

Apartment Rental Application

Basic Rental Criteria

- All applicants must be at least eighteen (18) years of age or older.
- Applicant must have verifiable current employment or income with a gross monthly income of at least two (2) times the rental rate. In the event that the applicant has been at his or her current job for a period of six (6) months or less, then the applicant must provide verification of prior employment. Should the applicant be self-employed, he or she must then provide a copy of the previous year's tax return.
- Applicant must have a verifiable rental reference of six (6) months or more with a lease term fulfilled and a copy of the thirty (30) day written notice to vacate current or previous address provided. Applicant must not have more than two (2) late payments and/or non-sufficient fund (NSF) checks in one (1) year of residency. Any applicant with questionable rental history or a prior eviction may be subject to denial of application.
- Applicant credit reports must be in good and acceptable standing. Medical collection accounts will be the only exception in determining acceptable credit. Personal bankruptcies shall be allowable as long as the applicant meets all other qualifications and criteria and has re-established a good credit rating.
- Any and all adults must complete a rental application pay an application fee of \$35.00, be listed on the lease as a resident, and have full liability to fulfill all terms and conditions of the lease.
- Roommates must each have a gross monthly income of at least two (2) times the rental rate, and they must each fill out an application and pay an application fee and meet qualification criteria.
- The non-refundable application fee must be paid before the approval process can begin.
- A Lease Guarantor will be accepted on behalf of full-time students and for persons with no prior rental or credit history. A Lease Guarantor must complete a

Lease Contract Guaranty and pay an application fee. Income requirements for a co-signer is four (4) times the rental amount.

- Applicants must consent to a background and criminal investigation search. Criminal charges and/or convictions may be grounds for denial.
- **MAXIMUM OCCUPANCY STANDARDS**
 - 1 Bedroom units have a maximum capacity of two (2) persons.
 - 2 Bedroom units have a maximum capacity of four (4) persons.
 - 3 Bedroom units have a maximum capacity of six (6) persons.
- A family may occupy a rental unit as long as the family does not exceed a maximum of two (2) persons per bedroom plus a child who is less than twelve (12) months old and who sleeps in the same bedroom with the child's parent or guardian. If the applicant is pregnant or has a child less than six (6) months old at the time of moving in and the newborn child reaches twelve (12) months of age during the lease term, the resident may stay in the unit for the duration of the least term. However, if the number of residents exceeds the maximum per bedroom limit because the newborn reach or exceeds the twelve (12) months limitation at the end of the lease term, the applicant must apply for and if accepted move into a larger unit, if available. Under no circumstances can the applicant remain in a unit where occupants exceed the maximum occupancy standards.

I have read and agree to the above rental criteria requirements.

(Applicant Signature)

(Date)

Rental Screening Application

LANDLORD INFORMATION

Landlord Name: Logan Leuenberger
Landlord Address: 1001 E 22nd Ave
Landlord City, State, Zip Code: Hutchinson, KS 67502
Landlord Email: logan@leucoproperties.com
Landlord Telephone: (620) 615-2414

RENTAL PROPERTY INFORMATION

Applicant Name: _____

Date of Birth: _____

Social Security Number: _____

Current Address: _____

Phone Number: _____

Email Address: _____

How long have you been at your current address? _____

Current Landlord: _____

Landlord Phone Number: _____

Previous Address: _____

How long were you living at this address? _____

Previous Landlord: _____

Landlord Phone Number: _____

APPLICANT EMPLOYMENT HISTORY

Current Employer: _____

Current Supervisor Name: _____

Current Employer Address: _____

Current Employer Telephone: _____

Position Held: _____

Period of Time Employed: _____

Previous Employer: _____

Previous Supervisor Name: _____

Previous Employer Address: _____

Previous Employer Telephone: _____

Previous Position Held: _____

Period of Time Employed: _____

FINANCIAL HISTORY

Applicant Monthly Income: _____

FAMILY OR ROOMATE INFORMATION

Name of Person

Relationship to Applicant

PERSONAL REFERENCES

Name: _____ Relationship: _____

Years Known: _____ Phone Number: _____

Name: _____ Relationship: _____

Years Known: _____ Phone Number: _____

VEHICLE INFORMATION

Vehicle Make: _____ Vehicle Model: _____

Year: _____ License Plate: _____ State: _____

PERSONAL HISTORY

Do you smoke? Yes No

Have you ever been evicted? Yes No

If answered Yes, please describe when and what happened.

Have you ever declared bankruptcy? Yes No

If answered Yes, please describe when and what happened.

Have you ever been convicted of a crime? Yes No

If answered Yes, please describe when and what happened.

EMERGENCY CONTACT

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Phone Number: _____

Phone Number: _____

APPLICANT CERTIFICATION

I, _____, certify that the information provided in this rental application is true and correct to the best of my knowledge as of the date set forth below. I acknowledge that the Landlord shall rely on the information contained herein and I authorize the Landlord to verify any or all information provided.

(Applicant Signature)

(Date)

FAIR HOUSING DISCLOSURE

The Fair Housing Act of 1968, as amended by the Fair Housing Act Amendments of 1988, prohibits discrimination in housing based on race, color, national origin, religion, sexual orientation, handicap, or familial status. Except as permitted by the Housing for Older Persons Act of 1955, we are committed to complying with the letter and spirit of the laws which administers compliance with the fair housing laws in the United States Department of Housing and Urban Development.

**DISCLOSURE AND AUTHORIZATION
FOR BACKGROUND INVESTIGATION**

I hereby authorize, Logan Leuenberger, the Landlord to whom I am making the rental application, to obtain a consumer and background report. A “consumer and/or background report” includes any information as to my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand this consumer or background report may include inquiries regarding my work history, personal financial status and credit history, court records, including criminal conviction record, as permitted by law, driving history, and references from professional and/or personal associates. I further understand and agree that a consumer report may be obtained at any time, and any number of times, as the Landlord in their sole discretion determines necessary before, during or after the acceptance of the rental application.

I hereby authorize all previous employers, landlords, educational institutions, consumer reporting agencies, and other persons or entities having information about me to provide such information to Logan Leuenberger. I further fully release Logan Leuenberger, his or her employees, officers, agents, successors, and assigns, and all other parties involved in this background investigation, including but not limited to investigators, credit agencies and those companies or individuals who provide information to Logan Leuenberger concerning me, from any claims or actions for any liability whatsoever related to the process or results of the background information.

I understand that I can receive a free copy of any credit report requested by Logan Leuenberger about me at the same time the report is provided to Logan Leuenberger.

I hereby state that **I wish to / do not wish to** receive a copy of any credit report requested. (*please circle one*)

I understand that approval of my rental application may be contingent upon the outcome of my background check, and that this Disclosure Authorization is not meant as an approval of the rental application.

Applicant Signature

Date

Applicant Name (Printed)

Social Security Number

Driver's License Number

State of Issue

