



## **Application Requirements**

Welcome to First Management! Please review the following information, complete the attached application, and return it to the leasing office within three (3) working days.

**Each applicant on the lease or joining the lease must meet these requirements:**

- A. Each applicant must complete an application.
- B. Each applicant must provide past resident history for the last two (2) years.
- C. Combined gross monthly income must equal three (3) times the amount of rent due monthly. Proof of income is required.
- D. Each applicant must pay a ***non-refundable*** application fee in the amount of \$30.

**A “Co-Signer Guaranty” will be required for the following applicant:**

- A. Applicant cannot fulfill requirement “C” above.
- B. Applicant is currently a student or plans to be a student during the term of the lease.
- C. Applicant has been employed at the current place of employment for less than 12 months or in the same field for less than 24 months.

**Applications will NOT be accepted without an Apartment Reservation Agreement, deposit of no less than \$50 per bedroom, and payment of the non-refundable application fee. The Apartment Reservation Deposit reserves an apartment, the application does not. You will be notified of your approval status within five (5) working days after the receipt of the complete application and Co-Signer Guaranty. Leases must be signed by all residents within five (5) working days of notification of approval. Upon signing of your Lease Agreement, the Reservation Deposit will be applied toward your security deposit and the balance of the security deposit will be due.**

**In the event that management denies your application, your Apartment Reservation Deposit will be refunded; however, the \$30 application fee is NON-REFUNDABLE.**

**IMPORTANT – ONLY 1 PARKING PASS ISSUED PER BEDROOM. No exceptions to this rule. If two people reside in one bedroom, only 1 pass will be issued and one of you will not have a parking pass. If you have any questions concerning the approval process, please contact the leasing office at (785) 841-8468.**



**FIRST MANAGEMENT, INC.  
APPLICANT SCREENING FEE**

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*Property & Apartment Size*

- 1) Applicant agrees to pay a NON-REFUNDABLE application fee of \$30.00 per applicant.
- 2) Applicant hereby grants permission to landlord or any Tenant Screening service contracted by landlord to contact employers, personal references, current and previous landlords as well as permission to obtain a credit report. Landlord will also check criminal background locally and nationally for all applicants.
- 3) Landlord reserves the right not to disclose information obtained to the applicant.

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

By \_\_\_\_\_  
*First Management, Inc.*                      Date

\_\_\_\_\_  
Print Name of Agent

**FOR OFFICE USE ONLY**

<b>Name</b>	<b>Check #</b>	<b>Amount</b>	<b>Rec'd By</b>

# First Management, Inc. Co-Signer Guaranty

**Applicant Name:** \_\_\_\_\_ **Property:** \_\_\_\_\_ **Unit:** \_\_\_\_\_

As Co-Signer, I will be acting as surety for the above named person's rental agreement with First Management, Inc. **I/We will be responsible for any charges, damages and rent due under the lease agreement, and any renewals, modifications, transfers or extensions thereof.**

I understand that the lease agreement, in which the above named is entered into, is held in **SEVERALTY**. This means that each person on the lease is responsible for the entire lease as well as the entire amount of rent due on the first of each month and late fees that may occur. If an agreement exists between individuals on the lease as to the amount each person pays, this agreement is personal and not one that First Management has made with individual tenants. If any one person on the lease does not pay or defaults, all of the remaining tenants are still responsible for seeing that the entire amount of rent is paid on or before the first of each month.

I unconditionally guarantee the prompt and complete payment of any sums due under the foregoing lease. I understand that I may be contacted for payment if the entire amount of rent is not paid as agreed in the lease. I acknowledge and agree if default shall at any time be made by Tenant, Tenant's successors or assigns, in the payment of rent, or if Tenant should default in the performance and observance of any of the terms, covenants, provisions or conditions contained in the Lease, I shall (1) pay such rent to Landlord, and any arrears thereof, (2) faithfully perform and fulfill all of such terms, covenants and provisions, and (3) pay to Landlord all damages that may arise in consequence of any default by Tenant, Tenant's successors and assigns, under the Lease, including without limitation, disbursements incurred by Landlord or caused by such default and/or by the enforcement of this Guaranty.

This Guaranty is an absolute and unconditional Guaranty of payment and of performance. It shall be enforceable against Guarantor, Guarantor's heirs, personal representatives and assigns, without the necessity for any suit or proceedings on Landlord's part of any kind or nature whatsoever against Tenant, Tenant's successors and assigns, and without the necessity of any notice of nonpayment, nonperformance or nonobservance or of any notice of acceptance of this Guaranty or of any other notice or demand to which Guarantor might otherwise be entitled, all of which the Guarantor hereby expressly waives; and Guarantor hereby expressly agrees that the validity of this Guaranty and the obligations of the Guarantor hereunder shall in no way be terminated, affected, diminished or impaired by reason of the assertion or the failure to assert by Landlord against Tenant, or against Tenant's successors and assigns, of any of the rights or remedies reserved to Landlord pursuant to the provisions of the Lease. Guarantor submits to jurisdiction in the locality in which the above names property is located.

I hereby authorize First Management Inc. to process this application for the purpose of the above names individual obtaining a Lease Agreement with this property. Additionally, I authorize all corporations, companies, and law enforcement agencies, academic institutions and employers to release information they may have about me and release the landlord, leasing agent, their officers, employees, and agents, and any person so furnishing information, from any and all liability of every nature and kind arising out of the investigation or the furnishing or inspection of such documents, records, and other information. A photographic or faxed copy of this authorization shall be as valid as the original. The execution of this document is a material inducement for Landlord to enter into a lease contract, and Landlord is fully relying upon the due and valid execution by the persons whose names are shown above. Landlord reserves all recourse, civil or criminal, in the event of a false or forged execution hereof.

