

# **Rental Application Fairness Act Compliance Packet Order Form**

**Frascona, Joiner, Goodman & Greenstein, P.C. ("FJGG")**

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In 2019, the Colorado legislature passed House Bill 1106, known as the Rental Application Fairness Act, into law. All landlords and property managers are required to comply with the requirements of HB 1106. Please complete this form to order your Rental Application Fairness Act Compliance Packet ("**RAFA Compliance Packet**"), and then email, fax, or mail it to FJGG. Please carefully review each part of the form, including the instructions below. If you any have questions about how to complete the form then please contact Andrea Webster at 303-539-9205.

## **1. Company Information**

**Full Name of Company:**

\_\_\_\_\_

**Primary Contact for this Order Form** (Name of individual to communicate with about this order):

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_, CO \_\_\_\_\_

### **How to Complete this Form**

Under Colorado law, landlords charging rental application fees must follow strict procedures related to disclosure, receipt, and usage of the application fee. If a landlord denies a rental application, the landlord must provide the prospective tenant a written notice of denial that states reasons for the denial. The nature and scope of your company's RAFA Compliance Packet will depend on your answers to this Order Form. Please answer the questions below so FJGG can best gauge the required content of your company's RAFA Compliance Packet.

### **Potential Need for Further Consultation and Customization**

After FJGG reviews your responses to this Order Form, your company might be able to purchase FJGG's RAFA Compliance Packet at a predetermined flat fee. However, depending on your responses, FJGG may request a consultation with you to determine if a more customized product is recommended. There will be no charge for the consultation, but in the event FJGG recommends a customized product, FJGG will require the company to pay an additional hourly fee of \$375.00/hour for FJGG to customize the RAFA Compliance Packet.

**2. Tenant Screening Company Contact Information.** Please provide the contact information for any tenant screening company (TSC) used by the company:

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

*TSC Address:* \_\_\_\_\_

*TSC Phone #:* \_\_\_\_\_ *TSC Fax #:* \_\_\_\_\_

### 3. Is a Prospective Tenant Charged a Rental Application Fee?

- ☐ Yes. (If yes, the cost is **\$350.00**.)
- ☐ No. (If no, the cost is **\$140.00** and will not include any rental application fee documents.)

*If yes above, who charges and retains the rental application fee?*

- ☐ The company listed in Section 1 above.
- ☐ The TSC listed in Section 2 above.
- ☐ Other. Please explain: \_\_\_\_\_

### 4. Use of Proprietary Screening System.

Company must provide all denied prospective tenants with a written notice of the denial that states the reasons for the denial. If the specific screening criteria cannot be directly cited because of the use of a proprietary screening system, company must provide the denied prospective tenant with a copy of the report from the screening company. Does company use a proprietary screening system? (E.g. Company's TSC assigns a rentability score to prospective tenant but does not provide Company specific reasons behind the score).

- ☐ Yes
- ☐ No

**FJGG can assist with reviewing your company's procedures for the purposes of filling out this Order Form; however, such assistance is not included in the flat fee pricing options below and would be billed at the attorney's hourly rate.**

### 5. Pricing.

FJGG offers the RAFA Compliance Packet for a flat fee of either **\$140.00** or **\$350.00** depending on your answers to this Order Form. The RAFA Compliance Packet may include all or some of the following documents depending on your answers:

- Rental Application Fee Disclosure
- Rental Application Fee Receipt
- Rental Application Fee Refund Receipt
- Rental Application Denial Letter
- Adverse Action Addendum

### 6. Payment.

Once FJGG determines your pricing option, and if your company decides to purchase an RAFA Compliance Packet product from FJGG based on that pricing option, you will receive an email from FJGG with payment instructions. You will have the choice to either: 1) follow a link in that email to provide payment by credit card via our online payment portal, or 2) send FJGG a check with your Order Form via regular mail.

### 7. Authorization; Limited Scope Engagement.

By signing below, I confirm that I have read this RAFA Compliance Packet Order Form and the associated explanation available at <https://frascona.com/how-do-landlords-and-property-managers-comply-with-the-rental-application-fairness-act/> on behalf of the company identified above. I understand that while my order creates an attorney-client relationship between FJGG and the company, such a relationship is a limited services engagement. My order of the RAFA Compliance Packet on behalf of the company identified below does not preclude FJGG from representing another client who has interests adverse to me or said company.

8. How did you hear about us? \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)