



# ALLIANCE PROPERTY MANAGEMENT, INC

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

## Application Process Instructions

- REVIEW APPROVAL CRITERIA:** Located on our website, under the Tenant page. If you meet the criteria and after you have viewed the home, proceed with the application process below.  
<https://www.alliancecolorado.com/tenants>.
- APPLY ONLINE:** After viewing the home in person, go to [www.alliancecolorado.com](http://www.alliancecolorado.com) and select “Tenant” menu option. Review our Approval Criteria located on our website. IF YOU MEET THE CRITERIA, then click “Apply Online” to complete your rental application. Complete a **separate** application for each occupant 18 years and older. When you start your application, it’s important to invite all co-applicants to apply with you (there is a link that says “invite”). We process applications as a group decision so this is an important step as it groups your applications together.
- REGISTER YOUR PET/ANIMAL (if applicable):** View our [Pet Policy/FAQ](#) on our website, located on the Tenant page. 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: <https://alliancecolorado.petscreening.com/>
- PAY SECURITY DEPOSIT and RENT:** If approved, you will have until 5:00pm the day after you are notified of approval to electronically sign your lease and pay your security deposit plus first month’s rent (and any applicable pet fees/pet rent/utilities) with an electronic funds transfer. You will be given instructions on how and where to pay the security deposit and first month’s rent upon approval.

*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*

### **Approval Qualifications: View our complete [Approval Criteria](#) on our website, located under Tenant page.**

- o Excellent rental history (which will be verified with your prior landlords)
- o Proof of income > 3 times the rental amount using only two adult’s income (verified by your submitted pay stubs)
- o Good credit in good standing (minimum score of 600 for **all** applicants - security deposit amount is determined on credit worthiness)
- o 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.
- o No evictions within the last 5 years
- o No money owed to former landlord(s), regardless of length of time