

APPLICATION FOR OCCUPANCY (1 APPLICATION FOR EVERY PERSON OVER 18 YEARS AND OLDER)



ADDRESS YOU ARE APPLYING FOR _____
RENT (+\$10/PET) \$ _____ DEPOSIT \$ _____
WHO REFERRED YOU TO US? _____
LEASING AGENT HELPING YOU? _____

CURRENT PHONE NUMBER: _____ DESIRED MOVE-IN DATE _____

LEGAL NAME _____
LAST FIRST MIDDLE
SSN# _____ D.O.B. _____
(MAIDEN/ALIAS) _____
LAST FIRST MIDDLE
NEXT OF KIN _____
(18yrs or older/ not living in same home) FULL NAME RELATIONSHIP ADDRESS PHONE NUMBER

YOUR RESIDENCE HISTORY— where you are collecting mail/deposit will be returned here if DENIED ONLY.

CURRENT ADDRESS _____
STREET/UNIT # CITY STATE ZIP
RENT \$ _____ REASON FOR MOVING _____
RESIDED FROM _____ to _____
LANDLORD'S NAME & PHONE NUMBER _____

PREVIOUS ADDRESS _____
STREET CITY STATE ZIP
RENT \$ _____ REASON FOR MOVING _____
RESIDED FROM _____ to _____
LANDLORD'S NAME & PHONE NUMBER _____

Have YOU ever been SERVED PAPERS FOR NON-PAYMENT OF RENT? YES ___ NO ___
Have YOU ever been EVICTED? YES ___ NO ___
Have YOU ever been FORCLOSED ON? YES ___ NO ___
ADDRESS/DATE(S) _____
EXPLAIN: _____

ARE YOU CURRENTLY IN BANKRUPTCY PROCEEDING? YES ___ NO ___ CHAPTER _____

DESCRIPTION AND NUMBER OF PETS *NO PITBULL BREEDS OF ANY KIND*
Pets not disclosed BEFORE the time of move-in will not be allowed on the property. (pet fee is \$10.00 per month) Maximum of three (3) pets.

EMPLOYMENT: proof of income may be requested.
EMPLOYED BY _____ POSITION _____
SUPERVISOR'S NAME _____ SUPVR PHONE NO _____
EMPLOYED FROM _____ TO _____ MONTHLY GROSS INCOME \$ _____

YOUR OTHER INCOME? (SSI, SRS, CHILD SUPPORT, FOOD STAMPS, ETC.) \$ _____

ANY CRIMINAL CHARGES? (excluding speeding tickets) _____

An application fee of \$35.00 per in-state applicant (out of state add \$15.00) will be retained by DUNC 1 Real Estate LLC for processing. This application must be signed and dated by YOU as the applicant. If this application is approved, the total holding deposit(s) will be credited toward the security deposit at the time the rental agreement is executed. **If an applicant fails to execute the rental agreement for any reason, the full holding deposit will be retained by DUNC 1 for liquidated damages. If this application is denied, the holding deposit will be returned (to all parties who applies for the same address) via US mail in check form within five (5) business days to the address YOU listed in the "current address field." If a refund check has to be reprinted a \$35.00 stop payment fee will be deducted from the refund.** By signing, YOU the applicant recognizes that an investigative report may be prepared whereby information is obtained through interview. This inquiry includes information as to your character, criminal record, general reputation, credit and mode of living. This application may be disapproved as a result of any misrepresentation or insufficient information.

APPLICANT _____ DATE _____

OVER PLEASE

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Dunc1 Real Estate L.L.C. 7002 SW Greenview Dr. Topeka, Ks. 66619
OFFICE (785) 862-5725 RENTLINE (785) 862-7368 FAX (785) 862-7369

SUMMARY OF CHARGES AND QUALIFICATIONS

Initial by each "x". below: This means YOU have read and agree to each.

x **APPLICATION FEE:** *A thirty-five dollar (\$35.00) fee is charged per in state applicant/\$50.00 for out of state applicant.*
The application fee is non-refundable regardless of approval or non-approval. This fee is due at time of application.

x **RENTAL QUALIFICATIONS:** Gross income must be, at a minimum, approximately three (3) times the rent amount unless subsidized. Applicant(s) must have acceptable rental, credit, and criminal history.

x **PRIOR TO MOVE IN:** A picture ID for every person 18 years and older is required. A driver's license or state-issued photo ID is acceptable.

- photo ID name check _____ (Dunc1 staff check ID and initial)
- Confirmation numbers for electrical service (Westar Energy) and gas service (Kansas Gas Service) are required on the day of move-in.

x **HOLDING DEPOSIT:** NO CHECKS ACCEPTED DURING THE MOVE IN PROCESS.

x **NO HOLDING DEPOSIT GIVEN:** By choosing not to pay a holding deposit with this application, the property will not be held for you!

x **HOLDING DEPOSIT IS GIVEN:** \$ _____ it will hold the property until _____.

- Refund:** If YOU are denied the holding deposit will be returned (to all parties whom applies together) via check with-in 5 business days to the address in the "current address" field.
- No Refund:** Once YOU are approved. **If an applicant(s) chooses not to move in, for whatever reason, the holding deposit (s) will be retained by DUNC 1 Real Estate LLC for liquidated damages.**
- When the applicant(s) moves in, the holding deposit will be applied to the security deposit.

DESIRED MOVE IN DATE? _____

I HAVE READ AND AGREE WITH THE TERMS AND CONDITIONS ABOVE. NO VERBAL AGREEMENTS APPLY.

APPLICANT _____ DATE _____

Faxed _____ Approved /_/ Denied /_/ by _____

Condition _____

DR/F _____