

# RENT SCREEN- RENTAL APPLICATION

7.06

## APPLICATION FOR OCCUPANCY AT SUMMIT POINT APARTMENTS

The purpose of this application, along with other investigations that we do, assists us in making a determination on an applicant(s) qualifications for being accepted as a tenant/resident at Summit Point Apartments. Please make sure that you print all the information clearly and that each question is truthfully answered.

Date of Application \_\_\_\_\_ 200\_\_\_\_ Desired Date of Occupancy \_\_\_\_\_ 200\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
First Middle Last

Date of Birth \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Separated

Spouse name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
First Middle Last

Spouse Date of Birth \_\_\_\_\_ Maiden name (If married less than 2 years \_\_\_\_\_

No of people who will occupy the unit: Adults over age of 18 \_\_\_\_\_ Children through age 18 \_\_\_\_\_

Description of pet \_\_\_\_\_ Approximate weight \_\_\_\_\_

### List two parties: At least one must be a relative

In case of emergency notify \_\_\_\_\_  
Name Address, include city, state, and zip code

Relationship to you \_\_\_\_\_ Tel: \_\_\_\_\_

In case of emergency (2) \_\_\_\_\_  
Name Address, include city, state, and zip code

Relationship to you \_\_\_\_\_ Tel: \_\_\_\_\_

### PART 1 - RESIDENCE HISTORY

Present Address \_\_\_\_\_ Tel: \_\_\_\_\_ Rent \$ \_\_\_\_\_ From \_\_\_\_\_  
(Include apt number if applicable)  
\_\_\_\_\_  
(City, state, and zip code) To \_\_\_\_\_

Present Landlord \_\_\_\_\_ Tel \_\_\_\_\_  
(Include name and full address to who you paid rent or who owns the property)

Previous Address \_\_\_\_\_ Tel: \_\_\_\_\_ Rent \$ \_\_\_\_\_ From \_\_\_\_\_  
Include apt number if applicable)  
\_\_\_\_\_  
(City, state, and zip code) To \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Tel \_\_\_\_\_  
(Include name and full address to who you paid rent or who owns the property)

Previous Address \_\_\_\_\_ Tel: \_\_\_\_\_ Rent \$ \_\_\_\_\_ From \_\_\_\_\_  
Include apt number if applicable)  
\_\_\_\_\_  
(City, state, and zip code) To \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Tel \_\_\_\_\_  
(Include name and full address to who you paid rent or who owns the property)

### PART II - EMPLOYMENT

Employed by \_\_\_\_\_ Phone to verify \_\_\_\_\_ From \_\_\_\_\_  
To \_\_\_\_\_

Address \_\_\_\_\_ Dept or Position \_\_\_\_\_ Income \$ \_\_\_\_\_

Spouse Empl \_\_\_\_\_ Phone to verify \_\_\_\_\_ From \_\_\_\_\_  
 \_\_\_\_\_  
 To \_\_\_\_\_  
 Address \_\_\_\_\_ Dept or Position \_\_\_\_\_ Income\$ \_\_\_\_\_  
 Address \_\_\_\_\_ Dept or Position \_\_\_\_\_ Income\$ \_\_\_\_\_

**PART III - OTHER INCOME**

Other Income \$ \_\_\_\_\_ Source of the income \_\_\_\_\_  
 Other income Spouse \$ \_\_\_\_\_ Source of the income \_\_\_\_\_

**PART IV - PREVIOUS EMPLOYMENT**

Prev Empl \_\_\_\_\_ Phone to verify \_\_\_\_\_ From \_\_\_\_\_  
 \_\_\_\_\_  
 To \_\_\_\_\_  
 Address \_\_\_\_\_ Dept or Position \_\_\_\_\_ Income\$ \_\_\_\_\_  
 Spouse Prev \_\_\_\_\_ Phone to verify \_\_\_\_\_ From \_\_\_\_\_  
 \_\_\_\_\_  
 To \_\_\_\_\_  
 Address \_\_\_\_\_ Dept or Position \_\_\_\_\_ Income\$ \_\_\_\_\_

**PART V - BANK, CREDIT, AND CHARACTER REFERENCES**

Bank Reference \_\_\_\_\_ Tel \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Account number \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_\_\_ Account opened \_\_\_\_\_  
 Account number \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_\_\_ Account opened \_\_\_\_\_

**Credit References**

Company name \_\_\_\_\_ Company name \_\_\_\_\_  
 Credit Card \_\_\_\_\_ Credit Card \_\_\_\_\_

**Character Reference (References cannot be a relative or an in-law)**

Name \_\_\_\_\_ State \_\_\_\_\_ Tel \_\_\_\_\_  
 Name \_\_\_\_\_ State \_\_\_\_\_ Tel \_\_\_\_\_

**PART VI- GENERAL INFORMATION**

**Note: If applicant has a spouse or legal partner, both must attest to the following information.**

Have you or if a couple, analyzed your monthly living expenses and debt payments to determine if you can afford the apartment rent (pet and storage rent, if either are applicable) at Summit Point Apts? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are one or both applicants in bankruptcy? \_\_\_ Yes \_\_\_ No - Ever been in bankruptcy \_\_\_ Yes \_\_\_ No

If yes on either question explain \_\_\_\_\_  
 \_\_\_\_\_

Have one or both applicants ever been evicted from an apartment or home that you rented? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes on either question explain \_\_\_\_\_  
 \_\_\_\_\_

Have one or both applicants had any past judgments levied by a court for non payment of monies owed \_\_\_\_\_ Yes \_\_\_\_\_ No

Have one or both applicants ever had a home mortgage foreclosed on? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 How important is it to one or both applicants to have a good credit rating?

