

**Your Neighborhood Realty, Inc.**  
**Property Management Division**  
**Application FAQ**

➤ **Application Process**

Our application process is entirely online. You can apply for any of our vacant properties on our website at <https://ynrentals.com/vacancies>. We do not receive applications from other sources (such as Zillow or RentalBeast).

Click on Apply Now on the property you're interested in to begin the process. We ask that you provide as much financial documentation as possible before you submit as you cannot access your application after submission.

Applications are \$50.00, and an application is required for every adult over the age of 18 who intends to be on the lease for the property. This application covers credit, background, landlord verification, and we contact listed references.

We can transfer your application to any **qualifiable** property should circumstances change, i.e. interested in a different property or the property you applied for may no longer be available.

Company policy is that we do not approve applications of any property sight unseen, and we strongly encourage you to schedule a showing appointment with us. Our showing times are 9:00am-3:00pm Monday through Friday (weather pending, especially during winter months). In the event you are unable to view the property a proxy, or a FaceTime/Google Meet showing is acceptable. Keep in mind that virtual showings are not possible for properties outside of city limits due to lack of connectivity.

➤ **Financial Requirements**

**Our financial requirements are a minimum credit score of 575 and at least x2 documentable net income of the monthly rent.**

At least one member of the applying party must meet the minimum requirements. A co-signer that meets the minimum requirements is allowed if the applying party does not meet the minimum requirements.

## RHINO – Security Deposit Insurance

We are a partner with RHINO. It is an alternate option for your security deposit. We require the approved applicant to pay ½ of the security deposit amount for us to allow usage of RHINO.

If you are interested in using RHINO for your security deposit, we ask that you wait for us to send you a link from our end as not all our properties are in RHINO's database. Please **do not** apply to RHINO without our link.

For more information on RHINO, visit <https://www.sayrhino.com/>

### ➤ Resident's Benefits Package (RBP)

The Resident Benefit Package (RBP) includes the following: renters' insurance, identity protection, credit building, reward program, and HVAC filter delivery every 90-days (where applicable). The RBP is required and is a total cost of \$39.95 with the insurance (insurance is \$10.95). If the tenant has their own insurance, then the RBP is \$29.00. **The RBP is a mandatory part of the lease**, and renter's insurance is required, either with RBP's or from a provider of their choice.

### ➤ Pet Policy

Every approved applicant is required to fill out a pet profile at <https://ynr.petscreening.com/>, regardless of whether an applicant has pets or not.

Beginning January 1, 2024, per Colorado House Bill 23-1068, the pet policy will be \$300.00 refundable deposit per animal, and a flat \$35.00 or 1.5% (which ever is greater) monthly pet rent **per pet**.

Service and Emotional Support Animals are exempt from fees, but a profile must still be completed.

### ➤ Lease Terms

Our leases are 12-month terms with a renewal process around the time of the end of the lease term. The option to renew your lease will be available provided the tenant is in good standing and/or the owner of the property will keep their property under management.

### ➤ Estimated Move-In Costs

We can provide you with an estimated move-in cost based on how many are applying, the rent, RBP level, security deposit and fees should you be interested. Utilities are not included in this estimate as tenants are required to pay for them separately. Utility Company contact information will be provided.

## ➤ Approval Time

The length of time it takes to get approved depends on the information we have available with the application and how quickly an approved applicant can complete the necessary paperwork and pay all the fees. This process can take a week or more for a final decision.

When approved, you will need to complete & provide the following:

- First month's rent.
- Security deposit or RHINO account set up.
  - Security Deposit must be submitted at least **7 days prior to desired move-in date.**
- Proof of utilities in your name and account numbers provided to us.
- Pet screening profile completed (Service & ESA takes a little bit more time for results to come back).
- Signed lease agreement.
- All fees paid & documents signed.
  - Documents may include:
    - Lease Agreement
    - Lead-Based Paint Disclosure (for properties built before 1978)
    - Brokerage Disclosure
    - Radon Disclosure
    - Sight Unseen Waiver

**We may not remove a property from online marketing until a lease is fully signed.**

**We do not give the approved tenant keys until everything is signed and fully paid for.**

Your Neighborhood Realty, Inc.  
Property Management Division  
Office: 1-719-822-1315  
Email: pm@ynrhomes.com  
Website: ynrentals.com

