



KLS PROPERTY MANAGEMENT GROUP

FAIR HOUSING: KLS strictly abides by the Federal, State and Local Fair Housing Laws and principles of equal opportunity. We do not discriminate based on race, color, religion, national origin, sex, disability, familial status, ancestry, sexual orientation, gender identity or spousal affiliation.

APPLICANTS: Each proposed occupant 18 years of age or older must complete a separate rental application. Our application processing fee is \$30 per application. This fee is non-refundable. If there is more than one applicant, your scores will be blended to arrive at a decision. If a co-signer is needed, the co-signer will be required to complete a separate rental application and will be required to execute the rental agreement along with the resident(s) of the property. Any co-signer approved will be fully obligated to all conditions and terms of the rental property lease.

CREDIT CRITERIA: KLS may obtain a consumer credit report for each applicant. This report must be generated by KLS, and not the applicant. Although we do evaluate creditworthiness, we do not use your credit scores as the sole determining factor in our decision to approve or decline your application. In addition to a credit report, we also run an eviction search, bad check search, national criminal database scan, residential history verification, employment verification and driver's license verification. We may also contact current and previous landlords, employers, and/or references provided by you.

INCOME VERIFICATION: Proof of Income – Please provide us with copies of your last 2 paycheck stubs or a letter on company letterhead from your employer to verify income. If you are unemployed or self-employed, please provide a copy of last year's income tax return and your last 3 month's bank statements. Other income such as retirement, SSI, child support, etc. must have reliable documentation if you wish us to consider it.

IDENTIFICATION: Photo identification is required. Please provide us a copy of your driver's license or other state issued photo ID.

NUMBER OF OCCUPANTS/Keating Memo: The maximum number of occupants allowed in the rental property is 2 per bedroom.

SMOKING POLICY: All of our properties are non-smoking properties. No smoking is permitted inside or near any of our rental homes where smoke can vent into the home.

PETS: Most of our properties will consider pets on a case-by-case basis. The final decision as to whether to approve your pet(s) is always the property owner's. Before final approval can be obtained, you will be required to provide a photo of yourself with your pet. A pet deposit of \$200 will apply, a pet fee of \$100 and rent will be increased by \$25 per pet, per month.

RISK MANAGEMENT FEE: A risk management fee may be applicable if your application score (or blended score if applying with more than one applicant) falls below 26 points and/or credit score falls at or below 600.

HOLDING / SECURITY DEPOSIT: You will be required to pay a holding deposit within 48hrs of an approved application to remove the home from the market. The holding deposit will serve as a reservation fee until you move in and will convert to your security deposit when you take possession.



KLS PROPERTY MANAGEMENT GROUP

Failure to take possession of the property within 15 days of approved application or the rent ready date (whichever is later) will result in forfeiture of the reservation fee.

RENT PRORATION: All rents are prorated to become due on the 1st of each month. Any move-ins after the 20th of each month will be responsible to pay the prorate for the remainder of the month and next months rent.

LEASE ADMINISTRATION FEE: A \$75 lease administration fee will be due on the date of move in to walk you through and show you the systems of the home, and to administer the lease.

FALSE INFORMATION: If any information provided on your application proves to be false or misleading, your application will be denied, and all application fees and deposits will be forfeited as liquidated damages. If you have already entered into a rental agreement on the property when we discover that you've provided false information, you will be subject to immediate eviction from the premises, and forfeiture of your security deposit.

HOW AND WHEN WE DECIDE: We process applications within 2 business days, however, it can take longer if we have a hard time reaching your references. Please note that we cannot process incomplete applications. If you fail to provide all required information and/or documentation (processing fees, photo identification, proof of income, photo with pet), the screening process cannot begin. If you have any questions about completing your application, please contact our office.

DOCUMENTS / ITEMS TO SUBMIT:

- GOVERNMENT ISSUED PHOTO ID
- PROOF OF INCOME (AS STATED ABOVE)
- PHOTO OF YOURSELF WITH YOUR PET (IF APPLICABLE)
- 3 YEARS RESIDENTIAL HISTORY (PAST AND CURRENT LANDLORD NAME(S) & NUMBER(S))
- \$30.00 APPLICATION FEE