



7455 E. Peakview Ave  
Centennial, CO 80111  
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[www.RESDenver.net](http://www.RESDenver.net)

## Tenant Locator Agreement

(Used for *Marketing* and *Leasing* your property)

Property Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Desired Rent Range: FROM \$ \_\_\_\_\_/Month To \$ \_\_\_\_\_/Month**

(Note: Please leave rent range blank if you would like RES to determine the market rent for your property)

**Security Deposit: \$ \_\_\_\_\_ (Normally the same as one month's rent)**

**Pets will be allowed:** \_\_\_\_\_ YES or \_\_\_\_\_ NO

Only \_\_\_\_\_ (size or type of pet allowed)

**Non Refundable Pet Fee:** \$ \_\_\_\_\_ "X" one: **Per Pet** \_\_\_\_\_ or **Total** \_\_\_\_\_

--OR-- \$ \_\_\_\_\_ **Per month (pet rent)**

--OR-- \$ \_\_\_\_\_ **Refundable Pet Deposit**

### Showing Stipulations:

**Is the property vacant?** \_\_\_\_\_ YES or \_\_\_\_\_ NO

**Property Availability Date:** \_\_\_\_\_

**If tenant occupied, please provide the name and phone # for the tenant/owner so that we can schedule showings:** \_\_\_\_\_

\_\_\_\_\_(initial) I acknowledge that if the property is vacant there will be a lockbox placed on the property for showing purposes.

### LEASE CONTACT INFO:

Owner: \_\_\_\_\_

Owner Contact Number(s) \_\_\_\_\_

Owner Email: \_\_\_\_\_

Acceptable Forms of Payment: \_\_\_\_\_ Personal Check \_\_\_\_\_ Cashier's Check/Money Order \_\_\_\_\_ Cash  
\_\_\_\_\_ Direct Deposit Into Account (setup directly with tenants)

Checks Made Payable to: \_\_\_\_\_

Checks Mailed to: \_\_\_\_\_

### Number of Bedrooms:

- A) 1 \_\_\_\_\_ B) 2 \_\_\_\_\_ C) 3 \_\_\_\_\_ D) 4 \_\_\_\_\_ E) 5 \_\_\_\_\_  
F) \_\_\_\_\_

Number of Bathrooms:

- A) 1 \_\_\_\_\_
- B) 1 ½ \_\_\_\_\_
- C) 2 \_\_\_\_\_
- D) 2 ½ \_\_\_\_\_
- E) 3 \_\_\_\_\_
- F) \_\_\_\_\_

Heated Sq. Ft.: \_\_\_\_\_

HOA Approval Required: \_\_\_\_\_ Y or N \_\_\_\_\_

HOA Phone #: \_\_\_\_\_

Gated Community: \_\_\_\_\_ Y or N \_\_\_\_\_

Entrance Gate Code: \_\_\_\_\_

Year Built: \_\_\_\_\_

Type of Property:

- A) House \_\_\_\_\_
- B) Condo \_\_\_\_\_
- C) Town Home \_\_\_\_\_
- D) Duplex \_\_\_\_\_
- E) Triplex \_\_\_\_\_
- F) Quad \_\_\_\_\_

Floor Plan:

- A) Single Story \_\_\_\_\_
- B) Split-Level \_\_\_\_\_
- C) Two Story \_\_\_\_\_
- D) Split-Planned \_\_\_\_\_
- E) Other: \_\_\_\_\_

Living Room:

- A) Living Room \_\_\_\_\_
- B) Formal Living Room \_\_\_\_\_
- C) Living / Family Room Combo \_\_\_\_\_

Dining Room:

- A) Dining Area \_\_\_\_\_
- B) Formal Dining Room \_\_\_\_\_
- C) Kitchen Dining Area \_\_\_\_\_
- E) Breakfast Bar \_\_\_\_\_
- F) Other: \_\_\_\_\_

Appliances Included:

- A) \_\_\_\_\_ Stove: Electric \_\_\_\_\_ Gas \_\_\_\_\_
- B) \_\_\_\_\_ Refrigerator: Icemaker \_\_\_\_\_ Water Maker \_\_\_\_\_
- C) \_\_\_\_\_ Dishwasher:
- D) \_\_\_\_\_ Microwave:
- E) \_\_\_\_\_ Washer Electric \_\_\_\_\_ Gas \_\_\_\_\_
- F) \_\_\_\_\_ Dryer: Electric \_\_\_\_\_ Gas \_\_\_\_\_
- G) \_\_\_\_\_ Other: \_\_\_\_\_

