

Property Management Services

a division of MPM Services, Inc.

600 Lawrence Avenue, Suite 2D, Lawrence, KS 66049 (785) 841-5797

Before any of the following can occur, you or someone who will be living with you will have to view the inside of the rental. For reasons why we might not be able to approve a lease, please see other side.

APPLICATION GUIDELINES

- 1. Complete a rental application form**
- 2. Read and sign the lease**
- 3. Pay the security deposit***
- 4. Pay the application fee***

***We will not accept the application fee or security deposit without the above forms completed.**

1. Complete a rental application form:

Each person over the age of 18 years will need to fill out an application form. If you are married, one application form will cover both people. All applications must be filled out completely. We will not process the application if any information is left off, especially social security and bank account numbers. You need to list your past rental history (your last 3 addresses) If you have not rented for at least 6 months within the past 3 years, you will need a cosigner. This can only be a parent or legal guardian. If it is a legal guardian, you must provide us with the court documentation. You must list your sources of income. We do not accept alimony or child support. Any income you make must be income you report to the government. If you are self-employed, you must provide us with current tax records. In order to qualify for the rental, your rent cannot exceed 28% of your gross income. If your application fits into our guidelines, we will be able to work with you on the next steps.

2. Read and sign the lease:

You will need to come into our office between 9:00am-4:30pm, Monday through Friday, to have a leasing agent look over your application(s) and fill out a lease. You can take the lease with you, especially if you need to take it to a cosigner, but the rental will not be held for you. When you turn in the signed lease, the leasing agent will check for all signatures. We will not accept a lease if you or your cosigner has made any changes or deletions to the lease or removed any pages. We do not accept a copy or a faxed copy of the lease. All signatures, including cosigner, must be originals.

3. Pay the security deposit:

When you turn in the signed lease, you will pay the security deposit. It must be made out to the First Party named on the lease. (Not to Property Management Services). We can take this payment in check or money order—no cash. If you are not approved for the rental, the security deposit will be returned to you.

4. Pay the application fee(s):

The application fee is \$25.00 for each applicant. This is made out to Property Management Services. If you are married or need a cosigner, the application fee is \$40.00. We can take this payment in check, money order, or cash. This fee is non-refundable.

We will now be able to hold the rental for you while we process your application. We will contact you whether or not it is approved, hopefully within 24-48 hours depending how quickly your references get us the information we request from them.

For leasing agent to complete if lease is being taken out:

If you are interested in continuing with the application for the rental, please bring back the following:

_____ Application(s)
_____ Cosigner Application(s)
_____ Lead Paint Initials
_____ Signed Lease
_____ Proof of Financial Aid
_____ Other Information Needed:

MUST BE 2 SEPARATE PAYMENTS:

1. For application (Cash, check, money order):
made out to Property Management Services
_____ \$25.00 each
_____ \$40.00 if married or needs cosigner
2. For security deposit (check or money order):
_____ \$ _____
made out to _____

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REASONS FOR NOT APPROVING A LEASE

- Did not receive a good reference on rental history
 - *Did not pay rent on time
 - *Kept/left apartment in unsuitable condition
 - *Caused excessive noise problems
 - *Other
- Rental history given was older than 3 years
- Rental history given was for less than 6 months
- Insufficient income as related to rental costs for the unit for which you applied (rent per month cannot exceed 28% of total monthly income)
- Income is from temporary employment or savings
- Rental application was submitted with incomplete or incorrect information
- Currently involved in another lease with longer than 30 days remaining in its term
- Have had prior eviction(s)/broken a lease
- Policies do not allow more than _____ people in rental unit
- Policies do not allow pets
- No prior rental history—unable to use parent or legal guardian as cosigner
- Rental reference given was either a friend, roommate, or relative
- Rental reference given was either a dormitory, sorority, or fraternity
- Applicant is younger than 18 years of age
- Apartment rented to another applicant
- Applicant withdrew
- Cosigner did not qualify
- Cosigners application was submitted with incomplete or incorrect information
- Credit report was not satisfactory