

Picture Ranch

3251 E Rd, Clifton, CO 81520

970-434-6800

Thank you for your interest in Picture Ranch. I'm looking forward to the possibility of having you as a resident and I am happy to help you in any way I can.

The following page is a checklist with all required identification and income documents necessary to process your application. Below is additional information to help with your application process.

- Employer references may be contacted to confirm income and employment stability.
- Landlord references may be contacted.
- Your application may be declined if you had any eviction(s) in the last 3 years.
- Impact Communities screens applicants' criminal history. Your application will be declined for specific convictions. Each conviction is reviewed individually for severity, time elapsed since conviction, and other extenuating circumstances.
- Prior to moving in, you'll be required to pay the first months' rent in full plus a security deposit. The security deposit varies depending on the type of rental:
 - ~~o Home & Site Rentals - 1 months' total home and site rent.~~
 - o Site Rental Only - \$100
- You'll also be required to transfer utilities to your name ~~and provide a verification letter from the utility before move-in.~~
- ~~If you are renting a home from us and own a pet, a \$250 refundable pet deposit and \$250 nonrefundable pet fee is required. There is also a monthly pet rent of \$25 for the first pet and \$15 for the second pet. We do have a list of dog breeds and animals that are not allowed in the community.~~ If you have a pet, please ask to see this list before completing an application.
- We require up to date vaccination records for all pets, ESA, and Service Animals.

I will notify you within 2-4 days of acceptance or denial.

We look forward to welcoming you to our community! Please don't hesitate to contact me, Judy Seaver, at 970-434-6800 if you have any questions!



Impact Communities complies with all federal, state, and local fair housing laws and offers affordable fair housing opportunities regardless of race, color, national origin, religion, gender, familial status, sexual orientation, gender identity, disability, or age.

Checklist for Residency Application

Thank you for your interest in living in our community! To begin the application process, we need several pieces of information. Below is a checklist of the items necessary to move forward with this process. Check off the items on the list as you add them to the packet. Incomplete applications could result in delays and possibly denials!

Required Documentation:

- ☐ A valid photo ID for all occupants over the age of 18. Must be government issued and not expired.
- ☐ Residency Application. Must be filled out completely

Income Documentation:

Check off all areas which apply to your current financial situation. If the area does not apply to you, check the N/A box.

Salaried/Hourly with Paystubs:

- ☐ N/A
- ☐ **2 most recent paystubs.** Must include the following: • Year-to-date earnings
 - ☐ Tax withholding information
 - ☐ Your name
 - ☐ Your employer name
 - ☐ A period date ending within the last 30 days of the date of application

New employment (Less than 30 days at new job):

- ☐ N/A
- ☐ **Letter from employer on Company Letterhead.** Must include the following: • Your name
 - ☐ Start Date
 - ☐ Rate of Pay
 - ☐ Guaranteed number of hours scheduled per pay period
 - ☐ Pay Frequency (Weekly, Biweekly, Semi-monthly, etc.)

NOTE: Offer letters cannot be considered as a source of income.

Social Security/Disability/Retirement:

- ☐ N/A
- ☐ Social Security Award Letter (Must be dated within the last 12 months of application date)

NOTE: If receiving SSI benefits for dependents, additional information is required:

- ☐ Birth Certificate(s)/proof of age for all dependents receiving benefits. **

Child Support/Alimony: (ALL DOCUMENTS REQUIRED)

- ☐ N/A
- ☐ Court Order Documents
- ☐ 6 months of proof of receipt showing consistent deposits (Bank Statements, Child support registry printout).
- ☐ Birth Certificate(s)/Proof of age for all dependents receiving benefits. **

Self-Employment Income:

- ☐ N/A
- ☐ Last 2 years of Tax Returns with all pages included (Schedule C Required).

Temporary Agency Income:

- ☐ N/A
- ☐ Must be employed with current Staffing Agency for 12+ months.
- ☐ Proof from employer, on letterhead, showing the position is a temp to hire that will eventually become permanent.

Unemployment Benefits, Cash Income or Government Assistance (SNAP, TANF, WIC, etc.) are not considered continuous sources of income and cannot be used as proof of income.

**If the dependent is over the age of 15, the income cannot be considered. The income must be continuous for 3 or more years to be used as a source of income.



Application Fee Disclosure

Rental Application Fee: \$27.00

- Fee is applicable to all applicants 18 years of age or older

Background check includes the following third-party screening by AmRent:

- Multi-State Criminal Search
- Multi-State Eviction Search
- National Sex Offender Registry Search
- ID Verification with OFAC, Watchlists, and Address Verification

We look forward to welcoming you to our community!

