



P.O. Box 14763  
 Lenexa, KS 66285  
 Office: 913.608.7368  
 Fax: 866.629.4703

# Rental Application

<b>FOR OFFICE USE ONLY</b>	
Date _____	Property _____
APT # _____	RENT\$ _____
AGENT _____	

Please complete all requested information on the front and back of this form. Thank you for your interest in our apartments.



Date of Application _____	Desired Date of Occupancy _____
Property _____	Apartment Size and Type Wanted _____

## PERSONAL INFORMATION

### Apartment Occupants

Name (Head of Household)		1. <input type="checkbox"/> Male 2. <input type="checkbox"/> Female	Marital Status 1. <input type="checkbox"/> Married 3. <input type="checkbox"/> Divorced 5. <input type="checkbox"/> Single 2. <input type="checkbox"/> Separated 4. <input type="checkbox"/> Widowed		Social Security #
Birth Date	Home Phone	Cell Phone	Drivers Lic #/State	Email	
Name (Tenant #2)		1. <input type="checkbox"/> Male 2. <input type="checkbox"/> Female	Birth Date	Relationship 1. <input type="checkbox"/> Spouse 3. <input type="checkbox"/> Roommate 2. <input type="checkbox"/> Child 4. <input type="checkbox"/> Other	
Social Security #	Home Phone	Cell Phone	Drivers Lic #/State	Email	
Name (Tenant #3)		1. <input type="checkbox"/> Male 2. <input type="checkbox"/> Female	Birth Date	Relationship 1. <input type="checkbox"/> Spouse 3. <input type="checkbox"/> Roommate 2. <input type="checkbox"/> Child 4. <input type="checkbox"/> Other	
Social Security #	Home Phone	Cell Phone	Drivers Lic #/State	Email	

How many pets do you or other occupants own? \_\_\_\_\_ Kind of Pet, Breed, Weight and Age? \_\_\_\_\_

How did you hear about the property? \_\_\_\_\_

### IN CASE OF EMERGENCY – NOTIFY:

Name	Address	City/State	Phone	Relationship
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## RESIDENCE HISTORY

### Present Address

Street	City	State	Phone	Landlord
Monthly Payment \$	Reason for Moving			How long at present address?

### Previous Address

Street	City	State	Phone	Landlord
Monthly Payment \$	Reason for Moving			How long at present address?

## EMPLOYMENT INFORMATION

### EMPLOYMENT

Present Employer		Address	Phone	Gross Monthly Salary (\$)
Position		Supervisor	Dates: From?	To?
Former Employer		Address	How Long?	Bus. Phone
CO APPLICANT'S Employer		Address	Phone	Gross Monthly Salary (\$)
Position	Supervisor	Dates: From?	To?	Bus. Phone

## REFERENCES

BANK(S)	Name A	Address	City, State	Telephone	
	Checking Account #	Savings Account #	Loan Account #		
	Name B	Address	City, State	Telephone	
	Checking Account #	Savings Account #	Loan Account #		
CREDIT	Name A	Address:	Account #	Telephone #	
	Name B	Address	Account #	Telephone #	
PERSONAL	Name A	Address	City, State	Relationship	Telephone #
	Name B	Address	City, State	Relationship	Telephone #

## OTHER INFORMATION

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc) who we could contact for confirmation. You do not have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount	Per	Source	Telephone
Amount	Per	Source	Telephone
Comments			

**HAVE YOU OR CO-APPLICANT EVER:**

Been sued for non-payment of rent? [ ] Yes [ ] No  
 Been evicted or asked to move out? [ ] Yes [ ] No  
 Declared Bankruptcy? [ ] Yes [ ] No

Broken a rental agreement or lease? [ ] Yes [ ] No  
 Been sued for damage to rental property [ ] Yes [ ] No

**CREDIT:** A credit report on applicant may be obtained by Agent on behalf of Owner prior to execution of a lease. Applicant consents to obtaining of such credit report

**INSURANCE:** Owner and Agent carry no insurance on the personal property of tenants.  
**It is recommended that you obtain insurance.**

**ENTIRE AGREEMENT:** The foregoing constitutes the entire agreement between the parties and may be modified only by written notice signed by both parties. This agreement is predicated upon all of the information which has been furnished by applicant being accurate; and if the facts provided are not accurate, this lease agreement may be voided at the option of the Owner. Execution of this agreement by other parties to this agreement constitutes acceptance thereof.

