



RE/MAX Advantage
Property Management
5590 N Academy Blvd
Colorado Springs, CO 80918
719-264-4394
www.proadvantagepm.com

APPLICATIONS

Application Process

- Contact us with interest on a rental
- Submit pre-screening answers (email or phone call)
- Schedule a viewing of the property
- Apply online
- Receive Approval
- Sign the Lease
- Pay Security Deposit
- Schedule Move-in Date
- Move-in

Screening Criteria

- Be sure to have all documentation prepared before starting this application. **(Government-issued ID copies, proof of income, 1 full month of most recent paystubs, an offer letter for new employment, or last year's tax return IF you are self-employed.)**
- Each adult's individual gross income should be at least 2 times the monthly rent. If the income is less than 2 times, it will result in this application being automatically denied. We combine all married adults' incomes.
- All applicant(s) need to have a credit score of 635 or above. Combined scoring falling below this will result in the applications being automatically denied.
- If you are a registered sex offender it is an automatic denial.
- Felony convictions may result in the application being denied.
- If you have had a previous eviction it is an automatic denial.
- If you have an open collection from a landlord or property management company; this is an automatic denial.
- If you have an open bankruptcy, this is an automatic denial.
- If ANY information is found to be false, the application will be automatically denied.
- If you have pets, review our Pet Policy [here](#)
- Smoking and Marijuana: NO tobacco or marijuana smoking is allowed inside of ANY of our rental homes. Although CO has legalized both the use of medical marijuana and recreational marijuana, under Federal law, marijuana remains a Class I Controlled Substance and therefore illegal under the Federal Laws. Colorado law and Federal law gives us the right to prohibit it.

Marijuana use, possession, and/or growing is prohibited at all our rental homes and violators will be evicted per our lease agreement. Amendment 64 specifically states that landlords may prohibit marijuana use on leased property.

- Each occupant 18 years of age and older must complete an application. Applications will not be processed until every applicant has filled out, e-signed, paid for their application, **and provided the required documentation.**
- Application fees are **NON-REFUNDABLE.**
- Make sure all Required Fields are filled in properly

Please ensure you submit the following with your application:

- A valid government-issued photo ID is required from all applicants.
- Paystubs equaling one month's salary must be submitted with the application.
- Correct email addresses for your point of contact in your rental history are required. Failure to submit a valid email address will delay your application. If you have no rental history because you are a homeowner, we will accept a mortgage statement in its place.
- Deposits will vary depending on the scoring outcome but are generally \$100 over the rent amount.