



Dear Prospective Resident,

First, we would like to thank you for considering a house or condo rental from Aggie Properties, LLC. We have been in the real estate industry since 1996 and specialize in rental properties near the CSU campus in Fort Collins, Colorado. Most of our management and property owners attended CSU, so we understand the unique needs of students. We ask that you take a moment to read this letter, which contains important information about being a resident of Aggie Properties, our responsibilities to our residents, and the expectations from our residents.

We would like to take this opportunity to point out that we are NOT a typical property management company, insofar as we own all of the properties that we rent and personally oversee the leasing, maintenance and administration. From the standpoint of a prospective resident, this means that we take great pride in our business and only have the best properties. We also consider maintenance and safety to be the highest priorities. Dealing direct with the Landlord/Owner also saves you the typical property management fees that are ultimately passed on to the resident.

We take our business very seriously and we seek only the best residents. We commit to provide our residents with quality properties and responsive customer service. In return, we expect highly responsible residents who will take care of their home and honor their lease commitments. Specifically, residents are asked to pay their rent on time, without exception, and to notify us immediately of any problems or maintenance needs. Late rent or lease violations require unnecessary management time, and thus add to our overhead. We ask that you understand that we have bills to pay and obligations to meet (just like you), and that having to deal with unnecessary payment or management issues costs us money and ultimately leads to unnecessary rent increases.

Over the years we have developed a very comprehensive lease agreement to protect both parties and avoid any mis-communication, and we suggest that you review it very carefully before signing it, as there are important legal consequences. A sample copy of our standard lease agreement is available at anytime, both in person and online. We cannot encourage you enough to make sure that you read and understand your lease agreement, and please be sure to ask if you have questions or need any clarification on it.

Having dealt with hundreds of residents over the years, we have learned a substantial amount about the property rental business. In summary, most landlord/tenant problems can be avoided by good communication in advance of a small issue becoming a major problem. For this reason, we ask that each household have an email account and use this means to communicate all non-emergency issues with our staff. This not only creates a permanent written record for both parties, but it also allows us to most efficiently oversee your needs and provide you with the best service possible. Another common landlord/tenant problem is poor communication between the roommates themselves and the landlord. For this reason, we ask that (1) one resident in the household accept the responsibility to be the single point of contact for the group.

In order to provide you with a fair rent rate and excellent service, we must operate our business as efficiently as possible. With this goal in mind, we continue to invest greatly in technology and have put in place many processes that help us to streamline our operations. This includes direct bank deposits of monthly rent (or automatic ACH from your account), monthly statements sent via mail, online services (listings, applications, maintenance requests, etc.) and a sophisticated telephone system to provide automated information or connect you with a “live” person, if necessary, anytime day or night. We ask that our residents embrace the procedures we have developed and cooperate with us in following the established processes.

At the time you move in to your property, you will have the opportunity to complete a “Move In Sheet” to outline any previous damages and list any maintenance needs. If any additional cleaning or maintenance services are required after your move in, our staff will be in contact with you promptly to schedule the work. To avoid later conflicts, it is very important that you clearly document any items needing attention and clearly communicate with us so that we can both come to a satisfactory resolution. At the expiration of your lease, you will have the option to either renew (provided that your account is in good standing) or vacate. If you move out, our staff will work with you to set an appointment to walk through the property. If possible, we will work together at that time to address any problems or needed damage repairs. In accordance with Colorado Law, and the lease agreement, security deposits are mailed within 60 days of the lease termination. We will include a detailed statement of all charges and payments over your lease term, in addition to any receipts where appropriate. It is very important that you provide us with a forwarding address where you would like the refund to be mailed to. Unless we receive written notification to the contrary that is signed by ALL persons on the lease, the Security Deposit refund will be mailed to the property address and be payable to ALL persons who signed the lease.

Depending upon your financial situation, we may require that one or more parents guarantee your obligations under the lease agreement. Our leases are “joint and several” which means that all roommates and guarantors are also fully responsible for the obligations of the other roommates; we do not breakdown charges “individually” in most cases. Please be aware of this and choose your roommates carefully to avoid being held responsible the actions of others.

We consider ourselves to be professionals in the property rental business, and feel it important to use this letter with “plain English” to set forth what you can expect from us if we enter into a lease agreement. Our reputation is that of being “firm but fair,” and as a result, we enjoy a very high renewal rate each year. We truly value and respect our residents and will always strive to provide you with a quality property and responsive service. In return, it is very important that you understand and comply with your responsibilities under the lease agreement. If at any point you or your parents have questions, please be sure to ask any one of our staff members. We would much rather address an issue in advance then let it manifest into a serious problem.

Thank you again for your interest in Aggie Properties, LLC and our rental properties. We will look forward to having you as one of our residents in the future!

