

RENTAL CRITERIA AND APPLICATION PROCESS

Application Fee. There is a non-refundable application fee of \$40 per person that must be paid to My Boulder Rental (MBR) through Propertyware at the time of application. See the paragraph below regarding security deposit payments and binding the lease agreement. MBR will establish an applicants account through Propertyware at the time of application.

Administrative Fee. There is a non-refundable administrative fee of \$300 per applicant that must be paid through Propertyware at the time of application. See the paragraph below regarding security deposit payments and binding the lease agreement.

Security Deposit. The security deposit is two (2) times the monthly rental amount per tenant. A lease is considered finalized when all parties sign the lease and after MBR receives, within 24 hours from time of application through Propertyware, from all applicants: 1) full security deposit, 2) application fees, and 3) administrative fees. Anyone who cancels an application or seeks to terminate an executed lease agreement within three (3) calendar days of MBR's receipt of the security deposit funds shall be deemed to have forfeited their respective deposit(s).

Occupancy Limits. No more than four (4) unrelated persons may occupy a unit in accordance with City of Boulder regulations. Violation of these regulations may result in certain penalties, including a fine of up to \$2,000.00 per day per violation.

Room Assignments. Tenants must provide a list of room assignments, in writing signed by all Tenants, within seven (7) days of move-in or MBR will make the room assignments. Thereafter, any changes to the room assignments will result in a \$50.00 room change fee per Tenant.

The undersigned understands and agrees to the above terms.¹

Printed Name	Signature	Date
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¹ The Terms identified above are not inclusive of all applicable terms and other requirements established by MBR in the Lease Application, Lease Agreement, or Parking Lease Agreement.

RENTAL APPLICATION

Thank you for your interest in leasing an apartment through My Boulder Rental (MBR). All applicants must individually complete the entire Rental Application and individually pay a one-time application fee of \$40.00 and administrative fee of \$300.00. Please return the Rental Application to the MBR office at the address provided above. Applicants may submit the Rental Application via email, but must also ensure timely delivery of the full security deposit amount, application fee, and administrative fee through Propertyware to MBR. The application and administrative fees are non-refundable and do not apply toward a security deposit or rent deposit.

The following are key considerations prior to renting with MBR:

- **Rental holds.** MBR does not place "holds" on apartments. There is a 24 hour window from initial application to bind the lease agreement.
- **Security deposit.** All applicants in a group must pay the full security deposit before the lease is considered finalized and in force for an apartment. The security deposit is nonrefundable until after move out or lease transfer.
- **Lease transfer.** After finalizing the lease, tenant(s) must follow the terms in the lease to transfer the lease to another tenant or risk losing their respective security deposit.
- **Utility and maintenance costs.** The advertised rent does not include utility or building maintenance costs. Utility and building maintenance costs are assessed separately per tenant on a monthly basis as part of the monthly rent due under the lease agreement.

Please complete the following fields and enter "N/A" if an item is not applicable. Also, please print legibly if you do not electronically complete the fields.

APPLICANT INFORMATION

Full Name	Telephone #	Mobile #	Work #
Email Address	Date of Birth	Drivers License #	State Issued
Current Residence			
City	State / Province	Zip / Postal Code	County

PARENT / LEGAL GUARDIAN INFORMATION

Full Name	Telephone #	Mobile #	Work #
Mailing Address			
City	State / Province	Zip / Postal Code	County

PROPERTY AND UNIT # INTERESTED IN:

Aspen House Unit# _____ Cedar House Unit# _____ Maple House Unit# _____ Oak House Unit# _____

How did you hear about MBR? _____

I have read the above information and understand MBR's rental application process.

Signature	Date
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