\_\_\_\_ Not important \_\_\_\_ Important \_\_\_\_ Very Important

Have one or both applicants ever been convicted of a felony crime? \_\_\_\_ Yes \_\_\_\_ No

If "yes" on either party explain Where, When, and What \_\_\_\_\_

\_\_\_\_\_

Does one or both applicants have a current or past charge of Driving Under the influence of alcohol or drugs? \_\_\_\_ Y \_\_\_\_ N

Have one or both applicants every been convicted of spousal abuse or child abuse? \_\_\_\_ Yes \_\_\_\_ No

Is either applicant a registered sex offender \_\_\_\_ Yes \_\_\_\_ No. If yes which party \_\_\_\_\_

### PART VI - A HYPOTHETICAL ASSUMPTION

Assume that one or both applicants owns a rental property. You have a mortgage on the Property. You have to pay a monthly mortgage payment on the property, insurance, maintenance, yard cutting, snow removal, salaries, real estate taxes and other monthly expenses as well as income tax at the end of the year.

1. Would you expect your tenant(s) to pay their rent and other charges on the date they were due to be paid? Keep in mind that you have a loan to pay and other expenses. Please explain what you would do if they did not pay when they were supposed to (print your answer plainly)

\_\_\_\_\_

2. If they were late paying would you expect them to pay the late fees they agreed to in their lease or rental agreement? What if they didn't pay the late fees? What would you do?

\_\_\_\_\_

3. What would you say to your tenant and what would you do if you received continual excuses as to why they didn't pay rent on time, such as: "I have to make a car payment" or "I have some medical bills, or other excuses?"

\_\_\_\_\_

4. What would you do if they didn't pay their rent at all, wouldn't return phone calls you made to them, or responded to a written notice either placed on their door or mailed to them?

\_\_\_\_\_

5. What would you do if a tenant skipped out on you before their lease was up, didn't pay you what you were owed, and didn't leave a forwarding address?

\_\_\_\_\_

6. What would you do if a tenant, either during or upon termination of lease, left their unit with a lot of trash, pet feces on the carpet, holes in the walls or damaged your appliances? Would you expect them to pay for the clean up/damages? What if the damage exceeded the amount of your renters security deposit? \_\_\_\_\_

\_\_\_\_\_

7. Assume a resident(tenant) caused a fire in their unit, through their own negligence, such as faulty wiring in one of their lamps, or leaving a partially extinguished cigarette butt where it caused a fire, or some other act and it casued a large amount of damage to the unit or other parts of the Property. \ Would you expect them to pay for the damage, even though you had property insurance? Keep in mind your insurance rates would go up when you made a claim, which reduces your income. (Keep in mind that tenant renters insurance only covers tenant personal property and not the premises or the building) \_\_\_\_ Yes \_\_\_\_ No. If your answer is No, explain why.

\_\_\_\_\_

8. Assume in your Lease or Rental Agreement that you have a pet rent clause. Your tenant understood that if he/she had a pet, a pet deposit would have to be made and pet rent paid. They didn't have a pet at the beginning of the lease but got a pet afterward and did not tell you about it (in order to avoid putting up a deposit or paying pet rent) and you found out that they had the pet? What would you do?

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9. What would you do if a tenant allowed an unauthorized person to live in the unit with them, without telling you and that person hadn't signed the lease as per your rental policy?

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10. What would you do if a tenant gave you a rent check and then the check came back from the bank saying there were insufficient funds in the account for the check to clear?

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**PART VII-LEASE/RENTAL AGREEMENT OBLIGATION- PAYMENT OF RENT**

Does each applicant understand that if you sign a Lease or Rental Agreement with Summit Point Apts that is is a legally binding agreement and that if you don't abide by all provisions, there are legal consequences? \_\_\_\_\_ Yes \_\_\_\_\_ No (Whether or not you enter into a Lease with Summit Point and you lease somewhere else, the same applies).

Does each applicant understand that if accepted at Summit Pt. Apts you will be expected to pay your rent and other charges, promptly on the first of each month? \_\_\_\_\_ Yes \_\_\_\_\_ No Does applicant(s) promise to pay their rent and other charges when due? \_\_\_\_\_ Yes \_\_\_\_\_ No (Whether or not you enter into a Lease or Rental and you apply somewhere else, they will have this same expectation).

