



111 E Marlin, P O Box 13  
McPherson, KS 67460  
www.mylamco.com  
www.rentmcperson.com  
620-241-2315 Fax: 620-241-7016  
lamcomgmt@gmail.com

Dear Prospective Tenant:

v 9/22/17

Thank you for inquiring about housing with us. Attached is an application, with verification forms attached. There is a \$10 application fee which can be paid when you return the completed application. Please fill in all blanks on the application. If a certain item does not apply to your situation, please either mark through it or write "NA" on the line.

For Social Security income, the award letter is needed to verify the income. We can't accept a copy of your bank statement for verification of monthly amount since there may be certain types of deductions (Medicare premiums, child support, prior overpayments, etc.) from the award amount. For any child under the age of 18 living in your household that has a parent/legal guardian not living in the same household, complete the Child Support Verification form so that we can look up your child support history.

We provide stove and refrigerator in each unit. The McPherson complexes have laundry facilities on-site. The Moundridge complex has washer/dryer hook-ups. All McPherson complexes have playgrounds. Pets are allowed. At the back of the application is an information sheet that will need to be completed by you and reviewed/approved by management. Some pets do require a 'pet deposit.' The type and size of your pet determine if a 'pet deposit' will be required. Service/comfort animals are allowed with proper verification that they are medically necessary and do not require any deposit regardless of type or size.

We require a co-signer (guarantor) for every new tenant. The co-signer will have to sign the enclosed form in front of myself, our site manager or a notary public so the co-signer's identity can be confirmed. We also require a security deposit and one (1) year lease. If you rent from us and decide to move before the end of the initial lease term of one year, you may give thirty(30) day notice on or before the 1<sup>st</sup> of the month to terminate the lease. There will be an early move out penalty in the amount of the required security deposit. After the first year, the lease automatically renews unless written notice is received or given.

You may return this application by mailing, faxing or e-mailing. If you e-mail the application, please print the pages that need to be signed then scan them with the signature(s) and attach those pages to the email. We cannot process the application without signatures.

If you have any questions, comments or suggestions about any of these matters, please do not hesitate to contact our office.

Very Truly,

Daniel Curtis II  
Site Mgr

OFFICE USE ONLY  
DATE:  
TIME:  
PAID:

LAMCO ELIGIBILITY AND ADMISSIONS CRITERIA (1/1/2017)

The following criteria is used by the Management to determine eligibility of an applicant, or occupant:

- 1       **Misrepresentation:** Falsifying or withholding information on a pre-rental application including but not limited to giving false information regarding family income, size, prior residences, or the use of an alias or other name, or failing to disclose information relating to eligibility criteria.
- 2       **Criminal History:** If any permanent occupant or anticipated guest has a history of criminal activity. Applicant will not be automatically denied residency due to a disclosed criminal history. However, the type of criminal history will be considered, along with the amount of time since conviction, and the behavior during and after incarceration, probation and/or parole. The following, though not exclusive, will not be approved for residency:
  - 2.1       Crime conviction involving violence within the last 3 years
  - 2.2       Sexual based conviction within the last 10 years
  - 2.3       **Drugs:** Felony drug conviction with the last 5 years. Credible evidence of drug possession or usage, including but not limited to possession of paraphernalia within the most recent 36 months preceding the application date. Law enforcement involvement is not a requirement of credible evidence.
- 3       **Violence:** Credible evidence of violent behavior, including but not limited to evidence of repeated acts of violence or threats of violence on the part of an individual against his own family or others. Law enforcement involvement is not a requirement of credible evidence.
- 4       **Previous Abandonment:** Abandonment of a previous housing unit without advising the owner so that the unit could be secured and protected from vandalism, or the destruction of property.
- 5       **Peace and Quiet:** Record of serious disturbances of neighbors, destruction of property and other disruptive behavior including patterns of behavior which endanger the life, safety, morals or welfare of other persons seeking a sound family and community life. This includes neglect of children, being evicted from previous housing on the grounds of creating a nuisance, objectionable conduct, alcoholism, drug usage, frequent loud parties which have resulted in a disturbance to neighbors.
- 6       **Health and Safety:** Unsanitary or hazardous housekeeping including the creation of a fire hazard, severe damage to premises and equipment which causes conditions that create foul odors or insect infestation that seriously affects neighbors.
- 7       **Financial Responsibility:** All applicants/tenants must have a qualified financial guarantor unless you meet the annual income or credit criteria below \*. If a guarantor wishes to be removed from responsibility, tenant must first find a replacement guarantor. To qualify as a guarantor, the individual must demonstrate:
  - 7.1       Stability in residence and employment
  - 7.2       Sufficient income to meet the potential financial obligation
- 8       **History as Tenant:** Applicant shall disclose any rental history with LAMCO. Additionally, applicants shall disclose a negative rental history with LAMCO or other landlord during the five (5) years preceding the application date. Negative rental history includes, but is not limited to:
  - 8.1       Major damages left in a previous apartment (over \$150)
  - 8.2       Non-payment of charges from previous apartment necessitating collection action
  - 8.3       History of late payments for rent (more than 10 days late, more than 4 times per year)
  - 8.4       Previous eviction from a rented property for any reasons, including but not limited to: nonpayment of rent; disturbance of peaceful enjoyment of others; disturbing the peace; property damage/neglect;
  - 8.5       Eviction due to neglect of the property Said negative rental history may disqualify an applicant.Circumstances surrounding the negative history should be disclosed and will be considered.

