

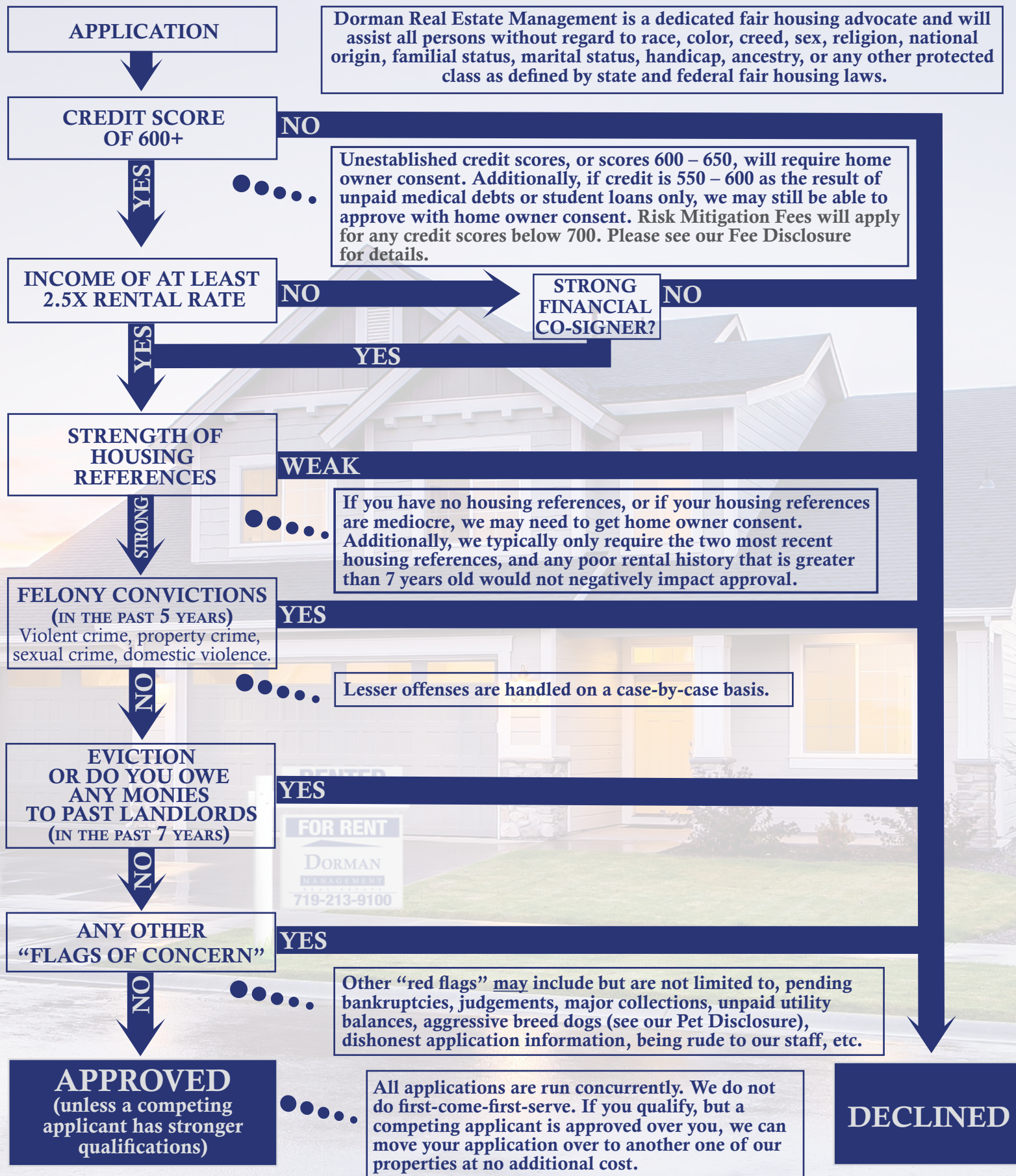


# PRE-APPLICATION PACKET

*The Art of Real Estate,  
the Science of Success.™*



# APPLICATION SCREENING FLOWCHART



## **APPLICATION DISCLOSURE**

Dorman Real Estate Management is a dedicated fair housing provider and will assist all persons without regard to race, color, creed, sex, religion, national origin, familial status, marital status, handicap, ancestry, or any other protected class as defined by state and federal fair housing laws.

Applicants are not accepted on a first come, first served basis. All applications received will be processed concurrently, and from them we will select the best qualified candidate. We do require each adult (18+) intending to occupy the premises to complete their own application, and please be prepared to pay our application fee of \$50 for each adult applying. Application fees are nonrefundable. If you would like to know if a property already has pending applications, please either e-mail us at [Applications@DormanRealEstate.com](mailto:Applications@DormanRealEstate.com) or call our office [719-213-9100].

Thank you for considering a home managed by Dorman Real Estate Management.

### **HB 19-1106 Compliance:**

For our company, the hard costs associated with running an application include but are not limited to: paying our third-party software provider for credit, eviction, and criminal background history, paying our staff member(s) hourly to process the application, and paying to provide our application processor with a physical desk space, along with software to effectively perform all associated job duties. The labor/time associated with running an application typically includes working with the applicant to ensure the application is completed, communicating with the prospective tenant throughout the application processes, and working to obtain past rental housing references, proof of income, picture identification, photos of pets, etcetera. Hourly staff/labor costs include benefits such as health-care benefits, paid-time-off allotments, and time blocked out for regular training.

Upon quantifying all costs and calculating the out of pocket expenses for running applications, we have determined that it costs us around \$60 per application for processing. However, for the sake of "fairness" and market competition, we have lowered the rate charged to a flat \$50 per adult applying for residence.



