



<p><u>Shields Leasing Office</u> 3436 S. Shields St. Ft. Collins, CO 80526 Phone: 970-224-6100 Fax: 970-224-6199</p>	<p><u>Taft Leasing Office</u> 920 S. Taft Hill Rd. Ft. Collins, CO 80521 Phone: 970-416-2460 Fax: 970-416-2465</p>	<p><u>Stanford Leasing Office</u> 2631 Stanford Rd. Ft. Collins, CO 80525 Phone: 970-631-8250 Fax: 970-631-8175</p>
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Thank you for your interest in an apartment at the Villages!

We happily offer affordable, non-smoking apartment homes in premier locations throughout Fort Collins.

Applicants must meet the rental criteria described below:

- Pay the rent on time
- Take exceptional care of the property
- Be a considerate neighbor
- Comply with the terms of the lease
- Abide by local, state and federal laws

**If you would like to apply for an available apartment, contact the appropriate leasing office.
(These are listed on the property vacancy page)**

Income Guidelines

Our apartments have income restrictions that must be met to be eligible to submit an application.

Minimum Income: Gross household monthly income **must** be 2 ½ times the monthly rent.

Maximum Income: Based on household size, (this includes all occupants, including minors and unborn children). Each property is different; please contact us for specific income qualifications.

How to Apply for an Available Apartment

- *Contact Us* to schedule a showing.
- Submit a completed application for every household member 18 years of age and older.
- \$25.00 non-refundable application fee for every household member 18 years of age and older.
- \$100 Reservation Deposit required. This will be applied to your security deposit upon lease signing.
- Our Application Fee(s) and Reservation Deposit must be in two separate payments:
Acceptable forms of payment: **money order, cashier's check, personal check or credit card**
- We need a copy of a **Driver's License or State Issued ID** and **Social Security cards** for everyone in the household.

Application Criteria

- **Verifiable Income:** Common sources of income; employment wages, child support, TANF, SSI, and SSDI. Other sources of income may apply in some instances.
 - Employment:** To verify employment income, we will fax a Verification of Employment Form to your employer.
 - Other Income:** If you receive Social Security income, submit a copy of your most recent Award Letter. If your parents provide financial assistance to you, they need to provide a written statement stating how much and how often they help you. We also verify Child Support paid to anyone in the household.
- **Declaration of Citizenship Status/Affidavit of Legal Residency:** One form must be completed for everyone in the household, (children and adults).
- **Asset Certification:** If you own assets of any type (Checking, Savings, IRA, Stocks, Retirement funds, etc.) you will need to provide documentation verifying the net worth.
- **Credit History:** We may rent to an applicant who has not acquired credit or has a low credit score. If you owe money to another landlord, the balance must be paid prior to your application being approved. Additionally, if you owe money to either Xcel Energy or City of Fort Collins Utilities, the balance must be paid in full before the application is approved.
- **Background Checks:** To keep our communities safe, we run criminal background checks on all applicants 18 years and older. Applicants may be rejected for convictions depending on the severity and the length of time elapsed since the last offense. We cannot rent to a registered sex offender.
- **Student Status:** If any adult household member is a part-time or full-time student, student status will be verified with the appropriate educational institution.
- **Rental History:** If applicable, we will verify all rental history with previous landlords. Denials will be based on poor payment history, owing money, lease violations, damage to an apartment and any evictions.

Full-time Student Restrictions Apply at the following Properties:

Hickory Hill, Rose Tree, Willow Grove, Plum, Elizabeth, Stanford

There are restrictions on student status at some properties. Those apartments may not be occupied entirely by **full-time students**, with certain exceptions. We are happy to rent to part-time students or a household that has a mix of part-time and full-time students. Please inquire about certain exceptions to the student restrictions.

Pet Information

- **Pets:** We are pet friendly at most properties! We will accept two animals per apartment. We require veterinary records and current licensing. Pets are subject to size restrictions, weighing no more than 100 lbs combined at the time of maturity. *Please ask us if your pets qualify!*
- **Pet Deposit:** \$300.00 for one pet or \$450.00 for two pets due at lease signing.
- **Pet Monthly Rent:** 1 Pet-\$30; 2 Pets-\$40
- **Breed Restrictions Include:** Pit Bull, Rottweiler, German Shepard, Mastiff, Chow, Doberman Pinscher, Husky, Chinese Shar Pei, or any mix of any of the above listed will **NOT** be acceptable on the property. *The property owner reserves the right to deny any animal, at any time, for any reason.*

Applicant Signature:

Date:

Applicant Signature:

Date:

Applicant Signature:

Date: