

KIVA APARTMENTS

Application items needed to process:

- 30 days of pay stubs
- Application fee (non-refundable) \$40/each applicant **(money order or casher check only, No Cash or Personnel checks)**
- You must make 2x the amount of annual rent amount (before taxes) or have a source of income to pay rent for up to 12 months.
- Deposit to hold unit with completed, signed, and dated application and Statement of Rental Policy
- Do not mark through mistakes, make one line through error, initial and correct.

We at Kiva Apartments strive for a great community atmosphere. We exercise our rights to make sure that all tenants abide by the community, local and state laws of multi-family housing. These laws pertain to pets, noise, guest(s) and infringement on the comforts and livelihood of your neighbors. If you feel like this is the right place for you, please continue the application process. We look forward to the possibility of welcoming you to your new home.

Thank you,

The SS Rentals & Kiva Apartments Team!

***Leases are for 12 months – No short-term leases unless approved by management.**

****To break a lease, a 1-month reletting fee equal to 1 months current rent will be due at time of move out.**



Residential Rental Criteria

It is Kiva policy to actively pursue and offer equal housing for all persons regardless of race, color, religion, creeds, national origin, ancestry, sex, sexual orientation, marital status, familial status, or handicap. **Southside/Kiva requires all residents to meet the following Rental Criteria:**

1. **Legal Age:** All applicant(s) leasing an apartment must be of legal age to sign a contract. Applicant must be 18 years or older or an emancipated minor. An emancipated minor is a person less than 18 years of age who is or has been married, is on active, military duty or has a court emancipation order.
2. **CRIMINAL HISTORY:** All applicants and occupants 18 years of age and older will be checked for criminal history. The history must reflect the following:
 - no convicted sex offenders
 - no convictions for the manufacturing or distributing of controlled substances including cannabis
 - no pending indictment or deferred or withheld adjudication for a felony
 - no convictions or pending indictment or deferred or withheld adjudication for a misdemeanor crime against a person or property

When applicants have not lived in this state for the past 12 months, we will endeavor to check criminal history for the previous state of residence

Please note that this requirement does not constitute a guarantee that residents or occupants currently residing in our community have not been charged with or convicted of a felony, deferred adjudication for a felony or misdemeanor crime against a person or property. There may be residents or occupants that have resided in our community prior to this requirement going into effect. Additionally, our ability to verify this information is limited to the information made available to us by the resident, criminal and credit reporting services, and other third-party resources.

3. **Income:** All applicant(s) must have a verifiable source of income in a gross amount of no less than 2-time the annual rental amount.
 - Income must be verifiable by Human Resources or current check stub with YTD earnings listed. If employer verification is not available, last year's income tax return or current bank statement will be required. A cosigner may be permitted if income is insufficient (see # 9).
4. **Employment:** All applicant(s) are required to provide employment documentation.
 - If not, prior work history will be required.
5. **Mortgage/Rental History:** All applicant(s) are required to have at least 6 months mortgage or rental history. Previous mortgage/rental history must be satisfactory (i.e. mortgage/rent paid on time, proper notice given, lease obligation fulfilled, apartment left in good condition).
 - First time renters will be accepted if applicant(s) agree(s) to pre-pay an additional deposit equal to one month's rent and all other qualifying criteria is met or first time renters may have an option to have a co-signer acceptance (see #10).

6. **Maximum Occupancy per Apartment:**

UNIT TYPE	OCCUPANTS
1 Bedroom	2
2 Bedroom	4

7. **Vehicle Regulations:** Recreational or commercial vehicles are not allowed unless such an area has been designated by the Management. Parking space is limited.
8. **Pet Regulations:** No more than 1 pets will be permitted per apartment. Pet must be one (1) year of age up to date on vaccinations. Aggressive dogs will not be permitted.
9. **Guarantor (Cosigner) Acceptance:** An applicant may be eligible for residency with a cosigner only under the conditions below:
 - The cosigner must meet the entire qualifying criteria as presented in the Residential Rental Criteria.
 - The cosigner must have income four (4) times the monthly market rent amount, verified by documents mentioned in Section #3
 - The cosigner must complete an application and pay an application processing fee.
 - The cosigner is required to sign all legal forms including a cosigner Guarantee form and will be listed on the lease.

If you are applying for residency, please bring proper identification, (Driver's License or Government-issued I.D. card) for all person(s) over the age of 18 that are citizens. Non-US citizen applicants must provide the following: a current passport, INS identification card or work/student visa verification, permanent resident card, or temporary resident form.