\*McPherson      1 bedroom \$31,200      2 bedroom \$38,400      3 bedroom \$46,200

\*Moundridge    1 bedroom \$30,000      2 bedroom \$37,500      3 bedroom \$40,200

\*Provide adequate proof of a credit score of 700 or higher from TransUnion, Equifax, or Experian.

**RENTAL APPLICATION FOR OCCUPANCY**  
ALL QUESTIONS, FORMS & PAGES MUST BE COMPLETED OR  
THIS APPLICATION WILL NOT BE PROCESSED

Full disclosure of pertinent information to determine eligibility is required. Applications are placed in order of date and time received. Applicants who need assistance in filling out this application will be accommodated. Return this application and all its attachments by mail, e-mail, fax or in person using the contact information above. **Please note: If you have a disability and would like the leasing agent to be knowledgeable of it when processing your application or when showing you available apartments, Fair Housing Law states YOU must inform the agent. Rents are based on adjusted family or household income.**

**Section A: Application Contents and Statements of Understanding by Applicant(s)**

- 1 LAMCO charges \$10.00 as an application fee and that this must be paid before my application is processed unless specifically waived.
- 2 LAMCO's standard application for the purposes of determining eligibility for occupancy in one of the apartments LAMCO manages which includes the following, to wit:
  - Rental Application for Occupancy
  - General Authorization
  - Agreement to Guarantee the Payment of Rent, Fees, Charges and Damages
  - Requirements to Be a Guarantor (Cosigner)
  - Child Support Statement
  - Statement of Legal Action Involvement
- 3 Before an applicant(s) can be placed on the waiting list, this entire application must be returned to LAMCO with all of the above listed documents fully completed. To be considered eligible for any apartment complex, applicant(s) must have a guarantor (co-signer) and that guarantor must sign the Agreement to Guarantee the Payment of Rent, Fees, Charges and Damages in front of a LAMCO manager or notary public and provide photo ID.
- 4 All information supplied must be verified by an agent of LAMCO. If any significant information that is supplied herein is not accurate, LAMCO has the right to reject the application for that reason alone; or, if discovered after entry into a contract/lease agreement, such significant inaccurate information may be considered a material noncompliance with the lease agreement. If the significant information causes LAMCO damages, the applicant shall be liable to LAMCO to pay those damages. Submission of a complete and accurate application does not guarantee that LAMCO will rent an apartment to applicant(s).
- 5 Completed applications will be considered in the order it was received, and that the first eligible applicant on the waiting list that wants an apartment and pays the security deposit and first month's rent shall be entitled to rent the next suitable available apartment in any apartment complex managed by LAMCO.
- 6 If a security deposit is placed to hold an apartment while the application is being processed by LAMCO or while applicant(s) placed on the waiting list, but prior to signing a written contract, that security deposit will not be refundable unless applicant(s) are found to be ineligible.
