

# Application Packet

Please be sure to have all of the following information complete before submitting application

- **Application Fee (\$40.00 / Person)**
- **Security Deposit** (Cash or Money Order(s) Only)
  - *NO CASHIER'S CHECKS or PERSONAL CHECKS or CERTIFIED CHECKS*
- **Color Photo Identification**
- **Application Disclosure**
- **Initial Selection Criteria**
- **Fully Completed Application**
  - *BY APPLICANTS, CO-APPLICANTS & CO-SIGNERS*
- **Fully Completed Co-signer Form** (if applicable)
- **Brokerage Disclosure**
- **Proof of Income**

## Application Disclosure

### YOU MUST AGREE TO THE FOLLOWING APPLICATION DISCLOSURE BEFORE COMPLETING AND SUBMITTING APPLICATION

#### **Application Requirements:**

Applicant or agent of applicant must view a rental property/unit prior to submitting application. MAXIM 4000 will not accept a rental application "site unseen".

Read the entire application, fill it out in its entirety & sign. Should any information on the application be deemed missing, incorrect, or fraudulent, the application will be subject to denial.

#### **All applicants will be screened in the same manner, including co-signers**

MAXIM 4000 is an equal opportunity housing provider, fully complying with the Federal, State and Local Fair Housing laws. MAXIM 4000 does not discriminate against any person because of race, color, religion, sex, handicap, familial status, national origin, creed, sexual orientation, marital status or ancestry.

You may preview any of our available rentals for FREE! MAXIM 4000 will be happy to show you through our available rental homes at no charge to you. You may also preview our properties 24 hours a day online at our website at [www.maxim4000.com](http://www.maxim4000.com).

#### **Application Processing and Time Frame:**

Processing an application normally takes between 2-3 days. In some cases unforeseen circumstances may require it to take longer. You will be contacted immediately upon determination of approval or denial. All adult applicants over the age of 18 must submit a fully completed, dated and signed rental application and application fee. Co-signers are required for all applicants under the age of 21.

#### **Cost:**

There is a \$40.00 per adult non-refundable application fee. *This must accompany the completed application form provided to you by our company as well as the security deposit for the property you are applying for in secured funds (ie. Cash, money order).* MAXIM 4000 does not accept debit or credit cards for application fees. **MAXIM 4000 does not accept personal checks, debit or credit cards for security deposits.**

#### **The Application:**

**Upon receipt of your rental application, application fee and security deposit**, you can expect and hereby authorize that MAXIM 4000 will (1) check your credit report; (2) check the public records for any past evictions; (3) verify your employment/income; (4) verify current and previous landlord references; (5) complete a criminal background check.

\* If you have been notified of your approval, your security deposit becomes a holding deposit and is non-refundable until the lease agreement is signed for the property you have applied for. After acceptance of application by MAXIM 4000 should applicant fail to enter into a rental/lease agreement, applicant FORFEITS the full security deposit, it is assumed that all applicants are serious about entering into a lease agreement. It is also assumed that approved applicants will move into a property as soon as the property is available.

## **Resident Selection Criteria:**

**Income:** Applicants should have an individual gross income of approx. (3) times the monthly rent. Incomes must be verified in writing, applicant may provide recent pay stubs. *Child support & alimony will not be considered guaranteed income.* If applicant is self-employed, a copy of last two year's income tax return is required as proof of income. Non-employed or retired applicants must provide proof of income.

**Credit History:** Credit score will be pulled and payment history will be evaluated for all applicants. All information collected for approval or denial of application is considered confidential in nature and for company use.

**Rental History:** Applicants must have satisfactory references from previous landlords. Any reported lease violations, property damage, excessive late payment, prior evictions may result in denial of application.

**Employment Verification:** Applicants employment history, longevity and income will be confirmed with current employers.

**Criminal Background:** Criminal history report will be pulled. Any felony convictions may be cause for denial.

**Current occupancy standards** are a maximum of 2 persons per bedroom. However, some city and county municipalities and/or homeowner associations prohibit more than two (2) unrelated adults to reside in a single family dwelling unit.

**No Pets** (with the exception of assistance animals) of any kind are permitted without the specific written permission of MAXIM 4000 in the lease agreement, a pet addendum to the lease and an additional Non-refundable pet fee. The following pets will not be accepted under any circumstances; Akitas, American Pit Bull Terrier, American Staffordshire Terrier, Chows, Doberman Pinschers, German Shepards, Great Danes, Pit Bulls, Presa Canario, Rottweilers, Wolf Hybrids, Huskies, Malamutes, etc.

