



7002 SW GREENVIEW DRIVE, TOPEKA, KS 66619
OFFICE: 785.862.5725 FAX: 785.862.7369
RENT LINE: 785.862.RENT

photo ID name check /____/

(initial)

APPLICATION FOR OCCUPANCY SUMMARY OF CHARGES AND QUALIFICATIONS

APPLICATION FEE: A thirty dollar (\$30.00) fee is charged per applicant for processing of the application. The application fee is non-refundable regardless of approval or non-approval of applicant(s). This fee is due at time of application.

COMPLETE ONLY ONE OF THE NEXT TWO:

HOLDING DEPOSIT GIVEN: A \$_____ deposit will hold the property until _____. Once an applicant(s) makes a deposit on a home/apartment, it is non-refundable unless the applicant(s) is denied. **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.

NO HOLDING DEPOSIT GIVEN: By choosing not to pay a holding deposit with this application, the property will not be held for you! A holding deposit made with a post-dated check will only hold the property after it clears DUNC 1 Real Estate LLC's bank. If a third party is paying your holding deposit, the property will not be held for you until after DUNC 1 Real Estate LLC receives the funds from the third party.

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.

PET FEE: A pet fee of \$10.00 per pet per month – maximum of three (3) pets allowed – is required for pet owners leasing a property that allows pets. This charge is non-refundable and is regarded as an additional rent. All residents are required to abide by the property's rules and regulations regarding pets. All city ordinances are to be followed.

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. Confirmation numbers for electrical service (Westar Energy) and gas service (Kansas Gas Service) is required.

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

APPLICANT (A) _____ DATE _____

APPLICANT (B) _____ DATE _____

do not write below this line – office use only

MOVE IN DATE _____

PET FEE? If YES Amt \$ _____

APPLICATION FEE COLLECTED \$ _____

RENT SUBSIDIZED? If YES Org _____

OTHER MONIES COLLECTED \$ _____

APPLICATION FOR OCCUPANCY



ADDRESS _____
RENT \$ _____ DEPOSIT \$ _____
HOW DID YOU HEAR ABOUT US? _____
REFERRED BY? _____

FAXED _____
APVD / ___ / DEN / ___ / by _____
CND _____
DR/F _____



CURRENT PHONE NO. _____

APPLICANT (A)

LEGAL NAME _____ S.S. # _____ D.O.B. _____
LAST FIRST MIDDLE

NEXT OF KIN _____ NAME RELATIONSHIP ADDRESS PHONE

APPLICANT (B)

LEGAL NAME _____ S.S. # _____ D.O.B. _____
LAST FIRST MIDDLE

NEXT OF KIN _____ NAME RELATIONSHIP ADDRESS PHONE

AUTOMOBILES - YEAR, MAKE, COLOR, LICENSE NUMBER _____

DESCRIPTION OF PETS AND NUMBER - _____

NO BULL DOGS OF ANY KIND

RESIDENCE HISTORY

A. PRESENT ADDRESS RENT \$ _____
LANDLORD'S NAME _____ LANDLORD'S PHONE NO _____
REASON FOR MOVING _____ RESIDED FROM _____ TO _____
B. PREVIOUS ADDRESS RENT \$ _____
LANDLORD'S NAME _____ LANDLORD'S PHONE NO _____
REASON FOR MOVING _____ RESIDED FROM _____ TO _____
C. PREVIOUS ADDRESS RENT \$ _____
LANDLORD'S NAME _____ LANDLORD'S PHONE NO _____
REASON FOR MOVING _____ RESIDED FROM _____ TO _____

INCOME, EXPENSES, BANK, CREDIT AND CRIMINAL INFORMATION

APPLICANT (A)

EMPLOYED BY _____ POSITION _____
SUPERVISOR'S NAME _____ SUPVR PHONE NO _____
EMPLOYED FROM _____ TO _____ MONTHLY GROSS INCOME \$ _____

APPLICANT (B)

EMPLOYED BY _____ POSITION _____
SUPERVISOR'S NAME _____ SUPVR PHONE NO _____
EMPLOYED FROM _____ TO _____ MONTHLY GROSS INCOME \$ _____

OTHER INCOME

(SSI, AFDC, CHILD SUPPORT, FOOD STAMPS, ETC.) OTHER MONTHLY INCOME \$ _____

TOTAL MONTHLY EXPENSES

(CAR PAYMENT, CREDIT CARDS, LOANS, ETC.) TOTAL MONTHLY EXPENSES \$ _____

BANK NAME _____ CKG ACCT # _____ SAV ACCT # _____

CRIMINAL CHARGES (excluding speeding tickets) _____

An application fee of \$30.00 per applicant will be retained by DUNC 1 Real Estate LLC for processing. This application must be signed and dated by all applicants. 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 not approved, the holding deposit will be returned via US mail within five (5) business days.

By signing, 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 (A) _____ DATE _____

APPLICANT (B) _____ DATE _____

OVER PLEASE