I HAVE READ AND UNDERSTAND THE ABOVE LETTER:

Signature

Date



Standard Rental Application

Revised: April 13, 2006

Note: Please fully complete this application and return it to Aggie Properties, LLC. You may either email it to Rentals@AggieProperties.com or fax it to our office at (970) 212-7290. Thank you.

Property That You Are Applying For:

Application Date:

Name (Last): _____ (First): _____ (Middle): _____

Current Address: _____

City: _____ State: _____ Zip: _____

Previous Address: _____

City: _____ State: _____ Zip: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Drivers License #: _____ State of Issue: _____

Are you a smoker? Yes No

Are you a college student? Yes No

Do you have an automobile/motorcycle that will be parked at the property? Yes No

Year: _____ Make: _____ Model: _____

Color: _____ License Plate #: _____ State of Issue: _____

Total # of Occupants (including yourself): _____

Have you ever been convicted of ANY crime (other than minor traffic tickets)? Yes No

If yes, please explain:

Do you or any of the other occupants have any pets that will be living with you? Yes No

Type of Animal: _____ Sex: _____
Age: _____ Breed: _____ Weight: _____

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Rental History:

Name of Landlord at Current Address: _____ Landlord's Phone #: _____

Dates of Occupancy: _____ to _____ Total Monthly Rent: _____

Reason for Moving: _____

If you have lived at your current residence for less than 2 years, please provide a previous landlord reference:

Name of Landlord at Previous Address: _____ Landlord's Phone #: _____

Dates of Occupancy: _____ to _____ Total Monthly Rent: _____

Reason for Moving: _____

Have you ever been late paying your rent in the past? Yes No

If yes, please explain: _____

Have you ever been evicted from a rental dwelling? Yes No

If yes, please explain: _____

Employment/Financial History:

(Please check all that apply):

- I am a student and my parent's are my sole source of income.
- I am a student and my parent's provide me with some financial support.
- I am a student and fully provide all of my own financial support.
- I have a parent that will guarantee my obligations under the Lease Agreement.
- I am not a student.

Current Employer: _____ Address of Employer: _____

Position: _____ Date Hired: _____ Gross Monthly Income: _____

Supervisor's Name: _____ Supervisor's Phone Number: _____

Previous Employer: _____ Address of Employer: _____

Position: _____ Date Hired: _____ Gross Monthly Income: _____

Supervisor's Name: _____ Supervisor's Phone Number: _____

Reason for Leaving: _____

Previous Employer: _____ Address of Employer: _____

Position: _____ Date Hired: _____ Gross Monthly Income: _____

Supervisor's Name: _____ Supervisor's Phone Number: _____

Reason for Leaving: _____

Signature Section

As the Applicant, I represent that the statements above are true and correct and hereby authorize verification of references whereby information is obtained through personal interviews with my current and previous landlord(s), current and previous employer(s), or others with whom I am acquainted. I also understand that a credit report may be obtained from one or more agencies. This inquiry includes information as to character, general reputation, personal characteristics, and mode of living. The Landlord/Agent has the right to reject this application and to refuse possession of the of the property for which I am submitting this application.

CONSENT: I authorize and direct any Federal, State or local agency, organization, business or individual to release information that will verify certain facts as represented on my application to rent a property from the Landlord. This includes records of my rental payment history including a general credit report, any violations of my lease or occupancy policies, employment history including contacting my current/previous employer or such records and information as needed by management pursuant to the property's established Credit and Occupancy Policy. INFORMATION COVERED: Verifications and inquiries that may be requested include, but are not limited to: Identity, Income, Residence Activity, Employment, Criminal Activity, and Credit. GROUPS THAT MAY BE ASKED: Previous Landlords, Past and Present Employers, Courts and Post Office, Schools and Colleges, Law Enforcement Agencies, Utility Companies, Credit Providers and Credit Bureaus Banks or Financial Institutions, Past or Present Neighbors, and State or Federal Housing Providers.

Hold Deposit Disclaimer**CONDITIONS:**

I understand that a \$500 Hold Deposit (good funds) is required when I submit applications. I understand that upon approval, the Hold Deposit is applied toward my Security Deposit balance. I also understand that once my applications are approved, I am required to enter into the Landlord's standard lease agreement within 7 days on the property for which I am submitting applications. A copy of this lease agreement is available for review online in advance, or by request from the property manager. Should I decline entering into the lease agreement for this property, then my Hold Deposit shall be forfeited as liquidated damages for holding the premises off the market and other such costs. I understand that should my applications be declined for any reason, the Hold Deposit will be fully refunded to me, less any application fees (\$25 per person) which are non-refundable. I agree that a photocopy, facsimile or email of this authorization may be used for the purposes stated above. The original is on file in the management office and will stay in effect for a year and a month from the date signed, or for a year following my tenancy, whichever is later. I understand I have a right to review my file and correct any information that I can prove incorrect.

APPLICATION FEE: \$25.00 (Per Person)

Signature: _____

Date: _____