



Thank you for choosing Corporate Housing Solutions as your temporary housing provider.

Corporate housing is our business and we take it personally!

Up to this point, we have determined where and what amenities you would like in your new home. Every aspect of setting up your new home is taken care of to meet your needs and our standards. You pay only a single monthly payment, which includes the furniture, housewares, utilities and services.

To get the process of moving in underway please fill out the attached Resident Application Form or, if your company is signing the Lease Agreement, the Corporate Application Form. Please also sign the Registration Form. If you will be paying with a credit card, corporate or personal, please complete the Credit Card Authorization Form.

Once our office receives these signed documents, via fax or email, we will then begin the credit approval process and prepare the Lease Agreement for your signature. When the signed Lease Agreement and the required initial payment are returned, we will email or fax you a Welcome Letter. The Welcome Letter will give you access information and, if applicable, your new phone number and parking space number.

When your stay is coming to an end, you provide us with the appropriate written (as per your lease agreement) "Notice To Vacate" and simply move out at the designated time. We will send you move-out instructions within your last 30 days of your stay. If you need to extend your stay, please contact our office as soon as possible in order for us to accommodate you.

We look forward to welcoming you to your new home!



**Corporate Housing Solutions, Inc.**  
 8547 E. Arapahoe Rd., #J-222  
 Greenwood Village, CO 80112  
 Office: 720-493-5335 ♦ Fax: 720-493-5445  
[Operations@CorporateHousingSolutions.com](mailto:Operations@CorporateHousingSolutions.com)

**RESIDENT APPLICATION FORM**

**Each occupant 18 and older must complete and sign one of these forms.  
 If a company will also be signing the lease, please have the appropriate company representative complete the attached Corporate Application Form.**

**Today's Date:** \_\_\_\_\_ **Total Number of Occupants:** \_\_\_\_\_

**How did you hear about Corporate Housing Solutions?** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_ **City, State & Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **Driver's License State:** \_\_\_\_\_

**Spouse's Name:** \_\_\_\_\_ **SSN** \_\_\_\_\_ **DL#** \_\_\_\_\_ **DL State:** \_\_\_\_\_

**Employer's Name:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Emergency Contact Name and Phone:** \_\_\_\_\_

**Names of other occupants (under age 18):** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Pet Information**

Do you have pets:  Yes  No If yes, please provide the following information.

\_\_\_ # of Dogs \_\_\_ # of Cat(s) Name(s): \_\_\_\_\_ / \_\_\_\_\_ Breed(s): \_\_\_\_\_ / \_\_\_\_\_ Weight(s): \_\_\_ / \_\_\_

Pet (s)(other than a dog or a cat): \_\_\_\_\_

**Payment Information** (please check one)

- Personal Check
- Company Check (Corporate Application Form must be completed)
- Credit Card (complete the CC Authorization Form)

This completed Application Form is my authorization for Corporate Housing Solutions, Inc. to do a credit/criminal check and to verify the information I have provided by the use of an investigative consumer report using contacts with landlords, employers or others with whom I am or have been acquainted with. The inquiry may include information as to character, general reputation, personal characteristics, and mode of living.

**\*\*\*Please include a photocopy of your driver's license or passport\*\*\***

**If you, as occupant, do not have established credit in the United States, please provide a copy of the most recent bank statements for your checking, savings and investment accounts.**

**Applicant:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facsimile signatures are acceptable as original signatures



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**RESERVATION FORM**

Name: \_\_\_\_\_

**Apartment/Home Information** (The Welcome Letter with access information and, if applicable, phone number and parking space # will be forwarded when your Lease Agreement is signed and the initial payment is received by our office.)

Property Name: \_\_\_\_\_ Address: \_\_\_\_\_

This property has: bedroom(s) / bathroom(s)

Lease Start Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Rent \$ \_\_\_\_\_ per 30-Day Month = Daily Rate:

Refundable Deposits: Security Deposit: / Pet Deposit: \$

Non-refundable Fees: Application: \_\_\_\_\_ / Admin: \_\_\_\_\_ / Move-out Cleaning: \_\_\_\_\_ / Pet(s): \_\_\_\_\_

