



**Thank you for contacting Evergreen Property Management; we're happy to help with your search for a home!**

If you would like to see more details about properties we have to rent, please review the available units at [www.ftcrent.com/vacancies/](http://www.ftcrent.com/vacancies/). But, before you do that, you might be interested in reviewing the following information to save yourself time, money and to understand the most frequently asked questions that come up for prospective applicants. Best of luck with your house hunt!

### **How do I apply?**

You will find an online application for each unit at [www.ftcrent.com/vacancies/](http://www.ftcrent.com/vacancies/), or by visiting our office at 1000 Driftwood Dr., Suite A, Fort Collins, CO 80525. You do not need to apply for more than one unit – just apply once and we can transfer your application at no charge if you decide on a different unit!

### **To process an application, we will need:**

- A completed application form with your relevant applicant information, current employment and rental references
- A copy of a photo ID (a driver's license works well)
- Proof of your income, this can be the paystubs from the previous 30 consecutive days, bank statements, the previous year's W-9, or proof of financial aid if you are a student.
- A \$40 application fee - Please note that everyone over the age of 18 who plans to reside at the property will need to apply separately. We will process you together to help meet income requirements. Also, please be aware that you, and others applying with you, will not be considered for a property, until all steps of the application are completed.

If you do not income qualify and are in need of a guarantor form, one will be provided to you.

### **What is Evergreen's screening process like?**

Evergreen Property Management, Inc., will run a credit and criminal background check on all applicants. We also verify employment and income and contact past landlords for rental references. There is not a specific credit score threshold to qualify. However, certain items on a credit report will result in automatic denial. These would include:

- Substantial balances owed to previous landlords

- Unpaid civil judgements
- Foreclosures
- Open bankruptcy or bankruptcy that was filed within the last 2 years
- Substantial amounts of unpaid collection debt
- Any collection debt for utilities, phone services, etc. – Must be paid in full to be considered.

**Other Items that may be considered with an additional deposit include:**

- Debts showing late payments or non-payments
- Paid civil judgements
- Collection debt that has been charged off
- Older bankruptcies

**A criminal history including any of the following will result in an automatic denial:**

- All felony convictions
- Violent criminal offences
- Sexual offences
- Terrorism related offences
- More than one DUI
- Arrest warrants
- Possession of a controlled substance or intent to sell or distribute offences

**Criminal history including any of the following may be considered with additional deposit:**

- One DUI if three years or more have elapsed since the offense
- Completed probationary period for offenses not listed above
- Petty offenses not listed above

**May I have pets at a property through Evergreen Property Management?**

The pet policy does vary by property and owner; please refer to the individual property requirements at [www.ftcrent.com/vacancies/](http://www.ftcrent.com/vacancies/).

**Evergreen requires written documentation that all animals are spayed/neutered and at least one-year-old.**

Breed restrictions include:

- Rottweiler
- Doberman-Pinscher
- Pit Bull
- Bull Mastiff
- Chow
- American Bulldog

Small caged pets are allowed at all properties, as long as they remain within their secure cage. This includes hamsters, guinea pigs, rats, snakes, birds and fish.

### **Do any of your properties allow smoking?**

Evergreen does not allow smoking within any of its residences (including but not limited to, cigarettes and marijuana). Residents are required to be a minimum of 20 feet from any door or window when smoking.

### **Would I be allowed to smoke or grow marijuana in my residence?**

Although Colorado law has changed, Evergreen Property Management, Inc follows federal guidelines and marijuana as a substance, or growing marijuana, is not allowed in any of its properties.

### **Do you have any properties that take Section 8?**

Unfortunately, we are not able to assist Section 8 inquires.

### **Can I rent a large house from Evergreen Property Management, Inc. with my four other roommates?**

As a company we do enforce all Fort Collins residence laws (U+2), meaning that no more than three unrelated tenants can reside together within city limits.

### **How do I schedule a showing for a property I'm interested in?**

Please follow directions on the website [www.ftcrent.com](http://www.ftcrent.com) to contact us and schedule a showing for any and all properties you've reviewed on the website that you are interested in. When you call, please be prepared with the specific addresses of the property you are interested in, as well as a phone number you can be reached at. If you plan to bring an additional person to the showing, please let our staff know when scheduling so we can be prepared. ***Please remember, these are guided tours with a member of the Evergreen staff, not an open house. We'll be there to answer any questions you might have!*** Evergreen schedules showings Monday - Friday from 9:30 a.m. – 5:00 p.m. Showings do not occur on weekends.

Please remember to check the website frequently as new properties are added often! And most importantly, good luck with your house hunt!