- 7 After the signing of the written contract and its attachments, the security deposit will be held and applied as specified in the written contract and its attachments, including the document entitled "Schedule of Charges." If a security deposit is provided by a charitable organization (CUM, Salvation Army, United Way, a church, etc.), when a security deposit disposition is done the portion not needed for financial obligations relating to the apartment will be returned to that charitable organization up to the amount that organization originally provided. All security deposits will be held until all household members have moved out regardless of who pays the deposit.
- 8 All written documents of LAMCO (lease agreement, rules, regulations and policies, and schedule of charges) will be strictly enforced in accordance therewith and under the Residential Landlord Tenant Act of Kansas.
- 9 Site manager has no authority to make any exceptions or provisions from LAMCO lease agreement, rules, regulations and policies, schedule of charges, written policies, agreements, contracts, or other related documents, or from provisions of the Residential Landlord Tenant Act. Site manager has no authority to make any verbal agreements with any tenant.
- 10 If an applicant(s) wants LAMCO to make an exception, a written request accompanied by a \$10.00 fee must be submitted. Any exception to LAMCO lease agreement, rules, regulations, policies or schedule of charges will be signed by tenant(s) and an officer of LAMCO, and will then become a part of the lease agreement.

**Section B - Current Information :**

Applicant(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt. # City State Zip

Telephone #s: home: \_\_\_\_\_ work: \_\_\_\_\_ cellular: \_\_\_\_\_ message: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

No. of Bedrooms in current housing \_\_\_\_\_ ☐ Own ☐ Rent If Rental, amount of current monthly rental payment \$ \_\_\_\_\_Check Utilities Paid by You (excluding phone, internet & tv service): ☐ Heat ☐ Electricity ☐ Gas ☐ Other \_\_\_\_\_

Approximate monthly cost of utilities (excluding phone, internet &amp; tv service, etc.) paid by your household: \$ \_\_\_\_\_

Bedroom Size Requested: ☐ One Bedroom ☐ Two Bedrooms ☐ Three Bedrooms (3 bdr only available at Northview Place & Country View)  
More than one size may be requested

Apartment complex requested:

- ☐ North Main Place, 1492 N Main, McPherson ☐ First Place, 1500 N Main, McPherson
- ☐ Northview Place, 120 E Northview, McPherson ☐ Country View, S Christian & S Randall, Moundridge
- ☐ no preference

Requested Move-In Date: \_\_\_\_\_

Household Members: List ALL persons who will live in the apartment. List Head of Household First:

Name	Relationship	Birthdate	Current Age	Social Security #
	Head			

Is anyone over age 18 in this household a full time student: ☐ Yes ☐ No If yes, we will need verification of tuition and financial aid

Name(s): \_\_\_\_\_

Educational Institution(s): \_\_\_\_\_

Is there anyone helping you complete this application? ☐ Yes ☐ No Name: \_\_\_\_\_If yes, do you want us to contact him/her for more information? ☐ Yes ☐ No

If yes, address and phone number(s): \_\_\_\_\_

In Case of Emergency Notify: \_\_\_\_\_

Name

Address

Phone

Relationship

## SECTION C - References

**PLEASE NOTE: IF YOU DO NOT HAVE ANY REFERENCES, YOU WILL NOT BE ELIGIBLE UNDER OUR CRITERIA.**

PREVIOUS/CURRENT LANDLORD: If this is the first time you are living "on your own" you may list whomever you lived with before as a Landlord even if you did not pay them anything to live there. List your current Landlord first. We require disclosure of all Landlords for at least the last five (5) years. If you need more space or want to let us know something about your tenancy, attached another page.