## PET DISCLOSURE

Please see below Dorman Real Estate Management's pet requirements and restricted dog breed list.

Note that these breeds are not on our list because of personal bias, but only because they are commonly found on the aggressive breed lists of most home owner's insurance providers.

- American Pit Bull Terrier
- Staffordshire Terrier
- Staffordshire Bull Terrier
- Bull Terrier
- Rottweiler
- Doberman Pinscher
- Mastiff
- Bull Mastiff
- Chow
- Akita
- Wolf/hybrid
- Dingo/hybrid

None of the above breeds, or any mix of them, are permitted at the properties we manage. Should you have a pet that looks like any one of these, in our sole discretion, we will require a written breed disclosure from a certified veterinarian to confirm otherwise. We also require all prospective tenants to provide photos of their pets, and to prove that they are properly licensed with the county.

Also, as a standard practice we do not permit more than two (2) pets, pets that are more than 100 lbs, or pets under 12 months of age, without first gaining authorization from our property owner/client. This means that an application could still be declined due to pets, even if the property is marked as accepting pets on the listing. **We do require a \$250 nonrefundable initial pet fee per pet, due prior to occupancy, and a monthly Pet Accommodation Fee per pet of \$25.**

Please note that we are a dedicated fair housing advocates, and will consider all reasonable accommodation requests. If you have an assistive animal used to help with a medical disability, you may be exempt from the above requirements. However, we will prosecute if fraud or misrepresentation occurs, and will act in accordance with Colorado House Bill 16-1308 signed into law on 03/29/2016 which defines the legal and financial penalties for mispresenting a pet as an assistive animal in the state of Colorado.

Thank you for considering a home managed by Dorman Real Estate Management.



## **FEE DISCLOSURE**

At Dorman we have a “no small print” policy. We want all tenants to understand our expectations prior to applying and any possible initial or monthly fees which might be required should your application be approved.

### **Fees that are always charged:**

- **Lease Administration Fee • \$100 one-time:** We understand that the lease administration process is both a service to our clients/property owners, and to our customers/tenants. Because of this, we charge a flat \$100 for administering the lease between all parties, which is due with the first month’s rent payment.
- **Resident Benefits Package • \$25 per month:** Please see the Resident Benefits Package sheet provided on the next page of this packet.

DISCLOSURE: \$9.50/mo of this program goes directly towards paying for the limited liability insurance plan provided through our software provider and is a direct pass thru. To comply with coverage requirements, this portion of the program cannot be prorated, and is apportioned out on the monthly tenant ledger.

### **Fees that are commonly charged:**

- **Pet Fees • \$250 one-time/\$25 per month:** We charge \$250 at move-in and \$25 per month, per pet. Please carefully read our the Pet Disclosure provided in this packet.
- **Risk Mitigation Fees:** This fee is required on any tenants, or any parties with at least one person, with a credit score below 700.
  - **\$15 per month for credit scores 650-699**
  - **\$25 per month for credit scores 600-650**
  - **\$35 per month for credit scores 550-599**

DISCLOSURE: We do not approve applications with below 600 credit scores except in very rare circumstances. At our sole discretion, exceptions include but are not limited to properties that have been on the market for well above an average amount of time, and credit between 550-600 as a result of unpaid medical debts or student loans (only). In all cases, property owner consent may be required.

### **Fees that are very situational and less common:**

- **Utility Service Fees • \$<variable> per month:** For some properties (normally multifamily), utilities are not separately metered at the building, and there is common area maintenance performed for the benefit of all residents. For many of these properties, we charge a flat monthly charge to offset the property owners’ costs for these items.
- **Septic Fees • \$25 per month:** For any properties with a septic system to help the property owner offset septic system pumping and maintenance expenses.

If at any time you have questions about the fees listed here, or any others outlined in our Lease Agreement, please contact us. Thank you for considering a home managed by Dorman Real Estate Management.

# RESIDENT BENEFITS PACKAGE

The Dorman Real Estate Management Resident Benefits Package provides savings and convenience through the following professional services for all Dorman residents:



**GENERAL  
LIABILITY  
INSURANCE →**

To keep you in compliance with your lease agreement at a rate more competitive than most 3rd party alternatives.



**CREDIT  
BOOST  
REPORTING →**

We'll help you boost your credit score when timely rent payments are made by reporting to agencies on your behalf.



**ONLINE  
PORTAL →**

Convenient access to your account and documents, report maintenance concerns, and make payments.



**MULTIPLE  
PAYMENT  
OPTIONS →**

We'll accept payments online via a FREE ACH option. You can also pay with credit card (service charges may apply), in person with a money order, or via PayNearMe.



**24/7  
MAINTENANCE  
LINE →**

Report any emergency maintenance problems 24/7 and speak with a live person!



**VETTED  
VENDORS →**

We ensure all technicians sent to your home are reputable, licensed, and insured for any and all repairs.

**\$25  
A MONTH**

## BONUS PERKS:



**HVAC FILTER DELIVERY →**

If you have a forced-air furnace we will send high-quality HVAC filters, delivered right to your door every 60 days to help save you up to 15% on your energy bills and reduce your HVAC maintenance issues.



**FREE MOVING BOXES →**

Dorman tenants get free moving boxes. Do you need boxes at move-in or move-out, please ask us about our moving box program!

## FREQUENTLY ASKED QUESTIONS:

*What if I have my own Renters Insurance Coverage?*

You are free to retain any additional insurance policies you may have. The General Liability Insurance program included in our Resident Benefits Package is not renters insurance. It does not cover personal property or displacement.

*Can I opt-out of this Resident Benefits Package?*

No. Dorman is providing this Resident Benefits Package to all tenants.