**This Application Disclosure** is hereby made an integral part of my/our rental application. I/we do hereby acknowledge by initialing, that I/we understand and agree to the terms of application and rental process described herein. I/we further acknowledge that I/we have seen the rental property for which we are applying.

***Please feel free to call our office with any questions.***

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Initials

**MAXIM 4000, LLC**  
120 W Park Drive, Ste 201  
PO Box 2416  
Grand Junction, CO 81502  
Tel. (970) 683-2595; Fax (970) 241-1163



**\$40/Person Non-Refundable Application Fee**

Please complete this application with all pertinent details. **Application fee(s) and minimum Security Deposit are required, in good funds, at the time of application.** This means, you **MUST** have the Security Deposit & all applicable application fees when you turn in your application. No exceptions. Security Deposit will be deposited. If application is approved, Security Deposit will be held as a holding deposit until lease agreement is signed. Failure to sign lease agreement after having been approved for a property may result in forfeiture of Security Deposit. If application is denied, Security Deposit will be returned in check form. Application fees are non-refundable. If accepted, this application is to become a part of the lease agreement. Any misstatement of facts in this application is justification for immediate termination of tenancy.

### Property Information

Desired Move In Date: \_\_\_\_\_

Address you are applying for: \_\_\_\_\_ Rent: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Lease Term: \_\_\_\_\_

How did you hear about Maxim 4000, LLC? INTERNET ALMOST HOME GUIDE SIGN NEWSPAPER OTHER \_\_\_\_\_

### Applicant Information (please print clearly)

Applicant Full Legal Name \_\_\_\_\_ Cell # \_\_\_\_\_ Birthdate \_\_\_\_\_

Co-applicant's Legal Name \_\_\_\_\_ Cell # \_\_\_\_\_ Birthdate \_\_\_\_\_

Social Security Numbers: Applicant \_\_\_\_\_ Co-applicant: \_\_\_\_\_ Home Phone # \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_ Co-applicant's Email Address \_\_\_\_\_

Have either applicant(s) ever been known by any other name? \_\_\_\_\_ Please list other names \_\_\_\_\_

Present Address(es) for Applicant & Co-applicant \_\_\_\_\_

How long have you lived there? \_\_\_\_\_ Reason for moving \_\_\_\_\_

Name(s) and age(s) of all people to occupy the rental you are applying for \_\_\_\_\_

Driver's License: Applicant: State/Lic # \_\_\_\_\_ Co-applicant: State/Lic # \_\_\_\_\_

Make and Year of Vehicles: Applicant \_\_\_\_\_ Co-applicant \_\_\_\_\_

Make and Year of Vehicles: Applicant \_\_\_\_\_ Co-applicant \_\_\_\_\_

Does anyone in the household smoke? \_\_\_\_ Do you have any pets? \_\_\_\_ if yes, list breed/type/weight and name \_\_\_\_\_

Has anyone in the household been convicted of a felony or any drug charge? \_\_\_\_\_

*If you are under the age of 21, you are **required** to have a co-signer & additional \$40.  
Each applicant under 21 will need to have separate co-signers.  
**Cosigners must fill out entire application form as well as the Lease Guarantee Form***

### Tenancy Information

Current Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_ Landlord Address \_\_\_\_\_

Your address while renting from this landlord \_\_\_\_\_ Current Rent Amount \_\_\_\_\_

Previous Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_ Landlord Address \_\_\_\_\_

Your address while renting from this landlord \_\_\_\_\_ Rent Amount \_\_\_\_\_

Have you ever been evicted?  Yes  No If yes, please explain \_\_\_\_\_

## Employment Information

Applicant's Current Employer: \_\_\_\_\_ Work Number \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor/HR Phone \_\_\_\_\_  
Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Income/Month \_\_\_\_\_  
Applicant's Previous Employer: \_\_\_\_\_ Work Number \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor/HR Phone \_\_\_\_\_  
Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Income/Month \_\_\_\_\_  
Co-applicant's Current Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor/HR Phone \_\_\_\_\_  
Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Income/Month \_\_\_\_\_  
Co-applicant's Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor/HR Phone \_\_\_\_\_  
Job Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Gross Income/Month \_\_\_\_\_

## Financial Information

Name(s) of Bank(s) \_\_\_\_\_

## Emergency Information (You must provide 2 names)

Primary emergency contact \_\_\_\_\_ Phone \_\_\_\_\_  
Secondary emergency contact \_\_\_\_\_ Phone \_\_\_\_\_

This is to inform you that as part of MAXIM 4000, LLC Property Management's procedure for processing your application, an investigation consumer report may be prepared whereby information is obtained through credit and criminal history reports, personal interviews with your landlord, employer, or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics, and mode of living. You have the right to make a written request within a reasonable period of time, to receive additional detailed information about the nature and scope of this investigation.

