



Blue Olive Properties, LLC

A Full-Service Property Management Company
200 W. Plaza Drive, Suite 120, Highlands Ranch, CO 80129
303-683-2526 office * 303-993-8700 FAX
Email: info@blueoliveproperties.com

RENTAL APPLICATION

Primary applicant completes sections 1, 2 and 4; secondary applicant completes sections 3 and 4. Please print clearly in ink. Incomplete information will delay processing. Include **full** middle names, and city, state, zip in addresses. **Include a copy of a photo identification (drivers license/state or military ID) and two most recent pay stubs with application.** Be sure to sign the application at the bottom of page 2.

1) Property Address: _____

Preferred Move-in Date: _____ Preferred Lease Term: _____

Proposed Additional Occupants: _____

Pets? ___ NO ___ YES Number/Type/Size: _____

2) Primary Applicant/First: _____ **Middle:** _____ **Last:** _____

Birth Date: _____ Social Security Number: _____ -- --

Phones / Work: _____ **Home:** _____ **Cell:** _____

Email Address: _____

Driver's License Number: _____ State _____

Car License #: _____ State of Registry: _____

Make & Model: _____ Year: _____ Color: _____

Present Address: _____ City _____ State ___ Zip _____

Manager's Name: _____ Phone: _____

Date you moved in: _____ Current Rent: _____ Notice to Move: ___ YES ___ NO

Reason for moving: _____

If Less than Two Years at Present Address:

Previous Address: _____ City _____ State _____ Zip _____

Manager's Name: _____ Phone: _____

Dates you lived there: _____ to _____ Rent: _____ Notice to Move: ___ YES ___ NO

Reason for moving: _____

Employer: _____ Job Title: _____

Company Address: _____

Contact Name: _____ Contact Phone: _____

Salary: _____ Employed from: _____ to _____

Other Income: _____ Source: _____

Other Information: Bank: _____ Checking / Savings: ___ / ___ YES ___ / ___ NO
Do you smoke?: ___ NO ___ YES Bankruptcy: ___ NO ___ YES Foreclosure: ___ NO ___ YES
Ever been evicted? ___ NO ___ YES / Ever Paid Rent Late? ___ NO ___ YES _____ # of Times?

3) Secondary Applicant/First: _____ Middle: _____ Last: _____

Birth Date: _____ Social Security Number: _____ -- _____ -- _____

Phones / Work: _____ Home: _____ Cell: _____

Email Address: _____

Driver's License Number: _____ State _____

Car License #: _____ State of Registry: _____

Make & Model: _____ Year: _____ Color: _____

Employer: _____ Job Title: _____

Company Address: _____

Contact Name: _____ Contact Phone: _____

Salary: _____ Employed from: _____ to _____

Other income: _____ Source: _____

Other Information: Bank: _____ Checking / Savings: ___ / ___ YES ___ / ___ NO

Do you smoke?: ___ NO ___ YES Bankruptcy: ___ NO ___ YES Foreclosure: ___ NO ___ YES

Ever been evicted? ___ NO ___ YES / Ever Paid Rent Late? ___ NO ___ YES _____ # of Times?

4) Emergency Contacts. (Use parents/relatives, if possible. Please include city, state, zip codes and area codes.)

Primary/Name: _____ Phone: _____

Address: _____

Relationship: _____

Secondary/Name: _____ Phone: _____

Address: _____

Relationship: _____

Applicants represent that all information is correct and authorize verification by Blue Olive Properties or a third party service. The screening process will include employment/salary verification, rental history, credit check, national eviction check, national public records check (foreclosure, bankruptcy, liens, judgments) and national criminal background check.

*Application requires a **nonrefundable** fee of **\$50.00**, which covers cost of verification. Fee must be paid prior to processing the application. The full security deposit, payable to Blue Olive Properties, is due at application approval in order to secure the property. First month's rent or any prorated rent, and any pet fees are due at lease signing, normally within two days of application approval. All fees, rent and deposits must be paid by money order or cashier's check only.*

APPROVING SIGNATURES:

Primary: _____ **Date:** _____ **Secondary:** _____ **Date:** _____

Blue Olive Properties: Application and Leasing Policies

The following policies are used to ensure all prospective tenants are treated equally. Please read these policies carefully. If you meet our guidelines, we encourage you to submit an application. If we receive more than one application on a property, we will process all applications and approve the highest scoring applicant. All applications are scored on credit, income, employment, rental history, criminal background and eviction history.

- Each person 18 years of age or older must complete and sign the BOP application and must be listed on all lease documents.
- For an application to be processed and considered, a \$50.00 nonrefundable processing fee is due at the time of application in cash, check or money order. We also accept payments online at blueoliveproperties.com.
- This \$50.00 processing fee will be refunded if your application is not processed.
- Any applications with missing or false information will not be considered.
- If a co-signer is necessary, the cosigner must complete and sign the cosigner addendum. Acceptance of a cosigner is subject to approval or denial by BOP and the property owner.

Credit Criteria

- BOP will run a credit report for each applicant 18 years of age or older. A minimum FICO score of 620 is required. Lower credit scores may be acceptable but any exception made will require a double security deposit and the remainder of the application must be strong, including a good rental history with no late or bounced rent payments and a strong employment record.
- BOP does not accept credit reports supplied by applicants.
- Discharged bankruptcies are acceptable, on a case-by-case basis, with owner approval.
- Foreclosures may be acceptable, on a case-by-case basis, with owner approval.
- Resolved medical collections may be acceptable, on a case-by-case basis, with approval.
- To protect your private financial and credit information, BOP does not release copies of credit reports to anybody, including applicants.

Income Criteria

- Applicant's gross monthly income, or multiple applicants' combined gross monthly income, must total three times the monthly rental amount.
- BOP will verify income from employment letter, military orders, or copies of the applicants' two most recent pay stubs provided with the application, and by calling the employer directly for verification.
- Self-employed applicants must provide their most recent tax return and two months' bank statements. Applicant's name and account number must be shown on the statements.
- Unverifiable income will not be considered.

Positive Identification of Applicants

- A copy of a government issued photo ID must be shown at the time of application, and a copy provided at lease signing in the BOP office.
- BOP does not rent to convicted felons or sex offenders. No exceptions.

Procedures Upon Application Approval

- Lease documents must be signed in BOP office within 48 hours of application approval.
- All BOP properties will remain on the market until documents are signed and the full security deposit and any pet fees are paid in cashier's check, money order, or online.
- Office hours for lease signings are Monday through Friday, between 9:00 A.M. and 3:00 P.M. Weekday evening hours and Saturdays may be possible by appointment only.
- All prorated monthly rent or the complete first month's rent must be paid before keys will be provided. Tenants must pay any such funds in cashier's check or money order, payable to Blue Olive Properties. No exceptions.

Fair Housing Law

- Colorado's anti-discrimination fair housing law prohibits discrimination with regard to renting or purchasing housing based on race, color, religion, creed, sex, national origin, ancestry, familial status, sexual orientation, marital status or disability. BOP strictly adheres to all Colorado and Federal fair housing laws.

Approving Signatures

*Applicants understand the above policies and procedures, and authorize verification by Blue Olive Properties or a third party service. The screening process will include employment/salary verification, rental history, credit check, national eviction check, national public records check (foreclosure, bankruptcy, liens, judgments) and national criminal background check. Application requires a **nonrefundable** fee of \$50.00, which covers cost of verification. Fee must be paid prior to processing the application.*

Primary: _____ Secondary: _____

Date: _____

Date: _____



National Association of Residential Property Managers



EQUAL HOUSING
OPPORTUNITY