



Application Screening Criteria / Disclosure

SB19-1106 requires we disclose our fees incurred in running an application. Ironclad Realty and Property Management is charged \$22.00 per applicant from Rentvine and Ironclad RPM's expense to complete the application is between \$28.00 and \$30.00 depending on the amount of additional information required to complete the prospective tenant's application.

1. Rental history verifiable from unbiased sources:

It is the applicant's responsibility to provide us with the information necessary to allow us to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify the applicant's rental history.

2. Sufficient income/resources:

We require 2x the monthly rent of a unit as a minimum amount of income. Proof of income through pay stubs (3 most recent months) or other sources must equal a full month of information. Disability income must include a copy of the award letter. Income taxes must be verifiable through pay stubs, employment contract, or tax records. All other income, including self employment, must be verifiable through tax records or 6 months' worth of bank statements. For housing voucher programs, VA, or other voucher programs, the amount of assistance will be considered part of the applicant's monthly income for purposes of figuring the proportion. Child support or spousal support must be verified through a registry and have 6 months' worth of payments made through that registry to be used as income.

3. An application is subject to denial if:

- The applicant(s) makes any derogatory statement and/or shows combative behavior at any time during the application process.
- The applicant(s) misrepresent any information on the application. Our office reserves the right to terminate a rental agreement if the misrepresentation(s) is(are) found after a rental agreement is signed.
- Previous landlords would be disinclined to rent to the applicant again for any reason pertaining to the behavior of the applicant, the behavior of any pets they claim, or the behavior of any others they allowed on the property during their tenancy.
- Previous landlords report significant complaint levels of noncompliance activity including but not limited to:
 - Repeated disturbance of the neighbor's peaceful enjoyment of the area.
 - Damage to the property beyond normal wear.
 - Allowing persons not on the lease/rental agreement to reside on the premises.
 - Failure to give proper notices when vacating the premises.

4. Credit requirements:

We consider the body of an applicant's credit, as opposed to merely considering the credit score, though we do not wish to minimize the importance of a credit score. Outstanding collections, bankruptcy, repossession, lien, judgment, evictions, etc. may result in denial or additional deposits being required by the owner. Negative credit 7 years old and older cannot be a reason for denial.

Credit history is not a consideration for applicants with a housing voucher.

5. Criminal History:

Applicants with violent criminal charges, meth charges, or sex offenders may result in denial. Any other criminal charges 5 years or older cannot be a reason for denial. Arrests alone are not grounds for denial.

6. Applications can take 3-5 business days to process, depending on rental history verification, and access to owners for approval.

This represents a general timeframe only. While we make every effort to process each application quickly, this timeframe is not guaranteed.

7. We reserve the right to accept and pursue simultaneous applications on a property with disclosure to each applicant.

The applicant has the choice to run in competition or not. Our office complies with the Colorado Anti-Discrimination Act (CADA), and will not consider race, color, religion, sex, disability, familial status, national origin, sexual orientation, gender identity, marital status, creed, ancestry, source of income, and veteran/military status when determining eligibility for our properties.

8. Variance policy:

Failure to meet the screening criteria, as stated, may be grounds for denial of application or payment of an additional deposit.

9. Site-unseen applications are accepted, although not encouraged.

Tenant satisfaction is very important to us. While we accept applications from any prospective tenant, regardless of whether they have seen our properties or not, we highly recommend viewing the site before coming to a decision. Once received, our office does not differentiate site-unseen applications and regular applications, nor does a regular application have any advantage over the site-unseen application. All are subject to the same screening criteria.

10. Consumer credit reports information is obtained from:

*Equifax
P.O. Box 740256
Atlanta, GA 30374-0256
+1 (888) 378-4329*

*FED (eviction) and criminal information is obtained from:
Contemporary Information Corporation
3700 Crestwood Pkwy, #300
Duluth, GA 30096
+1 (800) 288-4757*

11. Post-application disclosure:

Upon acceptance, an applicant will be required to sign the necessary rental agreement forms within 48 hours of acceptance. The applicant may contact our office during that time, requesting an extension for up to 72 hours. Failure to sign within that timeframe — or the extended timeframe, should our office grant it — could result in the cancellation of a lease, as we will begin to pursue other applicants.

A complete copy of our lease agreement is available at our office for those who would like to review it. Our lease agreement was drafted by an attorney, and no clause or portion of the lease is subject to change. All Ironclad RPM's tenants are required to carry renters insurance with a minimum of \$300,000 liability and Ironclad should be listed as an additional interest.