Laundry Facilities:

- A) Laundry Room \_\_\_\_\_
- B) Kitchen Laundry Area \_\_\_\_\_
- C) Garage Laundry \_\_\_\_\_
- D) Closet Laundry \_\_\_\_\_
- E) Stackable Laundry Area \_\_\_\_\_
- F) Other: \_\_\_\_\_

Flooring:

- A) Carpet & Vinyl \_\_\_\_\_
- B) Carpet & Tile \_\_\_\_\_
- C) All Carpet \_\_\_\_\_
- D) All Tile \_\_\_\_\_
- E) Hardwood \_\_\_\_\_
- F) Other: \_\_\_\_\_

Parking Facilities:

- A) 2 Car Garage \_\_\_\_\_
- B) 1 Car Garage \_\_\_\_\_
- C) Carport \_\_\_\_\_
- D) Assigned Parking \_\_\_\_\_
- E) 3 Car Garage \_\_\_\_\_
- F) Street Parking \_\_\_\_\_
- G) Electric Garage Door Opener: Yes \_\_\_\_\_ No \_\_\_\_\_
- H) Assigned Parking: # of Spaces \_\_\_\_\_ / Parking Space #'s Assigned \_\_\_\_\_

Heating & A/C:

- A) Central Electric \_\_\_\_\_
- B) Central Gas \_\_\_\_\_
- C) Oil Heat/Central A/C \_\_\_\_\_
- D) Gas Heat /Cent Air \_\_\_\_\_
- E) Window A/C Units \_\_\_\_\_

Fencing, Back yard:

A) Fully Fenced\_\_\_\_\_ B) Partially Fenced\_\_\_\_\_ C) No Fence \_\_\_\_\_

Fencing, Front yard:

A) Fully Fenced\_\_\_\_\_ B) Partially Fenced\_\_\_\_\_ C) No Fence \_\_\_\_\_

Additional Information:

A) Private Pool\_\_\_\_\_ H) Vaulted Ceilings\_\_\_\_\_ N) Septic Tank System\_\_\_\_\_

B) Hot Tub\_\_\_\_\_ I) Sky Lights\_\_\_\_\_ O) Security System\_\_\_\_\_

J) Additional Storage\_\_\_\_\_ P) Clubhouse\_\_\_\_\_ D) Community Pool\_\_\_\_\_

K) Public Water\_\_\_\_\_ Q) Screen Enclosed Patio\_\_\_\_\_ E) Community Tennis\_\_\_\_\_

L) Well Water\_\_\_\_\_ R) Sprinkler System\_\_\_\_\_ F) Walk-In Closets\_\_\_\_\_

M) Public Sewer\_\_\_\_\_ S) Other \_\_\_\_\_

Services Included:

A) Lawn Care\_\_\_\_\_ B) Pest Control\_\_\_\_\_ C) Pool Service\_\_\_\_\_

D) Utilities \_\_\_\_\_ E) Other \_\_\_\_\_

Utilities:

Electric Company and Phone #: \_\_\_\_\_ Utility paid by: \_\_\_\_\_ Tenants \_\_\_\_\_ Owner or HOA

Gas Company and Phone #: \_\_\_\_\_ Utility paid by: \_\_\_\_\_ Tenants \_\_\_\_\_ Owner or HOA

Water Company and Phone #: \_\_\_\_\_ Utility paid by: \_\_\_\_\_ Tenants \_\_\_\_\_ Owner or HOA

Trash Company and Phone #: \_\_\_\_\_ Utility paid by: \_\_\_\_\_ Tenants \_\_\_\_\_ Owner or HOA

List All Keys/Openers, etc. that lease with property: \_\_\_\_\_

Parking Spaces/# \_\_\_\_\_: \_\_\_\_\_ Mailbox #: \_\_\_\_\_ Gate Code: \_\_\_\_\_ Garage Code: \_\_\_\_\_ Alarm Code: \_\_\_\_\_

