

## RENTAL APPLICATION – CHECKLIST

Incomplete applications will not be considered. For your application to be considered, please complete ALL sections. Provide additional documentation and application fees as described below.

- View the Property**—Each applicant must view the inside of the property before their application will be considered for processing.
- Complete an Application**—Each person, age 18 years or older, who will be residing in the property must complete a separate application. Married or unmarried persons and emancipated minors must complete their own application.
- Payment of \$35.00 for Each Applicant**—Each applicant must submit a non-refundable processing fee of \$35.00. If more than one person is applying for the same property, the application fees may be combined into one payment. The application fee is non-refundable.

**Attach Government Issued I.D.**—Applicant(s) must submit copies of government issued Photo I.D. (driver's license, identification card, passport, etc.) and a copy of their Social Security card.

- Government Issued I.D.
- Black and White photocopy of Social Security Card

- Employment Documentation**—submit a copy of 2 (two) most recent pay stubs.

Exceptions can be made for recent graduates/current students without 6 months of work history who can provide proof of graduation or current students who provide proof of enrollment AND the most recent tax return.

- Proof of Student/Recent Grad Status
- Most Recent Tax Return (Students/Grads/Self Employed)

If self-employed, submit a copy of most recent tax return. Please note: all income must be verifiable in writing, and will be verbally verified during processing.

- Renters Insurance**— Applicants will be required to have renters insurance and provide proof before occupying the premises.
- Pets**—some properties do not allow pets, please refer to advertising for details. If allowed, submit a good reference from the previous landlord, a complete veterinary medical history (including immunizations) is provided, and additional pet deposit.

**Signed documents**— ALL Applicants must also complete and sign the following forms:

- Signed Authorization & Disclosure Notice for Background Consumer Reports
- Signed Acknowledgement of Rental Guidelines

**Application.** Please submit your application and supporting documents to staff (call for time) after viewing the property. The first fully complete application received for a property will be considered “first in line” to be processed, whether the submission was online or in person. KP Property Management, INC. complies with Fair Housing; these policies are established to ensure all applicants are treated equally.

# APPLICATION TO RENT

Individual applications required from each adult occupant (All sections must be completed)

Date \_\_\_\_\_ Time \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Anticipated Move-In Date \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_ Owner/Representative Name \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_ Owner/Representative Name \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

### Name & Age of Other Applicants

Age	Name	Date of Birth	Social Security # (required if over 18 yrs old)	Drivers License #

Present Occupation \_\_\_\_\_ Employer Name \_\_\_\_\_

How Long \_\_\_\_\_ Name of Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Gross Income \_\_\_\_\_ \* **proof of income is required**

Prior Occupation \_\_\_\_\_ Employer Name \_\_\_\_\_

How Long \_\_\_\_\_ Name of Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Financial Obligations:** Please list financial obligations and monthly payment \_\_\_\_\_

Name of Bank \_\_\_\_\_ Address \_\_\_\_\_ Checking  Savings

Emergency Contact: \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

- Have you or any person anticipated to occupy the premises:
- been arrested, accused, detained, convicted, or otherwise involved in any sex related crime
  - been part of a plea agreement relating to any criminal activity
  - have any pending case or action related to criminal activity
  - ever been on probation or parole?
  - been convicted of any criminal offense (misdemeanor or felony)
  - have any outstanding warrants
  - been listed on a sex offender registry
  - been arrested or have any other criminal record not previously disclosed?
  - consulted with a bankruptcy attorney
  - filed bankruptcy
  - been evicted

If any above apply, please explain \_\_\_\_\_

Do you or any person anticipated to occupy the premises Smoke?  Have pets?  If so what kind \_\_\_\_\_

Please return this application to \_\_\_\_\_

At \_\_\_\_\_

The undersigned makes application to rent housing accommodations designated as: \_\_\_\_\_

The rental for which is \$ \_\_\_\_\_ per month. Upon approval of this application, applicant agrees to sign a rental or lease agreement within 3 days of approval, and to pay all sums due, including deposits, before occupancy. If applicant fails to sign rental agreement in above stated time the landlord reserves the right to deny this application. An application fee of \$ \_\_\_\_\_ is non-refundable (an additional fee may be required for alias' or aka's). A Deposit of \$ \_\_\_\_\_ is required and can be refundable according to state and local laws.

Applicant represents that all of the above statements are true and correct and hereby authorizes verification of the above items including but not limited, rental history, criminal reports, employment verification, and obtaining of credit reports and agrees to furnish additional credit references on request. Applicant also attests that all occupants of the apartment will be legal to reside in the United States. All applications will be reviewed in the order received and judged based on the owner's rental criteria. Owner does not discriminate on the basis of race, color, religion, sex, national origin, disability, familial status or source of income. Criminal history will be evaluated on an individualized basis.

Dated: \_\_\_\_\_ Signed \_\_\_\_\_

# KP PROPERTY MGMT., INC.

## Rental Guidelines

The following standards will be used to judge your application for tenancy. You must meet the following standards to qualify to sign a rental agreement with KP Property Mgmt., Inc. All applicants are judged on the same standards on a first come/first serve basis, one person, group, or family at a time. Any incorrect inconsistencies on the application will result in an automatic denial of the application.

