

# Rental Application for Residents and Occupants

*Each co-applicant and each occupant 18 years old and over must submit a separate application.  
Spouses may submit a single application.*



Date when filled out: \_\_\_\_\_

<p><b>ABOUT YOU</b> Full name (exactly as on driver's license or govt. ID card) _____</p> <p>Your street address (as shown on your driver's license or government ID card): _____</p> <p>Driver's license # and state: _____ OR govt. photo ID card #: _____</p> <p>Former last names (maiden and married): _____</p> <p>Your Social Security #: _____</p> <p>Birthdate: _____ Height: _____ Weight: _____</p> <p>Sex: _____ Eye color: _____ Hair color: _____</p> <p>Marital Status: <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed <input type="checkbox"/> separated</p> <p>Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you or any occupant smoke? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Will you or any occupant have an animal? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Kind, weight, breed, age: _____</p> <hr/> <p>Current home address (where you now live): _____</p> <p>City/State/Zip: _____</p> <p>Home/cell phone: (____) _____ Current rent: \$ _____</p> <p>Email address: _____</p> <p>Name of apartment where you now live: _____</p> <p>Current owner or manager's name: _____</p> <p>Their phone: _____ Date moved in: _____</p> <p>Why are you leaving your current residence? _____</p> <hr/> <p>Your previous home address: _____</p> <p>City/State/Zip: _____</p> <p>Apartment name: _____</p> <p>Name of above owner or manager: _____</p> <p>Their phone: _____ Previous monthly rent: \$ _____</p> <p>Date you moved in: _____ Date you moved out: _____</p>	<p><b>YOUR RENTAL/CRIMINAL HISTORY</b> Check only if applicable. Have you, your spouse, or any occupant listed in this Application ever: <input type="checkbox"/> been evicted or asked to move out? <input type="checkbox"/> moved out of a dwelling before the end of the lease term without the owner's consent? <input type="checkbox"/> declared bankruptcy? <input type="checkbox"/> been sued for rent? <input type="checkbox"/> been sued for property damage? <input type="checkbox"/> been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pretrial diversion? <input type="checkbox"/> been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that has not been resolved by any method? Please indicate below the year, location and type of each felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. You represent the answer is "no" to any item not checked above.</p> <hr/> <p><b>YOUR SPOUSE</b> Full name: _____</p> <p>Former last names (maiden and married): _____</p> <p>Spouse's Social Security #: _____</p> <p>Driver's license # and state: _____ OR govt. photo ID card #: _____</p> <p>Birthdate: _____ Height: _____ Weight: _____</p> <p>Sex: _____ Eye color: _____ Hair color: _____</p> <p>Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Present employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (____) _____</p> <p>Position: _____</p> <p>Date began job: _____ Gross monthly income is over: \$ _____</p> <p>Supervisor's name and phone: _____</p>
<p><b>YOUR WORK</b> Present employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (____) _____</p> <p>Position: _____</p> <p>Your gross monthly income is over: \$ _____</p> <p>Date you began this job: _____</p> <p>Supervisor's name and phone: _____</p> <hr/> <p>Previous employer: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (____) _____</p> <p>Position: _____</p> <p>Gross monthly income was over: \$ _____</p> <p>Dates you began and ended this job: _____</p> <p>Previous supervisor's name and phone: _____</p>	<p><b>OTHER OCCUPANTS</b> Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.</p> <p>Name: _____ Relationship: _____</p> <p>Sex: _____ DL or govt. ID card # and state: _____</p> <p>Birthdate: _____ Social Security #: _____</p> <p>Name: _____ Relationship: _____</p> <p>Sex: _____ DL or govt. ID card # and state: _____</p> <p>Birthdate: _____ Social Security #: _____</p> <p>Name: _____ Relationship: _____</p> <p>Sex: _____ DL or govt. ID card # and state: _____</p> <p>Birthdate: _____ Social Security #: _____</p>
<p><b>YOUR CREDIT HISTORY</b> Your bank's name, city, state: _____</p> <p>List major credit cards: _____</p> <p>Other non-work income you want considered. Please explain: _____</p> <p>Past credit problems you want to explain. (Use separate page.) _____</p>	<p><b>YOUR VEHICLES</b> List all vehicles owned or operated by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.</p> <p>Make and color of vehicle: _____</p> <p>Year: _____ License #: _____ State: _____</p> <p>Make and color of vehicle: _____</p> <p>Year: _____ License #: _____ State: _____</p> <p>Make and color of vehicle: _____</p> <p>Year: _____ License #: _____ State: _____</p>
<p><b>WHY YOU APPLIED HERE</b> Were you referred? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, by whom: _____</p> <p>Name of locator or rental agency: _____</p> <p>Name of individual locator or agent: _____</p> <p>Name of friend or other person: _____</p> <p>Did you find us on your own? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, fill in information below:</p> <p><input type="checkbox"/> On the Internet <input type="checkbox"/> Stopped by <input type="checkbox"/> Newspaper (name): _____</p> <p><input type="checkbox"/> Rental publication: _____</p> <p><input type="checkbox"/> Other: _____</p>	<p><b>EMERGENCY</b> Emergency contact person over 18, who will not be living with you.</p> <p>Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (____) _____ Home phone: (____) _____</p> <p>Relationship: _____</p>
<p><b>AUTHORIZATION</b> I or we authorize (owner's name) _____</p> <p><b>Piedmont-Old English Manor</b></p> <p>to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.</p> <p>Applicant's signature _____</p> <p>Spouse's signature _____</p> <p style="text-align: center;"><i>Applicant must also sign on the next page of this Application.</i></p>	<p><b>EMERGENCY</b> Emergency contact person over 18, who will not be living with you.</p> <p>Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>Work phone: (____) _____ Home phone: (____) _____</p> <p>Relationship: _____</p>