[illegible]

**CREDIT** - We consider any payment/re-payment over a set period of time as a credit reference. This can include amount borrowed from family.

[illegible]

**Personal Non-Related:** For our purposes, “non-related” means no step, legal and/or biological relatives.

[illegible]

## SECTION D - INCOME

Employment - including Work for Cash and Tips

Person working	Employer	Supervisor	Address & Phone	Monthly Amount	Start Date

Government (Military, SRS, Social Security, Unemployment, Social Security, V.A. Benefits, S.S.I., Pensions, Disability Compensation, etc.)

Person Receiving	Agency	Contact Information (so we can verify)	Type	Monthly Amt

Educational

Person Attending	School	Tuition per Semester	Type - Loan, Grant, Scholarship	Amount per Semester	Financial Aid Office Contact

Court Ordered (Alimony, Child Support, Workmen's Compensation, personal injury/car wreck/etc, class action law suits, etc.)

Person Receiving	Court Case # & Location	Type	Paid Thru KPC?	Amount	How often Ordered to be Received
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Gift/Charity/Similar (Cash Contributions from Non-Applicant, Area Church payments/vouchers, Non-Applicant paying your car insurance, vehicle payment, cell phone bill, furniture/computer/rent-to-own payments, gives you money to do laundry, etc)

Received From	Contact Information	Type	Amount	Frequency Received

Other (Annuities, Dividends, Interest, Income from Real Property, Farm Income, Business Income, Any Other Income Not Disclosed Above)

Received From	Contact Information (so we can verify)	Type	Amount	Frequency Received

SECTION E - Assets

**HOUSEHOLD ASSET INFORMATION** *List all Assets including Balances, Cash Values, & Sources as requested below. Cash value is the market value less any reasonable costs that would be incurred in converting the asset to cash, i.e. broker and legal fees.*

Asset	Household Member	Provider's Name, Address & Phone Number	Balance / Cash Value of Asset	Actual Income from Asset (Annual)	Current Asset Disposed of for Less than Fair Market Value
Cash on Hand					
Checking Account(s)					
Savings Account(s)					
Certificates of Deposit (Including those designated for Burial Expenses)					
Stocks or Bonds					
IRA or Other Retirement Funds					
Mutual Funds					
Trust Accounts					
Personal property held as an investment					
Real estate. Is it for <input type="checkbox"/> sale or <input type="checkbox"/> rent?					
Other Current Assets					
Assets not listed (excluding Personal Property)					
Other					
Other					

Comments:

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**SECTION F - CHILDCARE COSTS Complete this Part Only for Child Care While Household Member Is at Work or School and There Is Not Another Adult Household Member Available to Care for Children During Those Times and Child(ren) Is Age 12 & Younger**

Name of Child	Age of Child	Provider Name, Address & Phone Number	Reason	When Child(ren) is in School Monthly Amount	When Child(ren) is not in School Monthly Amount
			<input type="checkbox"/> work <input type="checkbox"/> school		
			<input type="checkbox"/> work <input type="checkbox"/> school		
			<input type="checkbox"/> work <input type="checkbox"/> school		
			<input type="checkbox"/> work <input type="checkbox"/> school		

**SECTION G - Misc Information**

1 Do you have a vehicle that will be kept at residence? ☐ yes ☐ no If yes, complete following.

Owner	Vehicle Type	Color	Plate County & Number	Insured?	In working condition?
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
				<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

2 Does your household currently use any kind of rental assistance voucher? ☐ Yes ☐ No

2.1 If yes, what kind? ☐ HUD Section 8 ☐ Rural Development  
☐ Prairie View ☐ Other \_\_\_\_\_

3 Does your household have a pet? ☐ Yes ☐ No

3.1 If Yes, what kind(s) including breed? \_\_\_\_\_

4 Has anyone in your household ever been convicted of:

4.1 A Sex Crime requiring the person(s) to register as Sex Offender at the time of conviction? ☐ Yes ☐ No

4.2 Sale, distribution, or possession of illegal drugs, including prescription medication not used as intended or by the person intended, or drug paraphernalia? ☐ Yes ☐ No