**The following is included in the monthly rent:**

- Gas & Electric .....  Yes  No
- Water, Sewer & Trash.....  Yes  No
- Local Telephone Service.....  Yes  No
- Domestic Long Distance Service.....  Yes  No
- Washer & Dryer.....  Yes  No
- High Speed Internet Service.....  Yes  No
- Expanded Basic Cable/Satellite Service ....  Yes  No
- Upgraded Cable/Satellite Service .....  Yes  No

If "Yes", description: \_\_\_\_\_

Housekeeping .....  Yes  No

If "Yes", Weekly, Bi-Weekly, Monthly:

Standard One Bedroom Furniture Package  Yes  No

Additional Bedroom Packages ...  0  1  2  3

Standard Housewares Package .....  Yes  No

**Parking:**

- None  Open  Street  Assigned  Covered
- 1 Car Garage  2 Car Garage  Parking Garage

**Optional Items:**

- Chest of Drawers .....  Yes  No
- Recliner.....  Yes  No
- King Bed & Headboard .....  Yes  No
- Sleeper Sofa .....  Yes  No
- Twin Beds .....  Yes  No
- Crib.....  Yes  No
- Desk, Lamp & Chair.....  Yes  No

Notes: \_\_\_\_\_

A cancellation fee of \$250.00 plus a utilities transfer fee of \$50.00 will be charged if the reservation is cancelled prior to signing a Residency Lease Agreement. This information is incorporated by reference into the Residency Lease Agreement. I, as Lessee, have read, understand, and agree with all the information above. A Residency Lease Agreement will be sent to you for your signature after your Application and Reservation Forms have been received and approved.

***Lessee/ Resident:***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**CREDIT CARD AUTHORIZATION**

**Please fax this completed form to 720-493-5445**

I hereby authorize Corporate Housing Solutions, Inc. to charge the credit card noted below for charges noted on the RESERVATION FORM and for charges to be incurred under the anticipated RESIDENCY LEASE AGREEMENT with Corporate Housing Solutions, Inc.

- Visa
- Master Card
- Discover
- American Express

Account Number: \_\_\_\_\_ / Expiration Date: \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Current Credit Card Billing Address: \_\_\_\_\_

Will you be changing your billing address to your corporate housing address?  Yes  No

Specifically...

- I agree that the credit card may be used for move-in related fees and deposits.
- I agree that the credit card may be used for the monthly rent payment.
- In the event I cancel the reservation prior to signing a Residency Lease Agreement, I agree that the credit card may be used for the cancellation and utilities transfer fee.

In addition, upon execution of the RESIDENCY LEASE AGREEMENT, the credit card may be used for charges not otherwise paid (including, but not limited to any cancellation fees, any early termination fees, outstanding lockout charges, missing furniture and/or housewares items, and damages beyond normal wear and tear).

I represent that I have the authority to execute this Credit Card Authorization Form and agree that this authorization is effective today and is valid until the account is paid in full. I understand and consent to the use of my credit card without my original signature on the charge slip and that a photocopy or fax copy of this agreement serves as an original.

**Cardholder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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***Thank you for letting Corporate Housing Solutions assist you with your housing needs.***



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**CORPORATE APPLICATION FORM**

**Company Information**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person/Dept.: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Contact's Phone/Fax: \_\_\_\_\_ / \_\_\_\_\_  
Tax Identification Number: \_\_\_\_\_ Dunn & Bradstreet Number: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Years in Business: \_\_\_\_\_  
Website: \_\_\_\_\_

**Billing/Payment Information**

Invoice Company or  Credit Card (complete the attached credit card authorization form)  
Billing Contact Name/Title: \_\_\_\_\_ / \_\_\_\_\_  
Billing Contact Phone/E-mail: \_\_\_\_\_ / \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Name/Title of Authorized Signatory for the Lease(s): \_\_\_\_\_  
\_\_\_\_\_

**Banking Reference**

Name of Bank: \_\_\_\_\_ Bank Account No: \_\_\_\_\_  
Bank Contact Name: \_\_\_\_\_  
Bank Phone No: \_\_\_\_\_ Bank Fax No.: \_\_\_\_\_

**Credit References**

1. Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Company Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
2. Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Company Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
3. Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Company Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

**I authorize Corporate Housing Solutions, Inc. to obtain credit information regarding  
our bank account and/or our business relationship and payment history.**

**Authorized Bank Signatory Name/Title:** \_\_\_\_\_ / \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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