*In order to process your credit history, we MUST have your Social Security Number. Please be advised that all information given will be held confidentially.*

## PERSONAL

Co-Signer Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Hm Phone: (\_\_\_\_\_) \_\_\_\_\_ Wk Phone: (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
D.L.#: \_\_\_\_\_ D.L. State: \_\_\_\_\_

## EMPLOYMENT STATUS

Employer: \_\_\_\_\_  
Date Employed: \_\_\_\_\_ Position: \_\_\_\_\_  
Income: Under \$20,000/yr \_\_\_\_\_ \$20-50,000/yr \_\_\_\_\_ Over \$50,000/yr \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_

## CREDIT REFERENCES

Institution: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_ Acct#: \_\_\_\_\_  
Institution: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_ Acct#: \_\_\_\_\_

**It is understood that this form will NOT be accepted unless *notarized*, nor will this form be accepted if any wording of the agreement has been altered. Please return completed form to: First Management, 2001 West 6<sup>th</sup>, Lawrence, Kansas, 66049. Original form must be received prior to resident(s) signing lease.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY PUBLIC: Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

\_\_\_\_\_  
Notary Public Notary Stamp:

# FIRST MANAGEMENT RENTAL APPLICATION

Please return to: FMI, 2001 W. 6<sup>th</sup> St. • Lawrence, KS 66044 • (785) 841-8468 • Fax (785) 841-3819

**A THIRTY DOLLAR (\$30) NON-REFUNDABLE APPLICATION FEE IS REQUIRED**

## **Personal Information:**

Property: \_\_\_\_\_

# OF BR: \_\_\_\_\_ Rent: \_\_\_\_\_

Date: \_\_\_\_\_

Desired Date of Occupancy: \_\_\_\_\_

Name: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Phone:( \_\_\_\_\_ ) \_\_\_\_\_

Work Phone:( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Pets? \_\_\_\_\_ Mature Weight: \_\_\_\_\_

Number of Roommates: \_\_\_\_\_

Pet over 1 year? YES or NO Pet Age: \_\_\_\_\_

Name of Roommates: \_\_\_\_\_

Pet fee and Pet deposit required. **See Pet Rules. Pets not allowed at all locations.**

Marital Status: Married Divorced Single Maiden Name: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Gender: \_\_\_\_\_

Driver's license number and state or government photo ID card no.: \_\_\_\_\_

Are you a US Citizen or Permanent Resident Alien: \_\_\_\_\_ Yes \_\_\_\_\_ No If you have answered no please provide information adequate to verify that you are lawfully in the United States and that your right to be in the US does not expire during your proposed lease term.

Do you or any proposed occupant smoke? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a current FMI Resident? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, property where you currently live \_\_\_\_\_

Are You a Full or Part Time Student? \_\_\_\_\_ Yes \_\_\_\_\_ No *Co-Signer required for all students.*

How did you hear about **First Management**? \_\_\_\_\_ If referred by friend, name of person \_\_\_\_\_

## **Vehicle Information: Only 1 parking pass per bedroom – NO EXCEPTIONS!**

Driver's License Number \_\_\_\_\_ Make/Model/Color: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #/State: \_\_\_\_\_

## **Residence History- Provide two year history:**

1) Present Address: \_\_\_\_\_

Move In/Out Dates: \_\_\_\_\_

Landlord: \_\_\_\_\_

Landlord Phone: \_\_\_\_\_

2) Previous Address: \_\_\_\_\_

Move In/Out Dates: \_\_\_\_\_

Landlord: \_\_\_\_\_

Landlord Phone: \_\_\_\_\_

## **Employment/Bank References-Provide two year history:**

1) Employer: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Gross Monthly Income: \_\_\_\_\_

2) Employer: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Gross Monthly Income: \_\_\_\_\_

3) Bank/Branch: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Account: Checking Savings Both

How Long? \_\_\_\_\_

4) Other Income: \_\_\_\_\_

Amount: \_\_\_\_\_

**Have You Ever...**

Filed for bankruptcy?	_____ Yes	_____ No
Been evicted or asked to move out?	_____ Yes	_____ No
Been sued for rent or property damage?	_____ Yes	_____ No
Moved out before the end of the lease?	_____ Yes	_____ No
Willfully or intentionally refused to pay rent?	_____ Yes	_____ No
Been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that was resolved by conviction, probation, deferred adjudication, court ordered community supervision, or pretrial diversion?	_____ Yes	_____ No
Been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that has not been resolved by any method?	_____ Yes	_____ No

If you have answered yes to any of the above items, we may need additional facts before making a decision on your rental application.

EMERGENCY CONTACT PERSON OVER 18, WHO WILL NOT BE LIVING WITH YOU.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

The above information, to the best of my knowledge, is true and correct. I hereby authorize you to process this application for the purpose of obtaining a Lease Agreement with this property. Additionally, I authorize all corporations, companies, and law enforcement agencies, academic institutions and employers to release information they may have about me and release the landlord, leasing agent, their officers, employees, and agents, and any person so furnishing information, from any and all liability of every nature and kind arising out of the investigation or the furnishing or inspection of such documents, records, and other information. A photographic or faxed copy of this authorization shall be as valid as the original. I understand that it may be a crime to provide false or misleading information on a rental application. If it is found that I have provided any false or misleading information on this application, it is grounds for denial of my application as well as grounds for immediate termination of any lease agreement.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Approved w/ Co-Signer \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Apt# Assigned \_\_\_\_\_