Date: _____

Amount of Application Fee Paid: \$ _____

Applicant Name(s): _____

Payment Received Via:

___ Check # _____

___ Money Order # _____

___ Credit/Debit Card Transaction # _____

Community Name: Picture Ranch

Community Manager signature: _____

v2019.06.27



APPLICATION FOR RESIDENCY

NOTICE: ALL INFORMATION REQUIRED



COMMUNITY MANAGER USE ONLY:

Community Name: COCL Picture MHP, LLC

Desired Date of Occupancy:

Person Applying: ☐ Resident* ☐ Occupant 18+ ☐ Guarantor* ☐ Live-In Care Giver ☐ Subleasee

* Resident or Guarantor will sign the lease as a responsible party. All others will be listed as additional persons living in the home.

Applying to: ☐ COH Rental ☐ Finance Sale ☐ Cash Sale ☐ Organic ☐ Change-of-Ownership ☐ Sublet ☐ Storage ☐ RV

Home Site/Lot Number: _____ Home Rent: \$ _____ /mo Lot Rent: \$ _____ /mo

Lease Term: _____ Home Deposit: \$ _____ Lot Deposit: \$ _____

(if applicable) Storage Unit # _____ Storage Rent Amount \$ _____ /mo

Application Fee: \$27.00 Paid with: ☐ Check ☐ MO ☐ Online

APPLICANT INFORMATION: EACH ADULT (18+) MUST COMPLETE A SEPARATE APPLICATION

RENTAL HISTORY					
FIRST NAME		M.I.	LAST NAME		
DRIVERS LICENSE NUMBER		DL STATE	SSN	DOB	
CURRENT ADDRESS			CITY		STATE/ZIP
EMAIL				PHONE	
CURRENT LANDLORD	ADDRESS		PHONE	DATES MM/YY- MM/YY	RENT \$
FORMER LANDLORD	ADDRESS		PHONE	DATES MM/YY- MM/YY	RENT \$
COMMUNITY MANAGER: <input type="checkbox"/> NAME AND BIRTHDATE MATCH ID <input type="checkbox"/> COPY OF ID ATTACHED					
EMPLOYMENT HISTORY					
CURRENT EMPLOYER		GROSS PAY/MONTH	START DATE	END DATE	POSITION
EMPLOYER ADDRESS		CITY/STATE/ZIP		PHONE	
PRIOR EMPLOYER		GROSS PAY/MONTH	START DATE	END DATE	POSITION
PRIOR EMPLOYER ADDRESS		CITY/STATE/ZIP		PHONE	
COMMUNITY MANAGER: <input type="checkbox"/> EMPLOYMENT & SALARY VERIFIED DATE VERIFIED: _____ <input type="checkbox"/> 2 MOST RECENT PAY STUBS ATTACHED					
NOTES:					
OTHER INCOME – LIST ADDITIONAL INCOME YOU WANT US TO CONSIDER					
AMOUNT		SOURCE			
AMOUNT		SOURCE			
COMMUNITY MANAGER: <input type="checkbox"/> TOTAL GROSS INCOME IS A MINIMUM OF 3 TIMES THE MONTHLY RENT AMOUNT OR AS REQUIRED BY THIRD PARTY LENDER <input type="checkbox"/> SUPPORTING DOCUMENTS ATTACHED					

OTHER OCCUPANTS/DEPENDENTS

If other occupants or dependents are 18 years of age or older, they must complete a separate application.

NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH
NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH
NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH
NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH
NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH
NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH

APPLICANT LOT LEASE INFORMATION

MANUFACTURED HOME INFORMATION –LOT LEASE ONLY				
MAKE/MODEL	SERIAL/VIN/HUD LABEL		YEAR	BED/BATH
SIDING TYPE	COLOR	ROOF TYPE	NAME ON TITLE	
LIEN HOLDER(S)	LENDER ADDRESS		LENDER PHONE	
COMMUNITY MANAGER: <input type="checkbox"/> HOME INFORMATION VERIFIED <input type="checkbox"/> COPY OF TITLE ATTACHED				

APPLICANT ADDITIONAL INFORMATION

APPLICANT VEHICLES					
VEHICLE MAKE/MODEL	COLOR	LICENSE PLATE #	STATE		
VEHICLE MAKE/MODEL	COLOR	LICENSE PLATE #	STATE		
REQUIRED EMERGENCY CONTACT INFORMATION: DO NOT LEAVE BLANK					
NAME OF CONTACT	RELATIONSHIP TO APPLICANT	PHONE			
NAME OF CONTACT	RELATIONSHIP TO APPLICANT	PHONE			
HOUSEHOLD PET INFORMATION					
NOTE: No pets are allowed at any time on the premises without prior Management consent. Pets on the banned breed list will not be permitted, NO EXCEPTIONS. If pets are found on the premises without approval, they will be required to leave. MAXIMUM 2 PETS PER HOME.					
PET TYPE (CAT OR DOG)	PET NAME	BREED	WEIGHT		
PET TYPE (CAT OR DOG)	PET NAME	BREED	WEIGHT		
COMMUNITY MANAGER: <input type="checkbox"/> PETS MEET THE COMMUNITY CRITERIA: NO MORE THAN 2 PETS, NO BANNED BREEDS. SERVICE ANIMALS REQUIRE SEPARATE FORM.					

