

# K & E Property Management Ltd.

## Rental Application Criteria



**We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, ancestry or national origin. We also comply with all state and local fair housing laws.

**Application Process.** We evaluate every apartment application in the following manner: each applicant or occupant 18 years of age or older must submit a separate rental application and completely answer all questions on the form. You must pay the nonrefundable application fee. We will determine whether, from your responses to the application questions, you qualify for the apartment. If you do not, we will reject your application. This process normally takes one to two days. We will rent available apartments to applicants in the order that they are received. **Once your application is approved, you have 24 hours to pay the security deposit or the Rental unit can be assigned /rented to another applicant.**

### **1. Minimum age**

Applicant must be at least 18 years of age.

### **2. Credit**

Credit status will be checked through the appropriate Credit Bureau. If no credit record can be obtained, K & E will phone the credit references that you have supplied on your application. Your credit record must be satisfactory. If your credit report shows any current unpaid debts, your application may be rejected. A previous bankruptcy that has been fully discharged will not automatically disqualify an applicant. Individuals currently in a personal bankruptcy will be rejected.

### **3. Residential history**

K & E Property Management Ltd. requires satisfactory verification of the previous 12 months residential history (living with relatives, parents, dormitory, etc.) and /or rental history. K & E will provide a written rental verification form, which must be completed by every applicant. This form will be processed by K & E and completed by the current and /or previous landlord. If you are currently under eviction, or had an eviction filed against you, or you have ever been evicted or sued for any lease violations, your application will be rejected.

### **4. Employment**

Employment must be verified, including salary amounts and start date. If the applicant is not employed, they must show proof of having the equivalent of 12 months' rent in liquid assets or proof of a source of income, including a current check stub with your application will help expedite the application will help expedite the application.

### **5. Gross Monthly income**

Our income formula states that no more than 35% of your monthly Gross income can be applied to your monthly rental payment. For example, if your gross monthly income is \$1500.00, you would qualify for a rent rate of \$525.00 ( $\$1500.00 \times 35\% = \$525.00$ ). Each applicant's gross income MUST BE VERIFIED. Each applicant must provide a current check stub with which current income can be verified. If a check stub is not available, phone or written verification of income must be obtained. Self-employed individuals must provide copies of tax returns, bank statements, contracts, 1099's or copies of other forms deemed necessary to establish an adequate source of income. Non-reported or "under the table" income will not be included when calculating gross monthly income.

### **6. Occupancy Standards**

To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of occupants who may reside in the apartment. In determining these restrictions, we adhere to all applicable Fair Housing laws.

# of Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms
Maximum Occupants	2	4	6



**7. Criminal History**

A. Have you been convicted of, or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)?

Yes \_\_\_\_\_  
Initial

No \_\_\_\_\_  
Initial

B. Have you ever been convicted of, or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct, dishonesty, drugs, or violence (whether or not resulting in a conviction)?

Yes \_\_\_\_\_  
Initial

No \_\_\_\_\_  
Initial

**8. Pets**

Pets are not allowed without prior written permission and a signed Pet agreement with the management. Management may deny permission in its reasonable discretion. **Visitors may not bring any animal on the premises.**

Authorized Pets			
TYPE	QUANTITY	REQUIREMENTS	ADDITIONAL RENT/ DEPOSIT REQUIREMENTS
DOMESTIC CATS	MAX. 0	<b>NO CATS ALLOWED.</b>	<b>NO CATS ALLOWED</b>
FISH	1 Aquarium MAX. 54 Gallons	Renters Insurance required. Not allowed in below grade apartments in order to prevent moisture accumulation	NONE
BIRDS	MAX. 2	Must be caged at all times	NONE
DOGS	MAX. 1	<b><u>No aggressive or vicious breeds!</u></b> Maximum adult weight 40 lbs. Minimum of one year of age (no puppies) Must be house broken	\$35.00 Monthly Rent \$150.00 Security deposit
Unauthorized Pets			
<b>Cats, Reptiles, Exotic animals, Rodents (ferrets, rabbits, mice, rats, etc.)</b>			

Although we do not accept all pets, and do not accept pets at some of our properties, in accordance with Fair Housing Laws, service and other companion animals are permitted when properly requested by those disabled individuals who need them.

By signing the rental application and the apartment application criteria form, you declare that all of your responses are true and complete and authorize K & E Property Management Ltd. to verify this information. **If you answered "YES" to question A or B in Paragraph 7, we may reject your application, any offense will be considered on an individual basis.** Any false statement supplied to K & E Property Management Ltd. can lead to rejection of your application or immediate termination of your lease.

**9. Signatures**

If we are unable to verify, or if your application is deficit in any of the above categories, your application may be rejected by K & E Property Management Ltd. **Please take your time and fill out your application thoroughly to insure timely processing.**

Read and accepted: \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

Non-Refundable Application Fee \$ \_\_\_\_\_  
 Monthly Rent \$ \_\_\_\_\_  
 Security Deposit \$ \_\_\_\_\_  
 Special \$ \_\_\_\_\_

**You will be required to show proof that you have switched the utilities on in your name at time of lease signing!**

