



ALLIANCE PROPERTY MANAGEMENT, INC

3578-E HARTSEL DRIVE, #307 • COLORADO SPRINGS, CO 80920 • ALLIANCECOLORADO.COM • (719) 355-8688

Application Process Instructions

1. Go www.alliancecolorado.com and click "Find a Rental." Review our Approval Criteria if you haven't already, then click on "Apply Online" to complete your rental application. Complete a **separate** application for each occupant 18 years and older.
 - **If employed:** last two months pay stubs or signed offer of employment contract in the event you have not been employed at least two months
 - **If self-employed:** last year's tax return along with your last two month's bank statements
 - **If retired:** your most recent retirement account statement
 - **If disabled:** your most recent disability rating letter with monthly payout listed
 - **For any other financial situation, please contact us for what you will need to provide as proof of income.**
2. **IF** we mutually decide to move forward with your application, we will **THEN** email you an invoice to pay the application fee of \$45 per adult. You may pay the application fee with a credit card or a bank draft online. Please do not mail or drop off payment. We screen applications thoroughly and move forward with the best qualified application. This process may take a couple of days to complete depending on previous landlords' response to our research inquiries. You will be notified as soon as we complete this process.
3. **Own a pet/animal?** You will be required to register your pet/animal. If you have a pet, there is an additional per pet application charge which is administered by a third-party pet screening tool:
alliancecolorado.petscreening.com.
4. If your application is approved, the security deposit and first month's rent (prorated if lease starts any day after the first) is due by 5:00pm the day after you are notified of approval. Lease must be signed by 5:00pm the day after approval notification, as well. Unless stipulated otherwise, the security deposit is equal to one month's rent. (If pets are allowed there is an additional non-refundable pet fee and monthly pet rent.) You will be given instructions on how and where to pay the security deposit and first month's rent upon execution of the lease.

Approval Qualifications:

- Excellent rental history (which will be verified with your prior landlords)
- Proof of income > 3 times the rental amount using only two adult's income (verified by your submitted pay stubs)
- Good credit in good standing (minimum averaged score of 600 for all applicants - security deposit amount is determined on credit worthiness)
- No felony convictions within the last 5 years. If felony conviction is of a violent nature or methamphetamine based, approval will be made on a case-by-case basis.
- No evictions within the last 5 years
- No money owed to former landlord(s), regardless of length of time