

PROPERTY MANAGEMENT SERVICES

a division of MPM Services, Inc.

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

RENTAL APPLICATION

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

Please check one regarding the above address:

_____ I rent _____ I own _____ It is my parent'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

■ Current Lease Information (Where you are living now)

Address _____ From _____ To _____

Landlord's Name _____ Monthly Rent _____

Landlord's Address _____

Street City State Zip

Landlord's Phone (____) _____ or (____) _____

■ Previous Rental Information (Where you were before your current address)

Address _____ From _____ To _____

Landlord's Name _____ Monthly Rent _____

Landlord's Address _____

Street City State Zip

Landlord's Phone (____) _____ or (____) _____

■ Previous Rental Information (Where you were before your current address)

Address _____ From _____ To _____

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 (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).

OVER PLEASE

SOURCES OF INCOME

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

(We do not count alimony or child support or any income not reported to the Government)

| | | |
|---------------------|-----------------|--|
| 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": _____

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

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 _____

Spouse's Employment:

Company/Business Name _____ Phone (____) _____

Company/Business Address _____
Street City State Zip

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

BANKING INFORMATION

- Bank Name _____ Bank Address _____

Account Number _____ (We will not process application if not listed)

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

Property Management Services, a division of MPM Services, Inc.
600 Lawrence Avenue, Suite 2D
Lawrence, KS 66049 (785) 841-5797

APPLICATION GUIDELINES

TO APPLY FOR A RENTAL, YOU MUST DO THE FOLLOWING:

1. Complete a rental application form
2. Read and sign the lease
3. Pay the security deposit
4. Pay the application fee(s)

Before any of the above 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.

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. 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.

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, one application fee will cover both people. We can take this payment in check, money order, or cash. This fee is non-refundable.

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

_____ Application Fee(s)

(\$25.00 each to Property Management Services)

_____ Security Deposit (\$ _____) To:

_____ Other Information Needed:

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