4.2.1 If Yes, what was the date, charge and severity level (juvenile, misdemeanor, felony)?  
\_\_\_\_\_

4.2.2 If Yes, has that person(s) successfully completed a controlled substance abuse recovery program?  
\_\_\_\_\_

4.3 A crime of violence? ☐ Yes ☐ No

4.3.1 If Yes, what was the date, charge and severity level (juvenile, misdemeanor, felony)?  
\_\_\_\_\_

5 Has anyone in your household been arrested, regardless of conviction, for sale, distribution or possession of illegal drugs in which illegal drugs were found in that person(s) possession? ☐ Yes ☐ No

5.1 If Yes, what was the date, charge and severity level (juvenile, misdemeanor, felony)?  
\_\_\_\_\_

6 Is anyone in your household currently on probation, parole or community correction supervision? ☐ Yes ☐ No

6.1 If Yes, what was the date, charge and severity level (juvenile, misdemeanor, felony)?  
\_\_\_\_\_

**Details of legal action(s) of lack thereof need to be detailed on the Statement of Legal Action Involvement attached to this application.**

7 Is anyone in your household currently using illegal drugs? ☐ Yes ☐ No



### SECTION H - Program Information:

- 1 Would you or anyone in your household benefit from a wheelchair or other accessible unit? ☐ Yes ☐ No

1.1 If so, would you like to request an adapted unit? ☐ Yes ☐ No

2 Has anyone in your household ever been evicted from other Housing? ☐ Yes ☐ No

2.1 If Yes, Where, When & Reason: \_\_\_\_\_

3 Has anyone in your household ever lived on any property managed by LAMCO in the past? ☐ Yes ☐ No

3.1 If Yes, which property, apartment and date(s)? \_\_\_\_\_

4 Are you being evicted from your current home? ☐ Yes ☐ No

4.1 If Yes, when must you be out of your home? \_\_\_\_\_

4.2 If Yes, why are you being evicted? \_\_\_\_\_

5 Will you take an apartment when one is available? ☐ Yes ☐ No

6 Do you anticipate a change in the number of family members in the next 12 months? ☐ Yes ☐ No

6.1 If Yes, explain \_\_\_\_\_

7 Are all household members a lawful citizen or have eligible immigration status in the United States? ☐ Yes ☐ No

Under certain housing programs household members will be required to complete a Declaration of Citizenship.

8 How did you hear about this housing? \_\_\_\_\_

Briefly describe your reasons for applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9 Is there anything else you want us to know or consider while processing your application?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## STATEMENT REQUIRED BY THE PRIVACY ACT

I CERTIFY THAT THE HOUSING THAT I AM APPLYING FOR WILL BE MY PERMANENT RESIDENCE AND I WILL NOT MAINTAIN A SEPARATE RESIDENCE IN A DIFFERENT LOCATION. I DECLARE THAT THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I HEREBY AUTHORIZE RELEASE OF ANY INFORMATION CONTAINED HEREWITH TO DETERMINE MY ELIGIBILITY FOR THIS HOUSING.

BY TYPING YOUR NAME AND DATE IN THE SPACES BELOW AND SUBMITTING THIS APPLICATION, YOU ARE DIGITALLY SIGNING THIS APPLICATION AND CERTIFYING THE INFORMATION HEREIN IS TRUE AND CORRECT THE SAME AS IF YOU HAVE PHYSICALLY SIGNED THE APPLICATION AND ITS ATTACHMENTS.