How would you pay your rent if you lost your job or got layed off \_\_\_\_\_

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**PART VIII-ILLEGAL ACTIVITIES, NOISE/DISTURBANCES, PETS, & MISCELLANEOUS**

Prospective residents are hereby notified that Summit Point Apartments has a no tolerance policy with respect to the the following: illegal or illicit activity being conducted on or from the Property or in or from an apartment unit. When such activity is discovered it is immediately reported to the lawful authorities; a no tolerance policy with regard to loud noise, loud or unruly parties, public drunkenness, disturbances (including domestic disturbances) in or from an apartment unit or on the Property; a no tolerance party with regard to any racial slurs being directed at any resident or to Summit Point personnel. These polices also apply to family members, guests, or visitors of residents. Residents are held responsible for the behavior of family members, guests, and visitors in regard to the above policies. Summit Point Apartments does not allow unruly or oversized pets on the property and certain breeds of dogs are prohibited.

The fire codes in Lee's Summit prohibit BBQ grills on patios or balconies and no grilling within 10 feet of any buildings. All residents are expected to comply with this ordance. Fireworks are also prohibited to be used on the Property.

**PART IX-VEHICLES**

Resident vehicles must be in good condition, without evidence of rusting or in a wrecked condition. Vehicles with large oversized tires, large trucks, trailers, busses, boats, construction equipment, or any vehicle with signs or advertising either painted on or attached are not permitted as resident vehicles. In certain circumstances and under certain conditions motor scooters and motorcyces may be allowed. Vehicles with hate messages or ethnic slur bumper stickers will not be allowed as resident vehicles. All vehicles will be inspected by a member of the Summit Point management staff to ensure the above requirements are complied with, prior to acceptance of anyone as a tenant. TI. These requirements remain in force throughout a resident's lease term.

To operate a vehicle on the property a resident must be properly licensed. Resident vehicles must also be properly licensed and liability insurance must be current. Evidence of licensing and insurance must be provided prior entering into a Lease or Rental Agreement at Summit Point Apartments.

**PART X - DISCLOSURE AND AUTHORIZATION**

By signing, the applicant(s) recognizes that an investigative report may be prepared where the information is obtained through interviews or electronic means. This inquiry includes information as to your character, general reputation, credit, and mode of living. Summit Point Apts and/or its screening service has my/our authorization to research all public records for criminal history for the past seven years, credit history, court records for past judgments, foreclosures, bankruptcies, and such other public information that is available. I/we authorize them to contact my employment, character, and financial references as any past or

present landlords. I/we further authorize them to use a photocopy of this application when it is necessary to obtain the aforesaid information. I/we hereby request that such photocopy or electronic copy of this application be fully honored.

The application may be rejected as a result or any misrepresentation or insufficient information as a result of an an incomplete application. You have the right to make a written request, within 10 days after completion of this application, to receive additional information about the nature and scope of the investigation.

**PART XI - PROCESSING FEE - SIGNATURES - APT RESERVATION**

**Application Processing fee \$ \_\_\_\_\_ (This is a non-refundable fee)**

**Apartment reservation deposit \$ \_\_\_\_\_ (This deposit is refundable if application is not approved)**

_____ Applicant Signature	_____ Applicant Signature
Tel No: _____ Cell Phone No _____	Tel No: _____ Cell Phone No _____
Date: _____	Date _____

**Name of Summit Point Employee taking this application: \_\_\_\_\_**

**To be completed by Summit Point Apartment personnel**

Reserved Apt No: \_\_\_\_\_ Bldg \_\_\_\_\_ Apt size(bdrms) \_\_\_\_\_ No occupants: \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_ Pet \_\_\_\_\_

Lease Term: \_\_\_\_\_ Apt Rent/Mo \$ \_\_\_\_\_ Pet Rent/Mo \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Total Monthly rent and other charges \$ \_\_\_\_\_

Notes: \_\_\_\_\_

Applicant identification (drivers license, govt issued ID or passport) verified by \_\_\_\_\_ Date \_\_\_\_\_

Spouse identification (" " " " " ) v ) verified by \_\_\_\_\_ Date \_\_\_\_\_

Previous landlord(s) references checked by \_\_\_\_\_ Date \_\_\_\_\_

Applicant employment references/income checked by \_\_\_\_\_ Date \_\_\_\_\_

Other income: (interest, social security etc) checked by: \_\_\_\_\_ Date \_\_\_\_\_

Spouse applicant employment references/income checked by \_\_\_\_\_ Date \_\_\_\_\_

Spouse other inc: (interest, social security etc) checked by: \_\_\_\_\_ Date \_\_\_\_\_

Bank references checked by \_\_\_\_\_ Date \_\_\_\_\_

Credit references checked by \_\_\_\_\_ Date \_\_\_\_\_

Character references checked by \_\_\_\_\_ Date \_\_\_\_\_

Criminal History, credit report, and other checked by \_\_\_\_\_ Date \_\_\_\_\_

Sex Offender list checked by \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

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