I (we) hereby authorize any person or company to release information to MAXIM 4000, LLC Property Management regarding this application. I (we) fully understand that misrepresentation or concealment relative to any of the above facts of will, at Lessor's option, void our rights under any agreement entered into and loss of any deposits for the rental or premises being applied for.

Dated \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

## RESIDENTIAL LEASE GUARANTY

This Guaranty is given by \_\_\_\_\_ (the Guarantor).

1. Date of birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
Drivers license # \_\_\_\_\_ State \_\_\_\_\_
2. Present street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Email \_\_\_\_\_
3. Employer \_\_\_\_\_ Work phone \_\_\_\_\_

MAXIM 4000, LLC is a licensed Real Estate Company in the State of Colorado. The Broker is leasing and or managing the property as Agent for the Owner and the Broker is not an Agent for the Resident. The Broker will negotiate on behalf of and act as an advocate for the Owner.

### The Guarantor agrees:

1. In consideration of the execution of the lease by and between MAXIM 4000, LLC (Agent for Owner) for the property located at \_\_\_\_\_ in the City of \_\_\_\_\_, County of \_\_\_\_\_, for the lease term starting \_\_\_\_\_ to \_\_\_\_\_.
2. The undersigned, here by irrevocably and unconditionally guarantees payment when due of the lease and all other obligations and liabilities due and to become due to MAXIM 4000, LLC, together with all interest thereon, which may include but is not limited to money due for damages, late rent fees, NSF checks and fees, utilities, attorney fees, expense of collection and pet damage incurred by MAXIM 4000, LLC in enforcing any such obligations and liabilities.
3. Guarantor hereby agrees to submit to the jurisdiction and venue for such action in the state of Colorado and the County of Mesa, in the event that it becomes necessary for MAXIM 4000, LLC to enforce this Guaranty. If the lease is **modified, renewed, or extended** or if the resident holds over beyond the term of the term of the lease, the obligations hereunder of Guarantor shall extend and apply with respect to the full and faithful performance of all of the covenants, terms and condition of the lease and of any such modifications, renewal or extension thereof.
4. Guarantor is aware that the lease states each applicant is jointly and severally liable for all financial obligations, hereby Guarantor is also jointly and severally liable for all financial obligations. Unpaid claims in excess of the security deposit (a copy will be sent to the resident and co-signer) will be turned over to a collection agency if the balance has not been paid by the resident or co-signer by date requested on the security deposit disposition form.
5. Guarantor understands and accepts that from time to time one or more of the existing residents may assign their joint and several lease obligations under the lease to a new resident(s). Guarantor agrees that such an assignment, with or without notice to the Guarantor, shall not be material alteration of the lease and shall not discharge Guarantor's joint and several obligations as Guarantor.

Guarantor's Signature: \_\_\_\_\_ (Please print full name) \_\_\_\_\_

Date \_\_\_\_\_



120 W Park, Ste 201  
P.O. Box 2416  
Grand Junction, CO 81502  
Tele: 970.683.2595 Fax: 970.241.1163  
[info@maxim4000.com](mailto:info@maxim4000.com)

## **LEASE CO-SIGNER/GUARANTOR FORM EXPLAINED**

You have been listed as a co-signer / guarantor for an applicant and MAXIM 4000, LLC requires acknowledgement and consent from you. Please complete the reverse side of this form and return it to MAXIM 4000, LLC along with a fully completed application at the address above.

This Agreement may be executed in any counterparts, including facsimile or by e-mail, each of which shall be deemed an original and shall constitute one and the same agreement.

### **SOME COMMONLY ASKED QUESTIONS ABOUT BEING A GUARANTOR**

1. If I am over the age of 21, do I still need a co-signer? Depending on how an applicant qualifies, a cosigner may be required regardless of age. All applicants under the age of 21 are required to have a cosigner.
2. Why do I have a co-signer or guarantee? We require each applicant to meet qualifying criteria. If an applicant does not meet this criteria, a co-signer / guarantor may be added to improve an applicant's ability to qualify for a property.
3. As a cosigner, what am I responsible for? The co-signer / guarantor is equally responsible for all terms of the lease agreement including but not limited to all financial obligations.
4. Will I be notified if there are any problems with the resident? Yes, if residents are sent letters regarding late rent, noise, parking, lawn care, etc. co-signers will also receive a copy of the letter. This also includes any notices we must post regarding eviction or non-compliance of the lease.

If you have any questions, please don't hesitate contacting our office at 970.683.2595.

MAXIM 4000, LLC

**DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE WHICH INCLUDE SELLER AGENCY, BUYER AGENCY OR TRANSACTION-BROKERAGE.**

## **BROKERAGE DISCLOSURE TO**

**BUYER**    **TENANT**

## **DEFINITIONS OF WORKING RELATIONSHIPS**

For purposes of this document, seller also means landlord (which includes sublandlord) and buyer also means tenant (which includes subtenant).

**Seller's Agent:** A seller's agent works solely on behalf of the seller to promote the interests of the seller with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the seller. The seller's agent must disclose to potential buyers all adverse material facts actually known by the seller's agent about the property. A separate written listing agreement is required which sets forth the duties and obligations of the broker and the seller.

**Buyer's Agent:** A buyer's agent works solely on behalf of the buyer to promote the interests of the buyer with the utmost good faith, loyalty and fidelity. The agent negotiates on behalf of and acts as an advocate for the buyer. The buyer's agent must disclose to potential sellers all adverse material facts actually known by the buyer's agent, including the buyer's financial ability to perform the terms of the transaction and, if a residential property, whether the buyer intends to occupy the property. A separate written buyer agency agreement is required which sets forth the duties and obligations of the broker and the buyer.

**Transaction-Broker:** A transaction-broker assists the buyer or seller 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 buyer's financial ability to perform the terms of a transaction and, if a residential property, whether the buyer intends to occupy the property. No written agreement is required.

**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.

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### **RELATIONSHIP BETWEEN BROKER AND BUYER**

Broker and Buyer referenced below have NOT entered into a buyer agency agreement. The working relationship specified below is for a specific property described as:

\_\_\_\_\_ or real estate which substantially meets the following requirements:

\_\_\_\_\_  
Buyer understands that Buyer shall not be liable for Broker's acts or omissions that have not been approved, directed, or ratified by Buyer.

#### **CHECK ONE BOX ONLY:**

**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.

**One-Person Firm.** If Broker is a real estate brokerage firm with only one licensed natural person, then any references to Broker or Brokerage Firm mean both the licensed natural person and brokerage firm who shall serve as Broker.



**CHECK ONE BOX ONLY:**

**Customer.** Broker is the seller’s agent and Buyer is a customer. Broker, as seller’s agent, intends to perform the following list of tasks:  **Show** a property  **Prepare and Convey** written offers, counteroffers and agreements to amend or extend the contract. Broker is not the agent of Buyer.

**Customer for Broker’s Listings – Transaction-Brokerage for Other Properties.** When Broker is the seller’s agent, Buyer is a customer. When Broker is not the seller’s agent, Broker is a transaction-broker assisting in the transaction. Broker is not the agent of Buyer.

**Transaction-Brokerage Only.** Broker is a transaction-broker assisting in the transaction. Broker is not the agent of Buyer.

Buyer consents to Broker’s disclosure of Buyer’s confidential information to the supervising broker or designee for the purpose of proper supervision, provided such supervising broker or designee shall not further disclose such information without consent of Buyer, or use such information to the detriment of Buyer.

**DISCLOSURE OF SETTLEMENT SERVICE COSTS.** Buyer acknowledges that costs, quality, and extent of service vary between different settlement service providers (e.g., attorneys, lenders, inspectors and title companies).

**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 Buyer, Buyer understands that Buyer must contact local law enforcement officials regarding obtaining such information.

**BUYER ACKNOWLEDGMENT:**

Buyer acknowledges receipt of this document on \_\_\_\_\_.

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Buyer

**BROKER ACKNOWLEDGMENT:**

On \_\_\_\_\_, Broker provided \_\_\_\_\_ (Buyer) with

this document via \_\_\_\_\_ and retained a copy for Broker’s records.

Brokerage Firm’s Name: \_\_\_\_\_

\_\_\_\_\_  
Broker