



Denver Multifamily Hub

United States Department of Housing and Urban Development

Renter's Guide: Conventional Market

This guide will assist you in renting an apartment in the conventional market. Fees and deposits can vary from property to property however, in general, the following is what you should be prepared to encounter.



Step 1—Application

You will be required to fill an application, either a hard copy or electronically.

Required Information

You will be asked to provide the following information for each resident or family member who will reside in the apartment:

- Full Name
- Current Employer
- Banking Information
- Previous Address
(Including landlord's name and phone number)
- Date of Birth
- Current Address
- Automobiles
- Previous Employer
- Social Security Number
- Pets
- Emergency Contact
- Driver License
(Or other govt.-issued photo ID)

Specific Questions Asked: You may be asked other questions, including, but not limited to, bankruptcy, felony, misdemeanor, sex crime convictions and terrorism-related offenses.

Step 2—Move-In

You will execute a lease prior to or at move-in. The rental term can vary but it is usually one year. A property inspection will also be conducted with the landlord or leasing agent. At that time the amenities and appliances will be explained to you and you will be given the apartment, mailbox and any other keys.

Fees and Deposits

Administration Fee: May range from \$100 to \$400 and is non-refundable.

Security Deposits: Some landlords have a flat rate that can range from \$150 to \$500; others may require one month's rent. It is refundable if no cleaning or repairs are needed after you vacate the apartment.

Pet Deposits: Most properties limit tenants to two pets and restrict the type or breed of pet. The pet deposit can range from \$100 to \$500 per pet and usually, some of the deposit is refundable. There may also be an additional monthly rent charge for pets.

Other Charges: If the utilities are not included in the monthly rent, then residents may be required to pay a onetime utility set-up fee, ranging from \$15 to \$30. Garages may require an additional rental charge ranging from \$100 to \$250 per month. Washer and dryer rental can range from \$30 to \$50 a month.



For More Information

Phone: 1-800-Call FHA

Website: www.hud.gov (click the Find Rental Assistance link)

Common rental questions: www.hud.gov/faqs/faqrenting.cfm



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Renter's Guide: Rental Assistance

This guide will assist you in applying for and renting a rental-assisted apartment. Deposits and Total Tenant Payments (TTP) will vary based on the resident/family annual income. HUD has several different types of rental assistance programs so some of the information below may vary.



Step 1—Application

You will be required to complete an application form, either a hard copy or electronically. There are no application, administrative, or processing fees. All adult applicants must sign an *Authorization for the Release of Information* form.

Required Information

You will be asked to provide the following information for each resident or family member who will reside in the apartment:

- Full Name
- Current Employer
- Banking Information
- Previous Address
(Including landlord's name and phone number)
- Date of Birth
- Current Address
- Automobiles
- Social Security Number
(for Residents six (6) years or older)
- Previous Employer
- Pets
- Emergency Contact
- Driver License
(Or other govt.-issued photo ID)

Specific Questions Asked: You may be asked other questions, including, but not limited to, bankruptcy, felony, misdemeanor, sex crime convictions and terrorism-related offenses.

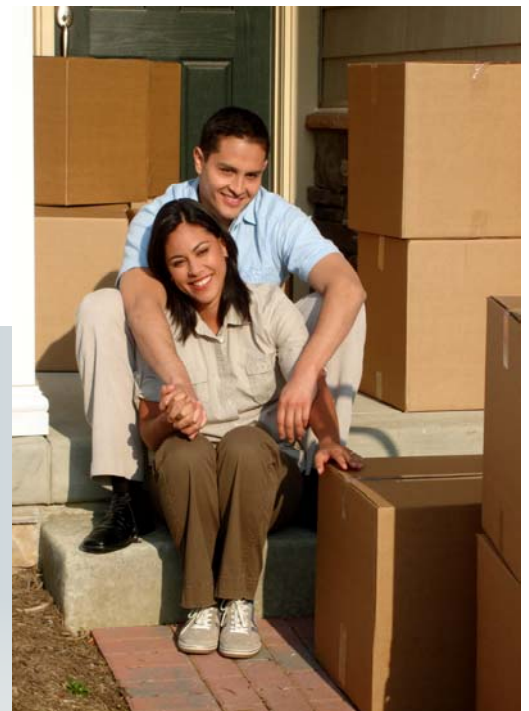
Step 2—Move-In

A waiting list for completed applications is maintained by requested apartment size on a first come, first served basis. In turn, the manager will process the application, verify income and check criminal records, credit and landlord references. Upon satisfactory completion, you will be notified. Prior to move-in, you will meet with the manager to complete additional forms and discuss occupancy requirements including TTP and the rental rate (30% gross-adjusted income).

Step 3—Move-In

At move-in you will be required to sign a lease. The rental term is usually for one year. At this time you will also pay your security deposit and pet deposit, if applicable. An inspection of the unit will be conducted and the process about how to request work or repairs (work order) will be explained. The keys will be issued and parking space assigned, if applicable.

Note: Pets are normally only allowed at elderly complexes. Students are not allowed to live in assisted housing unless they meet certain requirements.



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