



PRE-APPLICATION PACKET

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



APPLICATION SCREENING FLOWCHART



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

APPLICATION

*CREDIT SCORE OF 600+
(scores below 650 will require a double security deposit)



SCAN QR CODE
FOR IMPORTANT
CREDIT SCORE
INFO

NO

We do not accept co-signers to qualify individuals with credit scores below this standard. If credit is 550 – 599 as the result of unpaid medical debts or student loans (only) AND the property has been listed for more than 30 days, approval may still be granted. Risk Mitigation Fees will apply for any credit scores below 700. Please see our Fee Disclosure for details. Unestablished credit scores are treated as a 600 score. For individuals without established credit or for whom we cannot legally consider credit on, a strong, bona-fide housing reference will be required in order to qualify.

*PENDING COLLECTIONS
OVER \$1,000



YES

*Not considered if tenant receives a housing subsidy in full compliance with SB23-184.

This does not include medical or student loan collections.

INCOME OF AT LEAST
2 X RENTAL RATE



NO

**STRONG FINANCIAL
CO-SIGNER**
(who is assisting with
monthly rent payments)

NO

YES

Additional 1x required
for two or more
applications.

Co-signers with Dorman must be assisting with monthly rent payments, must make 5x the rent, and must have at least a 650 credit score. In all cases, where a co-signer is involved, a double security deposit will be required.

EVICCTIONS
OR DO YOU OWE
ANY MONIES
TO PAST LANDLORDS
(IN THE PAST 7 YEARS)



YES

FELONY CONVICTIONS
(IN THE PAST 5 YEARS)
VIOLENT CRIME • PROPERTY CRIME
SEXUAL CRIME • DOMESTIC VIOLENCE



YES

Lesser offenses are handled on a case-by-case basis.

FELONY CONVICTIONS
(AT ANY TIME)
SEE COMMENTS



YES

At no time will we approve tenants with the following felony convictions: Convictions related to methamphetamine production or distribution. Convictions which require the person to be registered as a sex offender. Convictions related to homicide or stalking.

FORECLOSURES
OR REPOS
IN THE PAST 3 YEARS?



YES

ANY OTHER
“FLAGS OF CONCERN”



YES

Other “red flags” may include but are not limited to, pending bankruptcies, judgements, unpaid utility balances, dishonest application information, being rude to our staff, etc.

APPROVED
(unless a competing
applicant has stronger
qualifications)

All applications are run concurrently. We do not do first-come-first-serve. If you qualify, but a competing applicant is approved over you, we can move your application over to another one of our properties at no additional cost.

DECLINED

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 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 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 • \$150 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 \$150 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 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 on any tenants, or any parties with at least one person, with a credit score below 700 (with some SB23-184 exemptions).
 - **\$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 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 because 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 owner’s costs.
- **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 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!

DORMAN

REAL ESTATE

MANAGEMENT