- **\$ 35 NON-REFUNDABLE APPLICATION FEE:** Each applicant 18 years of age and must pay an application fee and consent to have a background check done on them. Co-signers must also pay an application fee and give the same consent as other applicants.
- **HOLDING DEPOSIT:** If approved, applicants must provide a cashier check or money order for the full amount of the security deposit (including any additional deposit amounts for pets or other reasons), to hold premises until agreed upon move-in date. The deposit is nonrefundable and will be applied towards the Security Deposit once lease agreement is signed by all parties.
- **IDENTIFICATION:** All applicants 18 years of age must provide copies of current government issued photo identification and social security card at the time of application.
- **EMPLOYEMENT REQUIRMENTS:** Employment history should show that the applicant has been employed with their current employer for at least 6 months. Exceptions can be made for recent graduates who provide proof of graduation, current students who provide proof of enrollment, and self-employed applicants who provide a CPA-prepared financial statement or most recent tax return. Applicants with less than 6 months of employment with current employer may be approved if they pay an additional security deposit or have an approved co-signer and provide proof that they have been employed with their current employer for 2 months or were employed with their previous employer for at least 6 months. All employment history will be verified by contacting the employer.
- **INCOME REQUIRMENTS:** The combined income of all persons living in the rental must be at least three times the monthly rent and verified with a minimum of 2 months or year-to-date pay stubs. Applicants who do not have the requisite income will be considered if they provide a co-signer or provide proof of cash reserves equal to at least 12 times the monthly rent.
- **RENTAL HISTORY:** Applicants must provide the name and contact information for their previous two landlords, or all landlords in the last five years. Applicants must also provide all of the addresses they have lived at for the last five years. Applicants will not be approved if they have had any evictions, defaults in lease agreements, late rental payments, or if they owe any money to any other landlord.
- **RENTER'S INSURANCE:** Applicants will be required to have renters insurance and provide proof before occupying the premises.
- **CREDIT HISTORY:** Your application may be denied if your credit reflects that all accounts are not current. All collection accounts must be "paid in full/ as agreed". Applicants with past due accounts/accounts in collections may qualify if they pay an additional security deposit or have an approved co-signer. Applications for tenancy will be denied if you have filed for bankruptcy in the last 2 years, or if you have any bankruptcies that have not been discharged at least one year prior to the application.
- **CRIMINAL HISTORY:** Your application may be rejected if you have been convicted in the last 5 years of any crime against person or property that would present a threat to the owners or neighbors, or the rental property. Applicants on probation or parole must provide contact information for their parole officer. Applicants on a publicly available list of offenders who are required to publish their address will be denied.
- **MAXIMUM OCCUPANCY:** 2 occupants per bedroom plus an additional occupant for each Home. I.e. 3 in a one bedroom/studio, 5 in a two bedroom. 3+ bedroom houses will be determined on a case by case analysis. (All occupants must be listed on the original application)
- **PETS:** Pets may be approved if they meet the following requirements: a good reference from the previous landlord, a complete veterinary medical history (including immunizations) is provided, and additional deposit is paid. The owner reserves the right to deny the application based on the size, species, breed or number of pets.

If your application is approved you will be notified. Once notified, you will have 48 hours from the notification of your approval to sign a lease agreement or provide a nonrefundable holding deposit. If you do not provide one or the other, other applicants may be considered and given the opportunity to sign a lease or provide a holding deposit.

We are committed to equal housing opportunity and provide housing opportunities regardless of race, color, religion, sex, national origin, physical or mental disability, familial status, source of income, sexual orientation or gender identity.

## Acknowledgement of Rental Guidelines

All Applicants and Co-applicants Must Sign and Date Prior to Processing Application

I/we have reviewed and agree to the above-mentioned Rental Guidelines and understand that my application, along with any co-applicant(s) and/or co-signer(s) application(s) may be denied for any of the above-mentioned reasons.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Western Reporting**  
 1787 E. Fort Union Blvd Suite 107  
 SLC, UT 84121

**Phone: 801-308-0005 Fax: 801-308-0015 TFP: 800-466-1996**

**COMBINED DISCLOSURE NOTICE AND AUTHORIZATION  
 REGARDING BACKGROUND CONSUMER REPORTS - TENANT**

**Important: Please read carefully before signing.**

A consumer report and/or investigative consumer report including information concerning your character, employment history, rental history, personal characteristics, police record, credit and indebtedness may be obtained in connection with your rental application. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process.** If adverse action is taken, based in whole or in part on the information contained in the consumer report, you are entitled to receive a denial letter. The name, address and telephone number Western Reporting, and a summary of your rights under the Fair Credit Reporting Act will be included. You may contact Western Reporting for a copy of the consumer report.

**AUTHORIZATION**

You hereby authorize and request, without any reservation, any present or former employer, landlord, police department, financial institution, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish Western Reporting with any and all background information in their possession regarding you, in order that your suitability as a potential tenant may be determined.

By signing below, you hereby authorize without reservation, any party or agency contacted by Western Reporting to furnish the above mentioned information. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

**READ, ACKNOWLEDGED AND AUTHORIZED**

**(Please print legibly to speed up processing time)**

<b>FULL NAME:</b>
<b>SSN:</b>
<b>DOB:</b>
<b>ADDRESS:</b>

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

For California applicants only, if you would like to receive a copy of the report, if one is obtained, please check this box .

For Minnesota or Oklahoma applicants only, if you would like to receive a copy of the consumer report, if one is obtained, please check this box .