

KP MANAGEMENT., 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 Management., 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 may 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: _____