

# RENTAL APPLICATION

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[www.kaufmannproperties.com](http://www.kaufmannproperties.com)  
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**One application per person over age 18. You are the applicant for this application you put YOUR information on the application. Make sure you read the qualifying criteria.**

Date: \_\_\_\_\_ Unit Address Requested \_\_\_\_\_ Date needed \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ DOB: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current Landlord or Mortgage Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Current Address: \_\_\_\_\_ City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_

Move in date: \_\_\_\_\_ Length of residency: \_\_\_\_\_ Monthly Housing Cost: \_\_\_\_\_

Thirty (30) day notice given: YES / NO Who gave the Thirty (30) day notice? \_\_\_\_\_

Previous Landlord or Mortgage Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_

Move in date: \_\_\_\_\_ Length of residency: \_\_\_\_\_ Monthly Housing Cost: \_\_\_\_\_

Thirty (30) day notice given? YES / NO Who gave the Thirty (30) day notice? \_\_\_\_\_

Name of Applicants Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Position: \_\_\_\_\_ Income (monthly): \_\_\_\_\_

**Your other sources of Income** and amounts to household members such as alimony, social security, child support, wages, ADC.

Member: \_\_\_\_\_ Source: \_\_\_\_\_ Gross Income: \_\_\_\_\_

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INFORMATION ON **ALL** WHO WILL OCCUPY THE UNIT:

<u>Name</u>	<u>DOB</u>	<u>Relation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Animals, Pets, Breed, Age, Weight (Submit picture of animal/pet with application) \_\_\_\_\_

Name & Address of your parents: \_\_\_\_\_

**Bank References:**

Savings: \_\_\_\_\_ Address: \_\_\_\_\_ Acct #: \_\_\_\_\_

Checking: \_\_\_\_\_ Address: \_\_\_\_\_ Acct #: \_\_\_\_\_

Loan: \_\_\_\_\_ Address: \_\_\_\_\_ Acct #: \_\_\_\_\_

**Credit References: (Most common references are Home Mortgage, Car Loan, Credit Card, Student Loan you are making payments on.)**

Name: \_\_\_\_\_ Balance: \_\_\_\_\_ Payment: \_\_\_\_\_ Acct #: \_\_\_\_\_

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**Vehicles:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Lic: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Lic: \_\_\_\_\_

**In an Emergency, Notify:** \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_

Have you ever been evicted? YES / NO When \_\_\_\_\_ Where \_\_\_\_\_ By Whom \_\_\_\_\_

Why are you vacating your present place of residence?

—

Have you ever been convicted of a crime? YES / NO If yes, explain

\_\_\_\_\_

Must include copy of your DRIVERS LICENSE OR STATE I.D.

**In signing this application, I certify that the above information is correct and complete and I authorize Kaufmann Properties to make the inquiries necessary to process my application and verify above information. I also understand that falsified or incomplete information is sufficient grounds for rejection of my application. No blanks on application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy. If you want to apply for the unit, a cashier's check or a money order will be required in the following amount: \$ 200.00 as an Application Fee to cover the costs of processing your Application and to hold the unit, during which time it will not be marketed to others. You have 24 hours to notify us, the Landlord, if you do not want the tenancy. If you do not notify us within this period, the Application Fee becomes non-refundable. Should a Lease be signed the Application Fee will be credited towards your Security Deposit. In the event the Application Fee is less than your required Security Deposit you will be required to provide a cashier check or money order in the amount of the difference within twenty-four hours of your application being approved. Please note that it is the Tenant's responsibility to have a "walk-in" and "walk-out" inspection report completed by themselves and Landlord. Failure to complete such report will result in the Landlord's assessment of the condition of the leased premises being conclusive.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Qualifying Criteria**

\*Income must be at least three times the monthly rent. Must attach a current pay stub with the application for each applicant for proof of income. Self-employed need to have tax returns as proof income. Newly employed will need a co-signer.

\*Must have good rental history/recommendation from previous landlord(s).

\*No more than 2 people per bedroom (ie. 2 bedroom apt = 4 people)

\*Students must have co-signer...for roommates each must have cosigner(s).

\*Need application from every person over age 18 including co-signers.

#### **DEPOSIT:**

- A holding deposit of \$200 must be submitted with the application. If you qualify, the \$200 holding deposit goes towards your full deposit. If you do not qualify, \$200 will be refunded to you. This must be payable by money order or cashier's check only. Please make payable to Kaufmann Properties Escrow.
- If you decide not to rent the property the \$200 Holding Deposit is forfeited.
- Security Deposit is equal to one month's rent. Within 24 hours of approval the full security deposit and pet deposit if applicable needs to be paid in full with a cashier's check or money order made payable to Kaufmann Properties Escrow.
- Properties are not taken off the market until all applicants have return applications, co-signers applications (if applicable), required funds and documents to the office.

#### **PETS:**

\*No more than 2 pets per apartment/house, pets must be less than 25 lbs and at least one year of age. Cannot have two dogs in one apartment/house may permit one dog and one cat or two cats. In houses we are less stringent with the weight limit, but we do have restrictions see property manager for details and approval. PETS ALSO REQUIRE A PET DEPOSIT equal to one month's rent PLUS \$25 per month per pet.

#### **Other Requirements:**

Utilities are the responsibility of the tenants. Proof of utilities must be given to the office prior to move in. If you are renting one of our single-family homes you are responsible for the yard work etc.

Rental Insurance with a minimum of \$300,000 in coverage is required by each resident and the entity must be named as an additional insurer.

All residential leases expire May, June or July. No exceptions. We do not do short term leases.

Residential leases are a one-year lease. Lease end date is stated on the website.

Evictions, Criminal history, Collections are all reasons for an application to be declined.