\_\_\_\_\_  
 Applicant Date

\_\_\_\_\_  
 Co - Applicant Date

\_\_\_\_\_  
 Agent

### FOR OFFICE USE ONLY – DO NOT WRITE BELOW

REFERENCE VERIFICATION	REMARKS
[ ] Present Landlord	
[ ] Previous Landlord	
[ ] Employment	
[ ] Previous Employment	
[ ] Co-Applicant Employment	
[ ] Bank	
[ ] Credit (1)	
[ ] Credit (2)	
[ ] Credit (3)	
[ ] Other	

RECORD OF PAYMENTS RECEIVED		
Date	Description	Amount

This Application : [ ] Approved [ ] Not Approved

Date \_\_\_\_\_  
 By \_\_\_\_\_  
 Assigned to Apt. No. \_\_\_\_\_ Rent\$ \_\_\_\_\_  
 Apartment Address \_\_\_\_\_  
 Applicant Notified By \_\_\_\_\_  
 Anticipated Move-In Date \_\_\_\_\_



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## Statement of Rental Policy

**We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

**Apartment availability policy:** Apartments become available when they are ready to rent. A vacant apartment will not be deemed available for move in until it has been cleaned, repainted, and prepared for a new resident.

**Occupancy guidelines:** To comply with the requirements of the Housing and Urban Development we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom. For example, a one-bedroom apartment could house two people, and a two-bedroom apartment could house four people. Roommates – each are fully responsible for the entire rental payment and all must execute the lease.

**Application process:** We evaluate every apartment application in the following manner. You must submit a rental application and answer all questions on the form. You must pay the nonrefundable application fee. We will determine whether, from your responses to the application questions, if you qualify for the apartment you are applying for. If you do not, we will reject your application. If you do, we will send your application to our screening company, which will check your credit report, criminal history, employment and rental references to confirm that they meet our rental criteria. If you meet our criteria, they will approve your application. This process can take up to three (3) business days.

**Rental criteria:** To qualify for an apartment/townhome you must meet the following criteria:

1. **Income:** Your monthly income must be at least 3 times the monthly rent. You must be able to prove at least (6) months of employment immediately preceding the date of your application. Documentation is required for self-employment.
2. **Rental history:** You must have satisfactory rental references from prior landlords. If you do not have any rental history your application can still be considered if you meet the remaining criteria. If you have ever been evicted or sued for any lease violation, we will reject your application. Resident at present or immediate past address for no less than six months.
3. **Credit history:** Your credit record must currently be satisfactory. If your credit history shows any unpaid debts, unpaid utilities and/or 50% negative credit this will require you to meet the other criteria requirements without exception.
4. **Criminal history:** If you have ever been convicted of a felony, we will reject your application. Previous misdemeanor conviction for a sex crime will cause your application to be rejected. Previous conviction for a crime that is drug related or that involves violence against a person or property will cause the application to be rejected.
5. **Age:** You must be at least 18 years of age to contract for lease.
6. **Guarantors:** If you do not meet one or more of the above criteria, you may be able to qualify for an apartment if you get a third party to guarantee your lease. The guarantor must pass the same application and screening process that you must pass, except that we will deduct the guarantor's own housing costs before applying his or her income to our standard and the monthly income must be six (6) times the monthly rent.

**Rent is due and payable without demand on or before the first day of the month. All payments must be made in the form of a check or money order. Cash is not accepted as a form of payment.**

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

