

PROPERTY MANAGEMENT SERVICES

a division of MPM Services, Inc.

708 W 9th St #107 Lawrence, Kansas 66044 (785) 841-5797

RENTAL APPLICATION

I/We have read both the Application Guidelines and Reasons For Not Approving A Lease

Applying for Address at _____

For Move in on _____ Today's Date _____

PERSONAL DATA

Name _____ Social Security Number _____

Phone Number () _____ Date of Birth _____ Age _____

Current Address _____

Street

City

State

Zip

Email _____

Please circle one regarding the above address:

I rent I own It is my parent's address It is a family member's address It is a friend's address

Other (Explain): _____

■ If Student:

Parent's Name _____

Parent's Address _____

Street

City

State

Zip

Parent's Phone () _____ or () _____

RENTAL INFORMATION

YOU MUST LIST THE LAST 3 PLACES YOU HAVE LIVED

■ Current Lease Information (Where you are living now)

Address _____ Date Lease Started ____ / ____ / ____ Date Lease Ends ____ / ____ / ____

Landlord's Name _____ Monthly Rent \$ _____

Landlord's Address _____

Street

City

State

Zip

Landlord's Phone () _____ or () _____

■ Previous Rental Information (Previous address)

Address _____ Date Lease Started ____ / ____ / ____ Date Lease Ends ____ / ____ / ____

Landlord's Name _____ Monthly Rent \$ _____

Landlord's Address _____

Street

City

State

Zip

Landlord's Phone () _____ or () _____

■ Previous Rental Information (Previous address)

Address _____ Date Lease Started ____ / ____ / ____ Date Lease Ends ____ / ____ / ____

Landlord's Name _____ Monthly Rent \$ _____

Landlord's Address _____

Street

City

State

Zip

Landlord's Phone () _____ or () _____

ROOMMATE INFORMATION

Please fill out for all roommates or family members who will be living at the address you are applying for :

Name _____ Date of Birth _____ Relationship to You _____

■ Have you ever broken a lease or been evicted? No _____ Yes _____ (If yes, explain):

■ Have you ever rented from us before? No _____ Yes _____ (If yes, list below):

Address _____ From _____ To _____

■ Do you have any pets? No _____ Yes _____ (If yes, please check if address allows one).

■ Have you ever been convicted of a felony either sexual or violent? No _____ Yes _____

SOURCES OF INCOME

■ Please list your gross income during term of lease you are applying for:

Employment	\$ _____	Gross per month before taxes
Spouse's Employment	\$ _____	Gross per month before taxes
Financial Aid	\$ _____	Per month (MUST provide documentation)
Other*	\$ _____	Per month
Total	\$ _____	Per Month

*Explain "Other": _____

We do not accept any income not reported to the Government

■ Do you have collections on your credit report (excluding medical or student loans)? No _____ Yes _____

■ If student, do your parents provide financial support? No _____ Yes _____

For Office Use Only:

Monthly Rent _____

Total Income _____

Qualifying Status _____

EMPLOYMENT RECORD

■ Employment during term of lease you are applying for:

Company/Business Name _____ Phone (____) _____

Company/Business Address _____

Street _____ City _____ State _____ Zip _____

Your Occupation/Title _____ How Long Employed? _____

▪ **If Married:**

Spouse's Name _____ Social Security Number _____

Current Address _____
Street City State Zip

Phone Number () _____ Date of Birth _____ Age _____

Email _____

Spouse's Employment:

Company/Business Name _____ Phone () _____

Company/Business Address _____
Street City State Zip

Spouse's Occupation/Title _____ How Long Employed? _____

EMERGENCY CONTACT

▪ Please list a person to contact in case of an emergency:

Name _____ Phone Number () _____

Address _____
Street City State Zip

Relationship to You _____

AUTO INFORMATION

▪ Please list all autos you will keep at the property:

Make/Model _____ Year _____ State _____ License Plate Number _____

"I certify that the facts contained in this application are true and complete to the best of my knowledge.
I authorize any necessary credit checks for the approval of this application."

X _____ X _____
Applicant's Signature Date

X _____ X _____
Spouse's Signature Date

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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 for each applicant**
- 2. Read and sign the lease and Pet Rider if applicable**
- 3. When you turn in the above, you will pay: One payment for the deposit(s) and a separate payment for the application fee(s). See below for names.**
- 4. If we determine you need a cosigner, they will also fill out an application.**

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, including your social security number. 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. 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 and Pet Rider if applicable:

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/Pet Rider, you will pay the security deposit and pet deposit, if applicable. 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):

When you turn in the signed lease/Pet Rider, you will pay the application fee(s). This is made out to Property Management Services. If you are married or need a cosigner, there will be an additional fee. 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.

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)
- 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 2 people per bedroom
- Policies do not allow multiple pets, or pet did not qualify per our policies
- 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/ Credit report showed collections