

**MATRIX REAL ESTATE  
A LIMITED LIABILITY COMPANY  
1942 BROADWAY STREET – SUITE 314  
BOULDER, CO 80302  
PH: (303) 447-1500 FAX: (303) 447-1511  
Website: www.matrixrentals.com**

**APPLICATION FOR RENTAL**

Matrix Real Estate, and its agents are working as Landlord Agents and not your agent. We owe duties to the owner, which include utmost good faith, loyalty, and fidelity. We will negotiate on behalf of and act as an advocate for the owner. You are not vicariously liable (legally responsible) for our actions. We will assist you without regard to race, creed, sex, national origin, familial status, marital status, parenthood, pregnancy, sexual orientation or handicap.

Each and every person who will be residing at a given property must complete a 2-step application process. You must complete this hard-copy application as well as a brief on-line application. Please complete this application in pen and print your information as clearly and neatly as possible.

Any application without a social security number will not be processed. You will also need to complete a brief application on-line for criminal background check and credit report. Since you, the applicant initiate the release of your own data, it's considered a "soft inquiry," which should not impact your credit score. Once we receive your application you will receive a request via email for the online portion of the process. Please complete this promptly as we need all the information in order to proceed.

At the time application is taken a \$40.00 non-refundable application report fee is to be paid by applicant. The security deposit must also be paid in full at the time the application is submitted. If for any reason Matrix Real Estate turns down the applicant, L.L.C. the security deposit will be returned to the applicant. The application fee of \$40.00 will not be refunded regardless of whether the applicant is approved or not, therefore the application fee must be paid by a separate check or money order from the security deposit. If Matrix Real Estate L.L.C. approves the applicant, and for any reason the applicant decides not to rent the property applied for, the security deposit will not be refunded.

The applicant must sign a disclaimer release portion of the application as well as the receipt for deposit portion of the application (both on Second Page) in order for the application to be processed. The applicant must also initial the bottom of this page.

If the applicant is a student who is supported by other means than a job, they should still indicate approximate amount of monthly income and source of same. If applicant has never rented before they should indicate "Lived At Home" in previous landlord section of application.

When completed, the application can be dropped off at our office, or mailed to P.O. Box 2245, Boulder, Colorado, 80306. The application must be returned with the \$40.00 application fee and a separate check for the full security deposit.

Applicant initial\_\_\_\_\_

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**RENTAL APPLICATION-DEPOSIT RECEIPT  
BIS Access Code: 1296070**

Date \_\_\_\_\_

Applying for: Address \_\_\_\_\_ Unit # \_\_\_\_\_

Beginning on: \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Mobile) \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

Email Address \_\_\_\_\_

Other persons who would occupy unit (family or unrelated):

| Name | Relationship | Age |
|------|--------------|-----|
|------|--------------|-----|

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Do you have a pet? If yes, describe: \_\_\_\_\_

\_\_\_\_\_

Name of closest relative (Notify in emergency): \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Do you presently: Rent \_\_\_\_\_ Own \_\_\_\_\_ For how long? \_\_\_\_\_

Current Landlord: \_\_\_\_\_ Phone # \_\_\_\_\_

Present monthly rent or house payment: \$ \_\_\_\_\_

Please list two landlords from whom you have rented within the last few years.

1) Rental address: \_\_\_\_\_

Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone # \_\_\_\_\_

2) Rental address: \_\_\_\_\_

Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone # \_\_\_\_\_

Have you ever been evicted or requested to vacate? \_\_\_\_ Yes \_\_\_\_ No

If so, Where and When: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain \_\_\_\_\_

Occupational Information:

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_ How long? \_\_\_\_\_

Employer's address: \_\_\_\_\_ Employer's phone: \_\_\_\_\_

Approximate Monthly Income: \_\_\_\_\_

Automobiles:

Make: \_\_\_\_\_ Model \_\_\_\_\_ Yr \_\_\_\_\_ Lic. Tag # \_\_\_\_\_ State \_\_\_\_\_

Make: \_\_\_\_\_ Model \_\_\_\_\_ Yr \_\_\_\_\_ Lic. Tag # \_\_\_\_\_ State \_\_\_\_\_

**DISCLAIMER RELEASE:**

I agree that Matrix Real Estate, L.L.C. and Background Information Services, Inc., may release any and all rental history information about me regarding my leasing of said property applied for herein. I authorize all references, corporations, employers, credit bureaus and banking institutions to release any information the background investigation agency may require in connection with this check. I declare that the foregoing is true and correct and authorize its verification. This releases the aforesaid parties from any liability and responsibility for collecting the aforesaid information. I understand that with this application I am paying \$40.00 as a rental application fee, which shall be non-refundable.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

**RECEIPT FOR DEPOSIT:**

Security Deposit \$ \_\_\_\_\_ Check \_\_\_\_\_ Other \_\_\_\_\_

Receipt of deposit is hereby acknowledged to secure the tenancy of the premises. This deposit is received subject to Agent's approval and acceptance of this rental application submitted by Applicant. If Agent approves the application, Applicant shall then promptly sign a lease for the premises containing the above terms and in the form customarily used by Agent. At this time the above deposit will be applied first against the security deposit and then against rent due under said lease. In consideration of Agent's promise to hold the above premises available for the use of Applicant, in the event the application is approved, Applicant agrees to execute the lease for the premises described above. If Applicant does not execute said lease after approval by Agent, or elects not to occupy said premises, then all sums paid hereunder will be forfeited to Agent; Applicant may be liable for loss of rent until premises is re-rented. Applicant acknowledges that he has completed this rental application and that the information supplied herein is true and correct. This rental application becomes a part of the lease. Applicant representations made in the rental application shall be considered inducements to Agent to execute the agreement. Misrepresentations in the application shall be considered as cause to terminate the lease.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_