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

\_\_\_\_\_  
(Applicant signature)

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

\_\_\_\_\_  
(Co-Applicant signature)

The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is will note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

Ethnicity:

- ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race: (Mark one or more)

- ☐ American Indian/Alaska Native ☐ Asian ☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander ☐ White

Gender: ☐ Male ☐ Female

Attachments:

- General Authorization
- Agreement to Guarantee the Payment of Rent, Fees, Charges and Damages
- Requirements to Be a Guarantor (Cosigner)
- Child Support Statement
- Statement of Legal Action Involvement

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For Office Use:

Race ☐ Supplied ☐ Observed

Ethnicity ☐ Supplied ☐ Observed

Gender ☐ Supplied ☐ Observed

## GENERAL AUTHORIZATION

I/We the undersigned hereby authorize all persons or companies contacted by LAMCO to release without liability, information regarding employment, credit history, criminal history, character, behavior, income, assets and/or any other information required for purposes of verifying information on my/our Rental Application for Occupancy and determining eligibility for residency in a LAMCO managed residential property.

### INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: criminal and credit background screening, personal identity; employment, income, and assets; medical or child care allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my eligibility for and continued participation as a resident in a LAMCO managed residential property.

**GROUPS OR INDIVIDUALS THAT MAY BE ASKED** The groups or individuals that may be asked to release the above information include, but are not limited to:

- Past and Present Employers
- Welfare Agencies
- Veterans Administration
- Previous Landlords (any type)
- State Unemployment Agencies
- Retirement Systems
- Social Security Administration
- Banks/Financial Institutions
- Support and Alimony Providers
- References Listed on Application
- School Administrations
- Screening Services
- Military Employment & Veterans
- Medical and Child Care Providers
- Local, State and/or National databases/websites for purposes of background checks and information verification. This specifically includes but is not limited to KASPER (KS Dept of Corrections) & National Sex Offender listing.
- Court and/or Law Enforcement Officers (probation, parole, community corrections officers, etc.)

The information disclosed is for the confidential use of LAMCO Management in determining eligibility for a rental contract or to confirm information I/We have supplied. Any of the preceding information listed may be applicable depending on the processing requirements of LAMCO Management. Therefore, the attached verification is to be completed as requested. I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file.

### Signatures

_____ Applicant/Resident	_____ (Print Name)	_____ Date
_____ Co-Applicant/Resident	_____ (Print Name)	_____ Date
_____ Adult Member	_____ (Print Name)	_____ Date
_____	_____	_____

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, 'REQUEST FOR A COPY OF TAX FORM' MUST BE SIGNED SEPARATELY.



**AGREEMENT TO GUARANTEE THE PAYMENT OF RENT, FEES, CHARGES AND DAMAGES**

Name of Tenant: _____	NVP FP NMP CV Apt: _____ Circle One Complex
Name of Guarantor: _____	Phone: _____
Mailing Address: _____ _____	SSN: _____
Employer Name: _____	Phone: _____
Address: _____ _____	
Financial Institution: _____	Phone: _____
Address: _____ _____	Acct Number: _____

**Landlord** is the owner of whichever apartment is leased to tenant by LAMCO, which manages: Country View Apartments, Moundridge, Kansas; North Main Place, First Place and Northview Place Apartments, McPherson, Kansas.

**Rental Agreement:** The written lease agreement signed by Tenant to rent an apartment from Landlord. The term Rental Agreement includes not only the initial agreement and all schedules and policies but also all modifications, renewals and any new rental agreements for a different apartment.

**Guarantee:** To induce Landlord to lease an apartment to Tenant, Guarantor unconditionally guarantees the prompt payment when due of all rent, fees, charges and damages that Tenant is obligated to pay to Landlord under any Rental Agreement signed by Tenant. This guarantee shall remain in full force and effect until all obligations of Tenant to Landlord have been paid in full after Tenant has moved out.

**Reimbursement:** Tenant agrees to reimburse Guarantor for all money that Guarantor pays to Landlord under this agreement.

**Collection Costs:** The Landlord shall be entitled to the payment of reasonable costs of collection under this agreement, including, but not limited to, court costs, attorney fees and collection agency fees, except that such costs of collection: (1) May not include costs that were incurred by a salaried employee of the creditor or its assignee; and (2) may not include the recovery of both attorney fees and collection agency fees.