**Contemplated Lease Contract Information**

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

The Kansas State Apartment Association Lease Contract to be used must be the latest version published by the association unless an earlier version is initiated by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract \_\_\_\_\_
- Name of Owner/Lessor Piedmont-Older English Manor
- Property name and type of dwelling (bedrooms and baths) \_\_\_\_\_
- Complete street address 2323 N. Woodlawn  
City/State/Zip Wichita, KS 67220
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) \_\_\_\_\_
- Total number of residents and occupants \_\_\_\_\_
- Beginning date and ending date of Lease Contract \_\_\_\_\_
- Total security deposit \$ \_\_\_\_\_ ; Animal deposit \$ \_\_\_\_\_
- Other fees \$ \_\_\_\_\_
- Total monthly rent for dwelling unit \$ \_\_\_\_\_
- Rent to be paid at (check one)  on-site manager's office or  at Rent Drop Slot

- Prorated rent for:  first month or  second month \$ \_\_\_\_\_
- Monthly rental due date \_\_\_\_\_
- Late charges due if rent is not paid on or before the \_\_\_\_\_ 5 \_\_\_\_\_
- Initial late charge \$ 25.00 ; Daily late charge \$ 5.00
- Returned-check charge \$ 20.00
- (Check one):  furnished or  unfurnished;
- Utilities paid by owner (check all that apply):  electricity,  gas,  water,  wastewater,  trash,  cable TV,  master TV antenna;
- You are (check one):  required to purchase personal liability insurance or  not required to purchase personal liability insurance;
- Agreed reletting charge \$ \_\_\_\_\_
- Your move-out notice will terminate Lease Contract on a periodic rent paying date.
- Special provisions regarding parking, storage, etc.: (see attached page if necessary): \_\_\_\_\_

**Application Agreement**

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Contract Information above.
2. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. It's nonrefundable.
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. The application deposit is not a security deposit. However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.
4. **Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
7. **If You Withdraw Before Approval.** You and any co-applicant may not withdraw your application or the application deposit. If you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.

8. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked):  a separate Application has been fully filled out and signed by you and each co-applicant;  an application fee has been paid to us;  an application deposit has been paid to us. If no item is checked, all are necessary for the Application to be considered completed.
9. **Nonapproval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Subject to our duties under the Fair Credit Reporting Act, Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
10. **Refund after Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (nonrefundable): \$ \_\_\_\_\_  
Application deposit (may or may not be refundable): \$ \_\_\_\_\_  
Other move-in fees (may or may not be refundable): \$ \_\_\_\_\_  
Total of above application fee and application deposit: \$ \_\_\_\_\_  
Total amount of money we've received to this date: \$ \_\_\_\_\_
15. **Signature.** Our representative's signature is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.