Please review in detail. Your signature notes that you understand and acknowledge the Residential Rental Criteria.

Signature of Applicant	Date:	Signature/Title of Agent for Owner	Date:	

Signature of Applicant	Date:	Community Name



Statement of Rental Policy

Kiva Apartments does not discriminate against any person based on race, color, religion, sex, national origin, handicap status, familial status, sexual orientation or any other federal, state or locally protected classifications.

To be considered, all adults must fully complete a rental application. Any omissions, errors, or falsifications may result in a denial of the application or terminate the right to occupy the apartment. All information obtained will be kept confidential and solely for the use of Southside Rentals & Kiva Apartments.

Approvals and denials are based on a review of the following criteria:

APPLICATIONS FEES:

- Application fees are forty dollars (\$40) per adult and are non-refundable. **(money order or casher check only, No Cash or Personnel checks)**

DEPOSITS:

In order for your application to be processed, the deposit for the unit you are applying for must be paid for at the time of the application process to hold the unit off the market. Once you move in, the deposit will be applied to the unit and will be refundable upon move-out if the following terms are met; the unit is left in the condition in which it was leased to you, lease term has been completed and a written 30-day notice has been given. All refunds will be processed within 60 days after move-out and mailed to the forwarding address provided by the tenant.

INCOME:

Net, before tax household income must be at least three (3) times the offered monthly rent. If income qualifications cannot be met, a qualified guarantor (cosigner) is acceptable (see below).

GUARANTOR:

Guarantors (cosigner) can be used if a student or applicant has insufficient income. A Guarantor must have income at least four (4) times the monthly market rent amount, which is verified through check stubs, tax returns, etc. for at least a one (1) year minimum. If approved the standard deposit will be accepted.

EMPLOYMENT:

Applicants that are employed must provide 30 days of employment history, which can be provided by check stubs, most recent tax record or offer letter within 24 hours of application. Attending school will be accepted as an alternative to being employed; therefore, a student may obtain a qualified guarantor (cosigner) if the income requirements are not met.



RENTAL/LEASING HISTORY:

Must be in good standing, verification will be required, and contact information will be needed.

CRIMINAL HISTORY:

Kiva Apartments holds the right to deny anyone on the basis of criminal history.

PROPERTY AND OTHER RESIDENTS:

We enforce our lease, so please be mindful of your neighbors and community. No loud music (turn it down when entering the property). Absolute quiet time 10:00PM-7:30AM. No parties allowed, limit your guest(s). You will be responsible for your guest(s) at all times while on the property. No smoking of any kind will be allowed in the apartments; a fine of \$250, plus eviction will be enforced. Smoking should be done within designated smoking areas and cigarettes properly disposed of in cigarette pails; fines will be assessed accordingly and will be \$50 for each occurrence for littering, whether it be trash or cigarette butts. No speeding on properties or revving your engines, use common courtesy.

ANIMAL REQUIREMENTS & POLICIES:

Animals must be a least one (1) year of age and have proof of current vaccinations. A maximum of one (1) pet is allowed per apartment. Each applicant must provide all documents after approval of the application process. There is absolutely no breeding on the properties or litters allowed. All pets must be picked up after and on leash other than in enclosed pet park areas with supervision, NO EXCEPTIONS. Dogs that become a nuisance, are loud, show an aggressive nature and not controlled by the owner will have to be removed from the property. Anyone violating our pet rules and polices will be subject a \$50 fine for each occurrence. These include not picking up after your pet, allowing your pet off leash and/or into the landscaped areas, or urinating/defecating outside of dog run areas. All feces in dog parks must be picked up immediately and disposed of properly.

Kiva Apartments reports monthly to a collection agency on all past due accounts.

By signing this you agree to all the terms and conditions of this application process and a brief summary of our policies that will be in our Rental Lease Agreement.

