

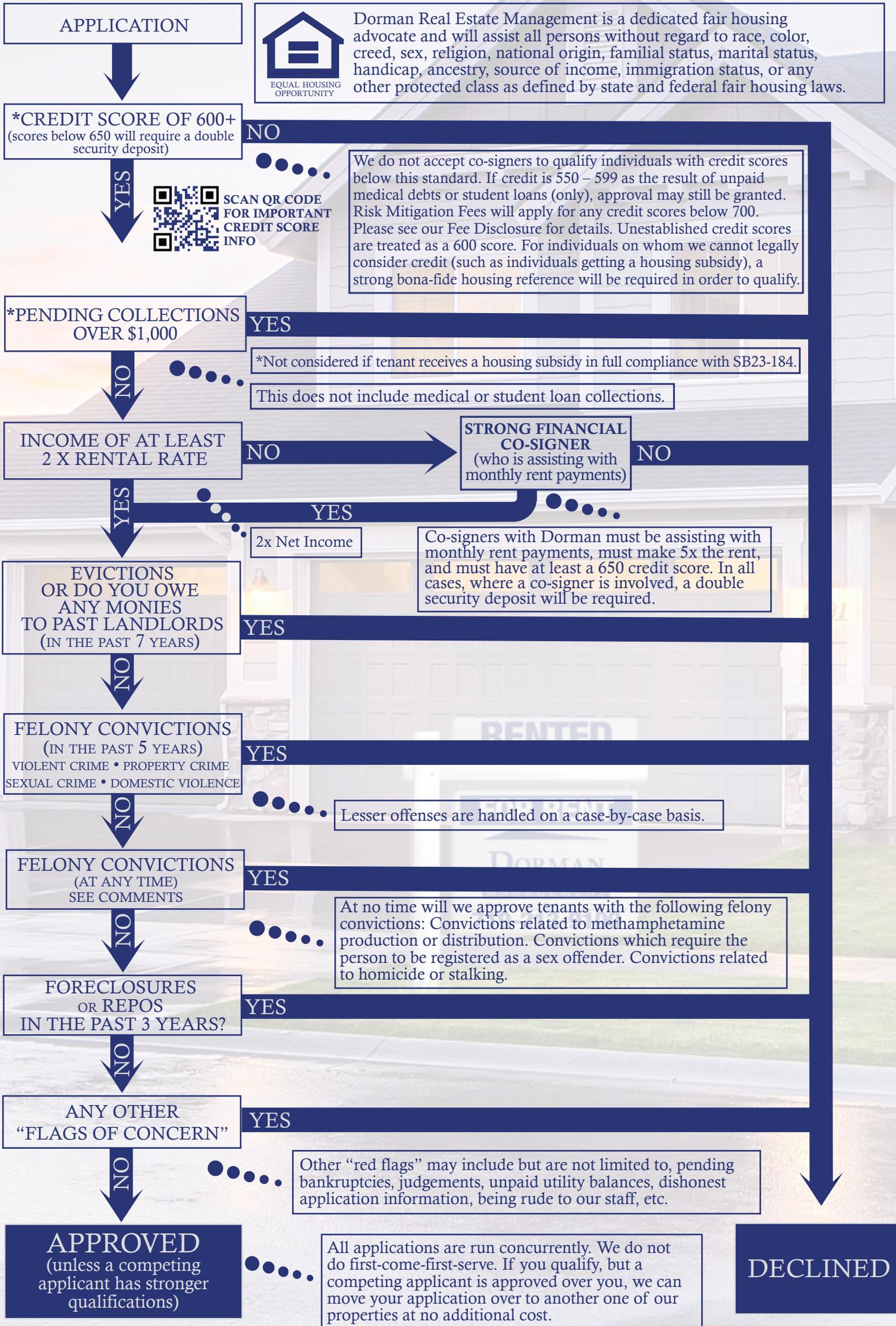


# PRE-APPLICATION PACKET

*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 local, 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 \$60 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/criminal background records, 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 \$70 per application for processing. However, for the sake of "fairness" and market competition, we have lowered the rate charged to a flat \$60 per adult applying for residence.

## **PET DISCLOSURE**

Dorman does not have a restricted breed list! As a rule, we will accept all breeds unless an individual property owner has asked us to not accept certain breeds on their property. The property owner may also restrict the number of pets, the weight of acceptable pets, or the type of pets permitted at their property.

**All animals must be screened through PetScreening.com and monies required for pets shall be compliant with Colorado's limitations set forth in HB23-1068 which will always include an additional \$300 refundable deposit and a \$35 per month accommodation fee; these amounts are charged on a per-pet basis.**

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.

Please note that we are 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 misrepresenting 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 residents to understand our expectations before applying, as well as any initial or monthly fees that may be required if your application is approved.

### Fees that are always charged:

- **Lease Administration Fee • \$150 one-time:** We understand that the lease administration process is both a service to our clients/property owners, and to our customers/residents. Because of this, we charge a flat \$150 to administer the lease for all parties, a one-time fee due with the first month’s rent payment on the 1<sup>st</sup> day of the lease.

### Fees that are commonly charged (but are reasonably avoidable):

- **Resident Benefits Package (RBP) • \$30 per month:** Please see the Resident Benefits Package sheet provided on the next page of this packet. Please see [www.dormanrealestate.com/lease](http://www.dormanrealestate.com/lease) to view a comprehensive breakdown of this RB, including instructions on how to opt out by providing proof of proper insurance coverage.
- **Pet Charges • \$300 Pet Deposit (refundable) and \$35 per month, nonrefundable, pet accommodation fee:** See Pet Disclosure for additional information.
- **Risk Mitigation Fees:** This fee is required for any residents or any parties with at least one person with a credit score below 700 (SB23-184 Compliance: this fee is not applicable to residents receiving a housing subsidy).
  - **\$15 per month for credit scores 650-699**
  - **\$25 per month for credit scores 600-649**
  - **\$35 per month for credit scores 550-599**

DISCLOSURE: We do not approve applications with a credit score below 600, except in very rare circumstances, such as when a property has been on the market for an extended period.
- **Septic Utility Fee • \$25 per month:** For any property with a septic system, we increase the rent by a flat monthly amount to offset the property owner’s costs for providing a septic system. This fee can be opted out of, at the resident’s discretion, if the resident agrees to assume the responsibility/cost of emptying the septic tank as needed (at least every 2 years and upon vacating the home).

### Fees that are very situational and less common (not avoidable but utility-related):

- **Utility Service Charges • \$10 + \$[VARIABLE] per month:** When utility services are billed through our agency, this means that utilities are not separately metered at the building, which leaves us billing residents in arrears (after the billing period closes). When applicable, the listing description shows how utilities are divided between units.
- **Metropolitan District Fees • \$[VARIABLE] per month:** Select metro communities charge this fee, which commonly includes select utility services for the property and/or area. It’s also common for this fee to include use and access to exclusive community amenities.

If you have any questions about the fees detailed here or any other fees outlined in our Lease Agreement, please contact us. You can also view situational one-time fees described in our lease here: [www.dormanrealestate.com/lease](http://www.dormanrealestate.com/lease) (open the lease, type ctrl + f, and search “\$”). 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.

## BONUS PERKS:



**HVAC FILTER DELIVERY →**

If you have a forced-air furnace we will send you high-quality HVAC filters, delivered right to your door 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!