DISCLOSURES

Please answer the following questions.

NO	YES	
<input type="checkbox"/>	<input type="checkbox"/>	Known by any other name(s)? List: _____
<input type="checkbox"/>	<input type="checkbox"/>	Convicted for the illegal manufacture or distribution of a controlled substance? Describe: _____ State and year of conviction: _____
<input type="checkbox"/>	<input type="checkbox"/>	Prior evictions? Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	Criminal convictions; misdemeanors and/or felonies? (<i>"Yes" answer DOES NOT automatically disqualify you</i>) Describe: _____ State and year of conviction: _____

PROPERTY MANAGEMENT RESERVES RIGHT TO DENY RESIDENCY IF:

- You misrepresent information on this application. If ANY misrepresentation is discovered, your rental agreement may be terminated.
- Your background check includes drug and other criminal activity, convictions, prior evictions and unsatisfied judgements.
- Your credit check shows an unsatisfactory record.
- Any other lawful reason.

REASONABLE ACCOMMODATIONS

If a resident, applicant/prospective resident, or someone associated with a resident has a disability, they may make a written request for a reasonable accommodation at any time. Accommodations in rules, policies, practices, or services may be made when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling. Resident, applicant/prospective resident, or someone associated with a resident acknowledge a housing provider can deny a request for a reasonable accommodation if it would impose an "undue financial and administrative burden" or "fundamentally alter the nature of the provider's operations."

Service and assistance animals are permitted in accordance with FHA laws. A letter from a licensed mental health or medical provider may be requested to explain the service or assistance the animal provides to the resident. A separate form must be filled out and submitted to Community Management for the reasonable accommodation of the service or assistance animal.

Please contact the Community Manager to get a copy of the reasonable accommodation policy and the necessary forms for you to complete and return. Community Management will provide a timely written response to your request for a reasonable accommodation.

CERTIFICATION AND AGREEMENT – Read carefully.

A **non-refundable** screening fee of \$27.00. A security deposit is required against damages or loss to Site and/or Home, and the security deposit must be paid prior to the applicant moving into Home and/or Site. The security deposit cannot be used as the last month's rent.

APPLICANT STATES: The information provided is true and correct. I understand that if my application is accepted, any false statements on or omissions from this application may result in eviction. Landlord and its agents are authorized to investigate my personal history, previous rental history, financial and credit record through any investigation agency or bureaus of Landlord's choosing. I understand Landlord may also use state court records and the sex offender registry.

I understand that criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of owner or others will result in rejection of the application. Such criminal history may include, but is not limited to, sexual assault or other sex related crimes, the sale or manufacture of illegal drugs, crimes against persons, burglary or theft.

I hereby authorize anyone contacted by Landlord or its agents to release my credit and personal information to them at any time for the purposes of entering into and continuing to offer or collect on any agreement or credit extended.

I understand that a security deposit, earnest money deposit, or cleaning fee, if any, will be returned if my application is not accepted; however, the screening fee is **nonrefundable**. I acknowledge that I have been given copies of the Rental Agreement, Rules and Regulations, and Nonstandard Rental Provisions *(if applicable)*.

I understand that the Community premises are limited to the use and occupancy of Applicants and other approved Occupants/ Dependents/ Guarantors/ Live-In Care Givers as listed on this application, without any right by me to sublet or assign any portion of the COH or Site without Landlord's written consent.

IF MY APPLICATION IS APPROVED, I AGREE TO COMPLY WITH ALL LEASE TERMS AND ALL COMMUNITY STANDARDS (OR RULES AND REGULATIONS), INCLUDING ALL AMENDMENTS.

PRINT APPLICANT NAME

APPLICANT SIGNATURE

DATE

COMMUNITY MANAGER: THE FOLLOWING DOCUMENTS MUST BE UPLOADED TO THE APPLICANT'S ACCOUNT AS AN ATTACHMENT:

☐ APPLICATION ☐ DRIVER'S LICENSE COPY ☐ INCOME VERIFICATION COPY ☐ TITLE COPY (PMI/LOT LEASE ONLY)

COMMUNITY MANAGER SIGNATURE: _____ DATE: _____



Equal Housing Opportunity
We do business in accordance with Federal, State, and Local Fair Housing Laws.

It is illegal to discriminate against any person because of race, color, national origin, religion, sex, disability, or familial status.