

**The Landmark Apartments**  
**1050 Hobbit St**  
**Fort Collins, CO**  
**Phone: (970) 482-5740**  
**Fax: (970) 482-5744**  
Email: [lfisher@summitmanagementservices.net](mailto:lfisher@summitmanagementservices.net)  
[www.landmarkapartments.net](http://www.landmarkapartments.net)

Dear Prospective Resident:

You've made a GREAT decision by choosing The Landmark as your new HOME! There are a few things that we will need to obtain from you before you move in.

1. We must receive the following items *at least two business days after you leave a deposit:*

- \_\_\_\_\_ A completed application from each prospective resident
- \_\_\_\_\_ \$ 40 application fee per application
- \_\_\_\_\_ A copy of each applicant's photo identification/driver's license

2. Co-signer information, if applicable:

- \_\_\_\_\_ A completed application from each co-signer plus \$10.00 app fee
- \_\_\_\_\_ A copy of each co-signer's photo identification/driver's license
- \_\_\_\_\_ A copy of each co-signer's last pay stub or income verification
- \_\_\_\_\_ A completed and notarized Lease Contract Guaranty form. (This form will be provided for you, but you will be responsible for getting it signed and notarized).

You will need to make an appointment with the rental office to sign your lease after your application has been approved. Please contact us to set-up a time.

Please be advised that it takes approximately 45 minutes to sign your lease with-in 72 hours of you application being approved. An appointment is necessary, so please give the office a call during the hours of Monday thru Friday, 8:30-5:30 PM

We know moving is a stressful time, but we will do whatever we can to make your move as easy as possible. We are happy to answer any questions or concerns you may have. Please feel free to contact us anytime at 970-482-5740.

Sincerely,

The Landmark Management Team

**Summit Management Services., RENTAL APPLICATION**  
(Subject to Owner's Approval)

Apt # Leased \_\_\_\_\_

|   |  |  |      |                      |  |
|---|--|--|------|----------------------|--|
|   |  |  | Date |                      |  |
| Name of Applicant   |  | Maiden Name  |      | SS#                  |  |
| Present Address   |  | <input type="checkbox"/> Rent <input type="checkbox"/> Own |      | Home Phone           |  |
| Cell Phone  |  | Email Address  |      | Driver's License No  |  |
| City  |  | State  |      | Zip                  |  |
| Present Landlord/Apartment Name                           |  | City   |      | State                |  |
| Former Address  |  | City   |      | State                |  |
| Former Landlord/Apartment Name                            |  | City   |      | State                |  |
| Current Occupation  |  | Gross Salary   |      | Length of Employment |  |
| Current Employer  |  | Complete Address   |      | Phone Number         |  |
| Immediate Supervisor's Name and Title                     |  |  |      | Phone Number         |  |
| Past Employer (if less than 6 months at current position) |  | Length of Employment                                       |      | Gross Salary         |  |
| Additional Income (describe source)                       |  |  |      |                      |  |
| In Case of Emergency Notify                               |  | Relation to Applicant                                      |      | Complete Address     |  |
| Personal Reference (Name)                                 |  | Complete Address   |      | Home Phone Number    |  |
| Occupation  |  | Relation to Applicant                                      |      | Work Phone Number    |  |
| Personal Reference (Name)                                 |  | Complete Address   |      | Home Phone Number    |  |
| Occupation  |  | Relation to Applicant                                      |      | Work Phone Number    |  |

|    |  |     |   |
|----|--|-----|---|
| 1. | Has any civil judgement been entered against you for the collection of a debt in the past 10 years?   Yes   No | 6.  | Have you ever been evicted or refused to pay rent for any reason?   Yes   No  |
| 2. | Do you have or intend to have water filled furniture in the rental unit?   Yes   No                            | 7.  | Have you, or do you intend to possess, sell, or use illicit drugs or narcotics in or about your residence?   Yes   No |
| 3. | Do you have, or intend to have, any pets in the rental unit?   Yes   No  | 8.  | Have you ever been convicted for possession, use or sale of illegal substances?   Yes   No                            |
| 4. | Have you filed for bankruptcy in the past 10 years?   Yes   No   | 9.  | Have you ever been convicted of a misdemeanor?   Yes   No   |
| 5. | Have you ever been convicted of a sexual offense?   Yes   No   | 10. | Have you ever been convicted of a felony?   Yes   No  |

If you answered "yes" to any of the above questions, please explain below (use reverse side if necessary):