Applicant Signature

Date

Applicant Signature

Date

Owner's Representative

Date



RENTAL APPLICATION		APARTMENT (Office Use Only)	RENT (Office Use Only)	LEASE DATES (Office Use Only)
APPLICANT INFORMATION				
LAST NAME, FIRST NAME M.I.			SSN	ID / Driver Lic STATE & Number
BIRTH DATE	HOME/ CELL PHONE	WORK PHONE	EMAIL	
CURRENT ADDRESS				
STREET ADDRESS		CITY STATE	ZIP	
DATE IN	DATE OUT	LANDLORD NAME	LANDLORD PHONE	
MONTHLY RENT \$	REASON FOR LEAVING			
PREVIOUS ADDRESS				
STREET ADDRESS		CITY STATE	ZIP	
DATE IN	DATE OUT	LANDLORD NAME	LANDLORD PHONE	
MONTHLY RENT \$	REASON FOR LEAVING			
OTHER OCCUPANTS				
LIST NAMES AND BIRTH DATES OF ADDITIONAL OCCUPANTS WHO WILL BE RESIDING WITH YOU				
PETS				
PETS ?	DESCRIBE			
EMPLOYMENT & INCOME INFORMATION				
CURRENT OCCUPATION		COMPANY	MONTHLY SALARY \$	
SUPERVISOR NAME		SUPERVISOR PHONE	START DATE	END DATE
PREVIOUS OCCUPATION		COMPANY	MONTHLY SALARY \$	
SUPERVISOR NAME		SUPERVISOR PHONE	START DATE	END DATE
OTHER INCOME DESCRIPTION			MONTHLY INCOME \$	
OTHER INCOME DESCRIPTION			MONTHLY INCOME \$	
EMERGENCY CONTACTS				
NAME	ADDRESS	PHONE	RELATIONSHIP	
NAME	ADDRESS	PHONE	RELATIONSHIP	
PERSONAL REFERENCES				
NAME	ADDRESS	PHONE	RELATIONSHIP	
NAME	ADDRESS	PHONE	RELATIONSHIP	

BACKGROUND INFORMATION		
HAVE YOU EVER:	Filed for bankruptcy?	Willfully or intentionally refused to pay rent when due?
	Been evicted from a tenancy or left owing money? If yes, please provide Property Name, City, State, and Landlord Name. Yes No	
	Been convicted of a crime? If yes, please provide Type of Offense, County, and State. Yes No	
VEHICLE INFORMATION		
MAKE, MODEL & COLOR	YEAR	LICENSE NO. & STATE
MAKE, MODEL & COLOR	YEAR	LICENSE NO. & STATE
ADDITIONAL VEHICLES		
OTHER INFORMATION		
Are you interested in: <input type="checkbox"/> One-Bedroom <input type="checkbox"/> Two-Bedroom Are you interested in <input type="checkbox"/> Kiva Apartments <input type="checkbox"/>		
PLEASE INCLUDE ANY OTHER INFORMATION YOU BELIEVE WOULD BE HELPFUL IN EVALUATING YOUR APPLICATION		
Agreement & Authorization Signature		
<p>I attest the statements I have made are true and correct. I hereby authorize a credit and criminal check to be made, allow verification of information I provided and allow communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application for an apartment and does not constitute a rental or lease agreement in whole or part. By signing this application, you grant us permission to communicate with all the contacts listed in the event we cannot locate you.</p>		
Printed Name: _____		
Signature: _____ Date: _____		





RENTAL APPLICATION



Community Resources and Housing Development does not discriminate in admissions or access to, or treatment or employment in, its federally assisted programs, services, and activities. All persons may request a reasonable accommodation or auxiliary aids at:

Monique Antillon
Address: 7305 Lowell Blvd, STE 200 Westminster, CO 80030
Email: monique@crhdc.org
Phone: 303-428-1448

Portable Tenant Screening Reports (PTSR):

1) Applicant has the right to provide Community Resource and Housing Development Corp with a PTSR that is not more than 30 days old, as defined in § 38-12-902(2.5), Colorado Revised Statutes; and 2) if Applicant provides Insert Community or Management Company Name with a PTSR, Insert Community or Management Company Name is prohibited from: a) charging Applicant a rental application fee; or b) charging Applicant a fee for Community Resource and Housing Development Corp to access or use the PTSR.

If Applicant provides Community Resource and Housing Development Corp with a PTSR: a) the PTSR must be available to Insert Community or Management Company Name by a consumer reporting agency/third-party website that regularly engages in the business of providing consumer reports; 2) the PTSR must comply with all state and federal laws pertaining to use and disclosure of information contained in a consumer report by a consumer reporting agency; and c) Applicant certifies that there has not been a material change in the information in the PTSR, including the Applicant's name, address, bankruptcy status, criminal history, or eviction history, since the PTSR was generated.

Applicant has the right to provide Community Resource and Housing Development Corp with a Portable Tenant Screening Report (PTSR) that is not more than 30 days old, as defined in § 38-12-902(2.5), Colorado Revised Statutes; and 2) if Applicant provides Community Resource and Housing Development Corp with a PTSR, ICommunity Resource and Housing Development Corp is prohibited from: a) charging Applicant a rental application fee; or b) charging Applicant a fee for ICommunity Resource and Housing Development Corp to access or use the PTSR.

