENT INFORMATION**

A household's total combined monthly income must be at least 3.34 Times the monthly rent.

**Example:** Rent is \$500/month; combined income must be at least \$1,670.00 a month in order to qualify for the apartment

In order to keep housing affordable for you and your family, Neighbor to Neighbor follows government recommendations that a household pay no more than 30% of their combined monthly gross income towards rent. Combined monthly gross income includes all sources of income from people 18 years of age or older that will be living in the apartment. Anyone staying in the apartment for more then 15 days is considered living in the unit.

YOUR STATUS:  Employed Full Time  Employed Part Time  Student  Retired  Not Employed

**CURRENT EMPLOYER** \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_

**ALL OTHER INCOME:** TANF, Child Support, SSI, Retirement Income, Trust Payouts, Interest Earned, etc.

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Contact \_\_\_\_\_ Telephone \_\_\_\_\_

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Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Contact \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_



# Neighbor to Neighbor

1550 Blue Spruce Drive – OFFICE, Fort Collins, CO 80524  
P: 970.484.7498 F: 970.495.0256

## TENANT INQUIRY RELEASE

I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience, and other qualities.

I understand that Neighbor to Neighbor and/or FACTUAL DATA may make inquiries, including but not limited to my consumer credit history, education, professional licensing, criminal history and driving history. Furthermore, I understand that Neighbor to Neighbor and/or FACTUAL DATA may request information from various federal, state, and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences, as well as claims involving me in the files of insurance companies.

Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and scope of this investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by Neighbor to Neighbor and/or FACTUAL DATA to furnish any or all of the above mentioned information. In addition, I hereby release Neighbor to Neighbor and FACTUAL DATA from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees, and other persons, who, in good faith, provide to Neighbor to Neighbor and/or FACTUAL DATA the above mentioned information as requested, in order to successfully complete my background investigation. I will allow a photocopy of this authorization to be as valid as the original.

PRINT FULL NAME \_\_\_\_\_

\*SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \*DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

DRIVER'S LICENSE NO. \_\_\_\_\_ STATE \_\_\_\_\_

APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\* Social Security number and date of birth will be blacked out if this authorization is requested by a 3<sup>rd</sup> party to provide Neighbor to Neighbor and/or Factual Data information and will not be used for discriminatory purposes.