**LIST ALL OTHER OCCUPANTS WHO WILL RESIDE IN APARTMENT: (All occupants 18 and over must file separate applications)**

|    | <u>NAME</u> | <u>DATE OF BIRTH</u> | <u>SOC.SEC #</u> |    | <u>NAME</u> | <u>DATE OF BIRTH</u> | <u>SOC.SEC #</u> |
|----|-------------|----------------------|------------------|----|-------------|----------------------|------------------|
| 1. | _____       | _____                | _____            | 4. | _____       | _____                | _____            |
| 2. | _____       | _____                | _____            | 5. | _____       | _____                | _____            |
| 3. | _____       | _____                | _____            | 6. | _____       | _____                | _____            |

**ALL RENTS ARE DUE AND PAYABLE ON THE FIRST DAY OF EACH MONTH IN ADVANCE.**

Pursuant to Fair Housing Laws, the management shall neither refuse to rent or lease an apartment to any person because of race, color, creed, religion, national origin, ancestry, handicaps or familial status of the applicant nor discriminate in the terms offered or the services rendered.

Management is not responsible for loss by fire, theft, smoke or water.

The undersigned warrants and represents that all statements herein are true and permits verification. Should it be determined prior to or at any time during a subsequent tenancy that information given was false, landlord reserves the right to terminate said tenancy immediately. The undersigned agrees to provide documentation necessary to substantiate present or prior earnings which are to

be considered as a basis for payment of rent. The undersigned further agrees to execute upon presentation a lease in the usual form and on terms and conditions therein stated, which lease may be terminated by the Lessor if any statement herein made is not true. This application and deposit are taken subject to previous applications.

I hereby give permission to obtain information on my credit, rental history, criminal history, income verification, and other references, now or in the future for the purpose of this application or for enforcing the provisions of any future lease with Summit Management Services, which include, but are not limited to, the collection of rent and any other balances due.

Rental Agent \_\_\_\_\_

Prospective Resident \_\_\_\_\_

**SUMMIT MANAGEMENT SERVICES  
LEASE CONTRACT GUARANTY**

You, as Guarantor signing this Lease Contract Guaranty, guarantee all obligations of tenant(s) under the Lease Contract described below.

Date of lease \_\_\_\_\_

Landlord's name Landmark Apartments

Tenant's name(s) (list all tenants on Lease Contract)

Street address of dwelling being leased:

**1050 Hobbit St, Fort Collins, CO 80526**

Unit No. \_\_\_\_\_

You agree that your obligations as Guarantor will continue and will not be affected by amendments, changes, renewals or extensions of the Lease Contract which may be agreed to from time to time between tenant(s) and us. If we, as landlord of the dwelling, delay or fail to exercise lease rights, pursue remedies, give notices, or make demands to you, as Guarantor, you will not consider it as a waiver of our rights, as owner. All our remedies against the tenant(s) apply to Guarantor, as well. All tenants and Guarantors are jointly and severally liable. It is unnecessary for us to sue or exhaust remedies against tenants in order for you to be liable. In the event the tenant(s) fail(s) to pay the rent when due, we may notify you in writing, of such failure and you shall PROMPTLY pay to us all amounts then owed, and from time to time thereafter owed, under the provisions of the Lease Contract.

You understand that we are relying on this guarantee in evaluating the application for this Lease Contract and that the following information is offered for consideration and verification. You hereby give permission to us to obtain information on your credit for the purpose of this guarantee. A facsimile signature by you on this Guaranty will be just as binding as an original signature. It is not necessary for you, as Guarantor, to sign the Lease Contract itself or to be named in the Lease Contract. This Guaranty does not have to be referred to in the Lease Contract.

Proposed Tenants: \_\_\_\_\_  
\_\_\_\_\_

Guarantor's Name: \_\_\_\_\_ Relationship to Tenant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ (include area code)

Guarantor's Employer: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Occupation: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Zip \_\_\_\_\_

Employer's Phone # (\_\_\_\_\_) \_\_\_\_\_ Monthly Income: \_\_\_\_\_

*(\*Attach verification in form of two (2) most recent paycheck stubs, tax forms, bank or investment statements, etc.)*

Guarantor's Date of Birth: \_\_\_\_\_ Guarantor's Social Security Number: \_\_\_\_\_

\_\_\_\_\_  
Guarantor's Signature

\_\_\_\_\_  
Date

Date: \_\_\_\_\_ Then personally appeared the above-named \_\_\_\_\_,  
and acknowledge the foregoing instrument to be his/her/their free act and deed before me.

\_\_\_\_\_  
Notary Public  
My commission expires on: