

APPLICATION CHECKLIST

This application will not be accepted unless all of the below items are completed and every adult in the household has submitted an application:

- Supply ALL Phone #'s and Addresses Requested on the Application
Complete Each Page of the Application and Sign Where Noted
Fill in Each Blank on the Application (if Not Applicable, write N/A)
Include Verification of Income: i.e. Employment, Trust Fund, SSI, Financial Aid
Include a Copy of Your Valid Drivers License or Valid State Identification
Include \$40.00 Application Fee for each applicant and \$40.00 Co-signor Fee (if applicable).
Include security deposit for the property. Property will not be taken off the market if security deposit is not paid. Security deposit should be paid in a separate check/money order from application fees

PLEASE RETURN TO: ADVANTAGE LEASING AND MANAGEMENT
128 S. EDWARDS, WICHITA, KS 67213
316-540-0168

APPLICANT NAME:
PROPERTY ADDRESS:
MOVE IN DATE REQUESTED:

LEASING POLICIES & PROCEDURES
LEASE APPLICATION

There is a \$40.00 FEE PER APPLICATION which covers the cost of processing your application and obtaining your credit report. If you are financially supported by someone other than yourself or if you have poor/no credit, you will also need a co-signer. The APPLICATION AND CO-SIGNER FEES ARE NON REFUNDABLE. A photo ID will be requested at the time you submit your application.

In order for an Applicant to be considered for tenancy, the Applicant must meet the following minimum requirements.

- 1. Sufficient Income -Three times the rental amount per month. Income may be combined by multiple Applicants for the same Dwelling Unit. (Permanent employment of at least 12 months at the same job is preferred).
2. Complete Application - This application must be completed in its entirety. Failure to complete the entire application may delay processing or result in a denial of the application. Incomplete or falsified applications may be rejected without further notice. All applications submitted become the property of our company.
3. Security Deposit - The security deposit will take the property off the market. If the security deposit is not paid when the application is submitted, the property will stay on the market until a security deposit is received. If the application is approved and applicant fails or refuses to enter into a lease for any reason not the fault of the owner, the applicant agrees to forfeit the deposit. However, if the application is disapproved, the deposit will be returned to the applicant. Therefore deposit should be paid in a separate check/money order than the application fee.
4. No Smoking Policy - Smoking is not allowed in any indoor area of the property including garages, carports and sheds.
5. Renters Insurance - Obtaining "Renters Insurance" or other similar insurance with at least \$300,000 of personal liability coverage is required
6. Pet Policy - Pets are negotiable, not all homes will accept pets & some do not allow large dogs or cats, puppies or kittens. Pet Deposit is 1/2 a month's rent up to \$500 (1/2 is non-refundable). Pet rent is \$25/month for each pet. Current vet records are required for all pets.
Due to insurance restrictions, the following dog breeds will not be allowed without professional obedience training: Pitbull (Staffordshire Terrier), German Shepherd, Rottweiler, Doberman, Chow, Husky breeds (Siberian husky, Malamute, Akita, etc) & Wolf Hybrid, or any mix thereof.

DISCLOSURE AND AUTHORIZATION

The undersigned Applicant declares that the information contained in this Lease Application is true, complete and correct, and understands and agrees that any false statements or representations identified herein may result in rejection, without further notice, of this application. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with your company, it's principals, agents and employees, any information pertaining to me, including but not limited to confidential information pertaining to my credit and payment history, the opinions and recommendations of my personal and employment references, my rental history, my criminal history, my military background, my civil listings, and any professional licenses. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release or exchange of such confidential information. By my signature below, I authorize the investigation and release of any and all information pertaining to the statements and representations contained herein, including but not limited to release of my confidential credit report to your company, its principals and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that your company will rely upon this Lease Application as an inducement for entering into a lease agreement of real property and I warrant that the facts, matters and information contained in this Application are true, complete and correct to the best of my knowledge and belief. If any facts subsequently prove to be untrue or inaccurate in the sole discretion and determination of your company, you may terminate my tenancy immediately and collect from me any damages incurred. The Lease Application is an integral part of the Lease Agreement and will be used in conjunction with all legally binding documents and/or agreements. After executing a Lease agreement with your company, I understand that I am responsible for reporting any changes in the personal information contained herein, including but not limited to change of name, phone number(s), financial and employment information within 48 hours.