Date signed: \_\_\_\_\_  
\_\_\_\_\_  
Tenant

Date signed: \_\_\_\_\_  
\_\_\_\_\_  
Guarantor

\_\_\_\_\_  
 Witness to Guarantor's signature by LAMCO  
 Management

OR

ACKNOWLEDGMENT

STATE OF KANSAS                    )  
 COUNTY OF McPHERSON        )

SS:

The foregoing instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_, the  
 above named guarantor.

\_\_\_\_\_  
 Notary Public

REQUIREMENTS TO BE A GUARANTOR (CO-SIGNER)

1. Is not a current tenant of a LAMCO managed property
2. Does not owe a debt to LAMCO either as a prior tenant or prior guarantor
3. Is not currently a guarantor for another current tenant.
4. Is not unemployed (retired is different)
5. Does not receive benefits from SRS. Child Support Enforcement aid is allowable.
6. Must earn more than minimum wage, unless retired
7. Must have a stable work history. Prefer at least two (2) years at current job.
8. If retired, must have a steady, **garnishable** income. Types of income that are not garnishable include the following:
  - a. Social Security disability and retirement benefits;
  - b. Supplemental Security Income (SSI) benefits;
  - c. Veteran's benefits;
  - d. Black lung benefits;
  - e. Cash assistance payments under the Temporary Assistance for Families (TAF) program;
  - f. Cash assistance payments under the General Assistance (GA) program;
  - g. Unemployment compensation payments;
  - h. Workers compensation payments;
  - i. Certain pension benefits and retirement funds, including KPERS.
9. GUARANTOR MUST ACKNOWLEDGE AND UNDERSTAND THAT THE FORM THEY ARE SIGNING IS EFFECTIVE FOR THE ENTIRE DURATION OF THE APPLICANT'S TENANCY, EVEN IF THEY TRANSFER TO A DIFFERENT APARTMENT OR COMPLEX. THEY ARE STILL RESPONSIBLE EVEN IF THE TENANT ADDS A HOUSEHOLD MEMBER THE GUARANTOR DOES NOT LIKE OR APPROVE OF.
10. THE ONLY WAY A GUARANTOR'S LIABILITY ENDS IS:
  - a. A NEW GUARANTOR IS ESTABLISHED OR
  - b. THE TENANT MOVES OUT OF LAMCO MANAGED PROPERTY AND ALL AMOUNTS DUE ARE PAID IN FULL.



111 E Marlin, P O Box 13  
McPherson, KS 67460  
www.mylamco.com  
www.rentmcperson.com  
620-241-2315 Fax: 620-241-7016  
lamcomgmt@gmail.com

### CHILD SUPPORT VERIFICATION

As part of income verification, we are required to verify the existence or non-existence of child support orders and, if a child support order exists, the amount of child support received by the applicant/tenant. Please fill in the appropriate information below.

- ☐ I am not party to any court proceedings regarding any minor child/ren living in my home. Note: If SRS filed the case(s) and you receive child support payments, you are considered a party to the proceedings.
- ☐ Absent parent(s) are deceased
- ☐ absent parent(s): \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_
- absent parent(s): \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_
- absent parent(s): \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_
- ☐ I do not know the whereabouts of the absent parent(s) and cannot contact him/her/them to verify there is no child support obligation
- ☐ There is a current legal case in the State of Kansas regarding the support of the minor child/ren living in my home. If more than one case, please provide information on all cases.
- ☐ County handling case: \_\_\_\_\_ Case #: \_\_\_\_\_
- ☐ Handled by KPC? \_\_\_\_ yes \_\_\_\_ no
- ☐ Kansas Social & Rehabilitation Services (SRS) receives child support payments on my behalf from the absent parent(s) and I receive a portion of the support paid.
- ☐ County: \_\_\_\_\_ Case Worker: \_\_\_\_\_
- ☐ Kansas Social & Rehabilitation Services (SRS) has initiated a child support case on my behalf, but I do not have any case information. I am not aware of a final determination of child support obligation and am not receiving any child support payments at this time. When I receive information regarding this case, I will provide that information to LAMCO immediately
- ☐ There is a current legal case outside the State of Kansas regarding the support of the minor child/ren living in my home.
- ☐ State: \_\_\_\_\_ County: \_\_\_\_\_ Case #: \_\_\_\_\_
- ☐ Court Trustee: \_\_\_\_\_ Phone #: \_\_\_\_\_
- ☐ Address: \_\_\_\_\_
- ☐ Absent Parent(s): \_\_\_\_\_
- Children in residence (name & birth year): \_\_\_\_\_