**Acknowledgment.** You declare that all your statements on the first page of this Application are true and complete. You authorize us to verify same through any means. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information may be a serious criminal offense. In lawsuits relating to the application or Lease Contract, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

If you're seriously ill or injured, what doctor may we notify? (We're not responsible for providing medical information to or calling doctors or emergency personnel.)  
 Doctor's name: \_\_\_\_\_ Doctor's phone: (\_\_\_\_\_) \_\_\_\_\_  
 Important medical information about you in an emergency: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Spouse: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Owner's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

1. Apt. name or dwelling address (street, city) Piedmont-Older English Manor Unit # or type: \_\_\_\_\_
2. Person accepting application: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_
3. Person processing application: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_
4. Date that applicant or co-applicant was notified by  telephone,  letter, or  in person of  acceptance or  nonacceptance: \_\_\_\_\_  
(Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): \_\_\_\_\_
6. Name of owner's representative who notified above person(s): \_\_\_\_\_

## Olde English Manor Apartment Homes Statement of Rental Qualifications

Olde English Manor Apartment Homes will not discriminate against any person based on race, religion, sex, color, familial status, national origin, or handicap.

- Occupancy Standards:** No more than two persons per bedroom shall occupy the premises
- Age:** Applicant must be of legal contractual age as designated by the State of Kansas.
- Income:** Income to be considered consists of salary, interest or dividend income, business, social security income, child support and/or any other verifiable and reliable income source. Total combined income needs to equal three times the amount of rent, gross monthly or more in order to meet income standards. Self-employed individuals must provide a copy of the previous year's income tax return in order to provide income verification.
- Rental History:** All applications must have a minimum of six months verifiable and positive rental or mortgage history. Rental history with private landlord/owner must provide proof of mortgage and 1<sup>st</sup> page of the Lease Agreement. Rental history that is being verified must be within 2 years current. Positive history includes timely payments, fulfillment of terms, and adherence to the lease agreement. If you have an outstanding balance with a previous landlord and or Apartment Community, it will result in an automatic disqualification. Three or more late payments within a one-year period or more than one returned check will be considered poor payment history.
- Credit History:** Credit references reviewed will be major credit cards, retail credit cards, bank and other financial institution loans. If telecheck reports negative check writing history then no personal checks may be accepted during the resident's residency. No credit is acceptable if all other rental standards are met.
- The previous two consecutive years credit history will be reviewed for all applicants (individual, married, and roommates). The previous two years credit history may not include any P&L items (write-off), repossessions, bankruptcy, or foreclosures. No more than 25% of the total credit accounts reported in the past two years can be 60 days or more past due.
- Lease Guarantee:** If you lack six months' verifiable rental/mortgage history, or your credit is Approved with Conditions, then you may obtain a lease guarantor that is of relation or pay an additional deposit equal to one month's market rent (to be retained until move out). Neither a lease guarantor nor the applicant will be accepted for poor credit history, poor rental history, previous evictions, or applicants that do not meet our criminal background standards. Lease Guarantors will not be accepted for an applicant who does not meet the income standards, or the criminal background standards. No exceptions should be made under any circumstances in order for us to comply with Federal Fair Housing legislation and to avoid discriminatory practices.
- The guarantor's income must meet or exceed three times the amount of the apartment market rent plus the guarantor's monthly rental/mortgage obligation. The guarantor must meet the above rental and credit history criteria.
- Criminal Background:** It is our policy to request a criminal history report on all applicants. If any applicant has Deferred Adjudication and the probationary period has not expired, then it is an automatic disqualification. Any applicant will be automatically rejected who is currently under arraignment, indictment, or has been convicted of the following (including but not limited to) charges: murder, rape, molestation, robbery, burglary, arson, kidnapping, possession, selling or manufacturing drugs, prostitution, child pornography, parole violation, terrorism, theft within the past seven years, assault within the past seven years, more than 1 DWI or DUI within the past seven years. A felony will result in an automatic disqualification.

Policy prohibits employees from showing apartments 30 minutes before dark and showing apartments that are not marketable. A valid photo I.D. is required from all parties in order to tour an apartment.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date