Number of Garage Remotes in the property: \_\_\_\_\_ Mail Box Keys in the property: \_\_\_\_\_

Lease:

RES lease will be used (RES will sign/execute lease as your agent) \_\_\_\_\_ YES or \_\_\_\_\_ NO

Owner lease will be used (must be completely prepared by owner) but can be executed by RES (RES makes no representations as to the content or legality of any owners lease) \_\_\_\_\_ YES or \_\_\_\_\_ NO

Equal Housing Disclosure:

Owner will rent to persons with HUD Section 8 Vouchers \_\_\_\_\_ YES or \_\_\_\_\_ NO

**(If "YES" is checked, owner agrees to complete all paperwork and coordination, inspections, etc. required as it relates to renting to persons with a Section 8 voucher)**

Market Survey:

We found Real Estate Solutions (or they found us) the following way(s):

A) Yellow Pages\_\_\_\_\_ B) Internet\_\_\_\_\_ C) Friend\_\_\_\_\_ D) Other Property Owners\_\_\_\_\_

E) Sign\_\_\_\_\_ F) Other: \_\_\_\_\_

G) Realtor Referral: If Realtor Referral, please provide name and number of the referring agent so that we can thank them for referring our firm: \_\_\_\_\_

SPECIAL INSTRUCTIONS: (Ex: items excluded from the rental premises, items rented "as is" and will not be repaired/replaced by landlord, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**By signing this form I acknowledge and agree to the following:**

- I am the owner or owner's agent of the above property.
- I guarantee that this property is current on all payments including mortgage, taxes and HOA dues, and should I fall behind on payments relating to the property, I will notify RES immediately.
- I have reviewed and approved the property information listed on this form. I acknowledge that information on this form will be used for leasing the property.
- I agree to that Real Estate Solutions shall possess the exclusive right to list and professionally market the above named property, until such time as the property is successfully leased or until such time that I may cancel this agreement for any reason, on the MLS (Multiple Listing Service), as well as through their other chosen methods of marketing, which may include: Zillow.com, Trulia.com, Postlets.com, Hotpads.com, [www.Craigslist.org](http://www.Craigslist.org), , [www.RESrents.com](http://www.RESrents.com), and other sites.
- I agree to inform Real Estate Solutions IMMEDIATELY if for any reason the property becomes unavailable.
- **I agree that in the event Real Estate Solutions has processed an application for my property, I will be available AND will make a decision regarding approval/disapproval of the applicants within one calendar day. Failure to respond to phone and/or email within one day OR failure to make a leasing decision within one day may result in Real Estate Solutions cancelling this agreement, including refunding application fees to the applicants. If this happens, OWNER WILL OWE REAL ESTATE SOLUTIONS \$350 for time spent showing the property, marketing the property and processing the application(s).**
- I agree to allow Real Estate Solutions market my property by using information from this sheet, descriptions, photos, and video.
- I agree to have Real Estate Solutions and/or its agents sign a lease for the above property on my behalf as my designated agent for the lease signing once I have approved tenants for lease of my property.
- **In consideration for the above referenced professional marketing services provided to me at no upfront cost by Real Estate Solutions, I agree to pay Real Estate Solutions the following:**
  - **THE LESSER OF 100% of the first full month's rent, or \$750** collected from the tenants at or before the time of the lease signing.
  - **OR, \$350**, if the listing is cancelled by the owner at any time, for any reason, leased outside of Real Estate Solutions services, or the property is unavailable for showing on more than 2 consecutive days.
  - **OR, \$350** if I find a tenant and I have requested Real Estate Solutions to process the application and handle the lease preparation and lease signing. I agree that Real Estate Solutions will act as my agent for the lease signing, and that my information will be provided as the landlord of the property.
- **I agree to have Real Estate Solutions collect and forward to my mailing address above, the security deposit equal to one month's rent and any other funds due to me, collected from the tenants unless otherwise stated in writing prior to signing this agreement.**
- I agree that Real Estate Solutions makes no assertions as to the accuracy of the tenant-provided information on their rental application; and that Real Estate Solutions is in no way responsible for the future performance of the tenants.

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**Owner or Agent Signature**

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**Date**

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**Real Estate Solutions**

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**Date**