My name is \_\_\_\_\_ and I verify under penalty of perjury that I am the parent of the children listed below and that the foregoing is true and correct.

BY TYPING YOUR NAME AND DATE IN THE SPACES BELOW AND SUBMITTING THIS STATEMENT, YOU ARE DIGITALLY SIGNING THIS APPLICATION AND CERTIFYING THE INFORMATION HEREIN IS TRUE AND CORRECT THE SAME AS IF YOU HAVE PHYSICALLY SIGNED THE STATEMENT AND ITS ATTACHMENTS.

Executed: \_\_\_\_\_

\_\_\_\_\_  
Applicant/Tenant







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McPherson, KS 67460  
www.mylamco.com  
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lamcomgmt@gmail.com

# STATEMENT OF LEGAL ACTION INVOLVEMENT

Addendum to Application and  
General Authorization for Re-certification and/or Continued Eligibility  
**Each adult member of the household must complete this form**  
**Place checkmarks where indicated to indicate your answer**

- 1 My name is: \_\_\_\_\_
- 2 I am an:
- 2.1 applicant for leasing a LAMCO managed residential property (apartment)
- 2.2 existing tenant in apartment # \_\_\_\_ at:
- North Main Place First Place  
Northview Place Country View
- 3 I have read and believe I am eligible for tenancy under the Eligibility and Admissions Criteria attached to the Application or General Authorization for Re-certification and/or Continued Eligibility.
- 4 I am not involved in any ongoing legal action. True (go to section 6) False (go to section 5)
- 5 The type of legal action I am involved in is:
- 5.1 Civil/Domestic
- Financial as defendant Protection from Abuse or Stalking as defendant  
Marital/Child Custody Paternity Child Support
- 5.2 Traffic
- DUI Driving on Suspended Other traffic
- 5.3 Personal Injury/Workers Compensation/Auto Accident as plaintiff
- 5.4 Probate/Guardian & Conservatorship
- Becoming guardian or conservator Getting guardian or conservator  
As heir, executor or creditor
- 5.5 Criminal as a defendant as a plaintiff/victim (if plaintiff/victim, go to section 6)
- Sex offense Crime of violence  
Worthless check Theft (any kind)  
Drug offense-check one: felony misdemeanor  
Other:  
Offense date: \_\_\_\_\_ Trial date: \_\_\_\_\_
- 5.6 If there are any "special circumstances" you want us to consider regarding the legal action, please write in here:
- 6 Past Criminal Legal Actions - check at least one:
- I haven't been involved as a defendant in a criminal legal action in the last 5 years  
I have been involved as a defendant in criminal legal action for a sex offense. Date: \_\_\_\_\_  
I am/have previously been required to register as a sex offender yes no  
I have been involved as a defendant in a non-sex offender criminal legal action in the last 5 years

I verify under penalty of perjury that the forgoing is true and correct.

BY TYPING YOUR NAME AND DATE IN THE SPACES BELOW AND SUBMITTING THIS STATEMENT, YOU ARE DIGITALLY SIGNING THIS STATEMENT AND CERTIFYING THE INFORMATION HEREIN IS TRUE AND CORRECT THE SAME AS IF YOU HAVE PHYSICALLY SIGNED THE STATEMENT.

Date Executed/Signed: \_\_\_\_\_

Applicant/Tenant