Subsequent consumer credit reports may be obtained and utilized under this authorization in connection with any update, renewal, modification, or extension of any Lease Agreement including any amendments thereto or regarding any collection matter pertaining to, arising from or in conjunction with, the lease of a residence for which application was made.

SECURITY DEPOSIT AGREEMENT

I (we) understand and hereby agree to pay the sum of \$_____ in the form of: cash () or check (): Check No: _____ as security deposit for the property. This deposit is to be refunded to me if this application is not accepted by the Lessor for any reason. When so accepted and approved I (we) agree to execute a lease for _____ months at a monthly rate of \$_____ before possession is given. I understand that if, after being notified of acceptance, I (we) do not execute the lease as agreed; the security deposit money will be forfeited.

Applicant Signature: _____ **Date** _____

PERSONAL INFORMATION :

Applicant's Full Name: _____

Driver's License #: _____ Date of Birth: _____

Social Security Number: _____ - _____ - _____

Current Phone #: _____ Cell Phone #: _____

E-mail Address: _____

List any other persons who will reside with you below (Include age and relationship):

Do any of the people who will be residing in this unit smoke? Y / N

Do you have any special needs or requirements that we need to be aware of, such as a trained service animal? Y / N

If yes, please be specific: _____

Name of nearest living relative: _____

Phone: _____ Relationship _____

Who should we contact in case of emergency?

Phone: _____ Relationship: _____

PETS (do not list trained service animals here, see page 2):

Do you have pets? Y / N If yes, how many? _____ What type(s)? _____

Breed(s)? _____ Gender(s) _____

Age(s)? _____ Weight(s)? _____

Do you plan to adopt a pet (or another pet) during the lease term? Y / N If yes, please explain your intentions _____

RESIDENCE HISTORY:

Current Address: _____

City: _____ State: _____ Zip: _____

How long at this address? From: _____ To: _____ Rent/Mort. Amount: \$ _____

Current Landlord/Apt Complex/Mgmt Agency: _____ Telephone: _____

Reason for moving: _____

Is your lease expired? Y / N If not, when is your lease expiration date? _____

Previous Address: _____

City: _____ State: _____ Zip: _____

How long at this address? From: _____ To: _____ Rent/Mort. Amount: \$ _____

Previous Landlord/Apt Complex/Mgmt Agency: _____ Telephone: _____

Reason for moving: _____

Have you ever been the subject of an eviction proceeding or settlement whether or not a suit was actually filed? Y / N

If yes, please explain, including dates, rental premises address, and contact information for property owner and property manager:

CRIMINAL HISTORY:

1. Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or "no contest" to a felony?

Yes _____ No _____

2. Have you or any other intended occupant, including minors, ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct or the manufacturing of drugs whether or not resulting in a conviction?

Yes _____ No _____

3. Are you or any other intended occupant, including minors, required to register as a Violent or Sex Offender in any jurisdiction?

Yes _____ No _____

EMPLOYMENT INFORMATION :

Employed By: _____ For How Long? ___ Yrs ___ Mos.

Employers Address: _____ Telephone: _____

Position: _____ Monthly Income: _____ Supervisor: _____

Previously Employed By: _____ For How Long? ___ Yrs ___ Mos.

Employers Address: _____ Telephone: _____

Position: _____ Monthly Income: _____ Supervisor: _____

Reason for Leaving: _____

CREDIT & BANKING INFORMATION :

Have you ever filed bankruptcy? Y / N When? _____

Are there any judgments against you? Y / N If Yes, list specifics: _____

Checking Account? Y / N Bank/Credit Union: _____

Savings Account? Y / N Bank/Credit Union: _____

AUTOMOBILE INFORMATION (for any vehicles that will be parked on the property):

Make: _____ Model: _____ Year: _____

Color: _____ Plate State: _____ Plate #: _____

Make: _____ Model: _____ Year: _____

Color: _____ Plate State: _____ Plate #: _____

Applicant requests the following to be completed prior to occupancy:

Applicant Signature: _____ **Date:** _____