

KENDALL BROOK APARTMENTS
APPLICATION TO RENT CHECKLIST

In order to ensure the timely processing of your application to rent, please make sure you have completed all of the following:

- ___ One Application for each adult over the age of 18 years.
- ___ Application fee attached = \$40 for each applicant. (cashier's check or money order only)
- ___ **One full current month of proof of income**. Such as pay stubs, bank statements, SSI, TANF, Disability, housing voucher.
- ___ Social Security number listed.
- ___ Driver's license or current government issued ID number listed.
- ___ A current telephone / message number listed on application.
- ___ A current email address listed on the application.
- ___ Complete present and past addresses (5 yrs) listed with city and zip codes.
- ___ Complete present and past owners / managers name and telephone numbers.
- ___ Complete present and past employers (5 yrs) information listed.
- ___ The apartment address and unit number listed on the application.
- ___ Application has "signature" and date.
- ___ \$100.00 Holding Deposit per application or group of applications for the rental. Personal check, cashier's check or money orders accepted.
- ___ *Completed Holding Deposit Agreement for the individual or group of applications.

ACKNOWLEDGEMENT:

I _____ understand that only having a complete application with
(Print Your Name)

the required documents and information can I then be assured my application will be processed in a timely manner.

Signature

Date

Property Address

Unit Number

Number of Occupants

Pets: _____ yes _____ no

APPLICATION PROCESS AND REQUIREMENTS**Note: Submitted applications are valid for 60 days.***Any application with an Unlawful Detainer Action or significant negative credit can result in a denial of tenancy.*

In order to begin processing your application, the following application and documentation requirements must be met:

- Each person age 18 years and older must fill out an application, (including co-signers) regardless of income or lack of, (i.e. student, roommate, etc.) ** Please note that all parties **MUST be present at Lease/Contract Signing**, unless a prior arrangement has been made and approved by the building supervisor.
- Application fee \$40.00 (cashier's check or money order only, no personal checks) for each application made payable to the property. This is a **NON-REFUNDABLE** administration charge to cover processing your application.
- Applications **MUST** be completely filled out including all information for the last 5 years on rental history and employment. If there is a section that does not apply to you, please indicate by printing "N/A". ** *To help expedite the process, names and phone numbers to verify your information are mandatory!*
- We must view a copy of Social Security or Individual Taxpayer Identification Number (ITIN) card and government issued photo ID (state ID, driver's license or passport) for each applicant. Applicants that may not be able to provide these items may be subject to additional conditions for approval.
- The Social Security or ITIN number **MUST** be printed on pay stub or proof of income.
- Proof of income – One full month of the most recent paycheck stubs or legal, verifiable income documentation. Acceptable income verifying documents include, but are not limited to, recent tax returns, written income and employment verification from employer, offer of employment, 3 recent months of banking/investments accounts or proof of ongoing income from legal settlement. If on SSI, TANF, or HUD- VASH or Section 8 Housing Voucher, a copy of your Notice of Action or an official statement of coverage must be submitted.
- Sign and date the third page of the application.
- Please complete the address and unit number of the apartment you are applying for.
- A \$100.00 Holding Deposit *and completed Holding Deposit Agreement is also to be submitted with each application or group of applications for the rental unit. The deposit is accepted in the form of a personal check, cashier's check or money order made payable to the property.
 - **If application(s) are not accepted:** The check or money order will be returned within 3 business days of denial.
 - **If application(s) are approved:** The \$100.00 check or money order will be deposited and applied toward the 1st month's rent.

REQUIREMENTS TO RENT

Gross monthly income **MUST** equal two and one half (2 ½) times the monthly rent amount. Example: if rent is \$1,000, the required income would be \$2,500 monthly. Where more than one adult is applying, we look at combined gross monthly income.

An investigative consumer report will be requested for each applicant. This will include a credit check report and eviction check.

Credit Requirements: Strong credit is preferred, and evictions will not be accepted. Credit acceptance will be evaluated based on FICO score(s) as follows:

FICO scores from 650 and below may be subject to conditional acceptance or denial.

FICO scores from 650 to 700 may be subject to conditional acceptance.

If income and/or credit requirements are not met, an increased Security Deposit and/or co-signer may be required upon conditional acceptance. **NOTE: Not all owners accept co-signers. Please consult the Manager on this issue prior to submitting your application.**

A history of late rental payments, violations of rental terms or property damages may result in the denial of an application or additional conditions for approval.

Although we strive to process all applications as quickly as possible, normal processing can take up to 2 business days depending on our volume. However, if your application is inaccurate, incomplete or if verification calls are not being returned, completion will be delayed, and your application may be rejected. If any other application(s) are received for the same unit while your application is in process and delays have occurred due to an incomplete application, we reserve the right to rent to other qualified parties. Approval or denial will not be made until all applications have been completed.

My signature indicates that I have read and understand the Application Process and Requirements listed above.

 Signature

 Date