

MID-MISSOURI PROPERTY MANAGEMENT, LLC

500 Market Street • Suite 100 • Fulton, MO 65251

TEL: (573) 642-4488 • FAX: (573) 642-8866

www.mid-mopm.com

Date Application Received: _____	FOR OFFICE USE ONLY	Property Address: _____
Fee paid by Cash, Money Order, Credit Card, Check # _____	ONLY	Anticipated Move-in Date: _____
Property shown by: CB RM PS		Special terms: _____

RENTAL APPLICATION

\$30 non-refundable fee

(Additional \$40 fee may be required to access "The Work Number" for employment verification – Applicant to provide salary key)

PLEASE PRINT CLEARLY

All adult applicants must provide legible copy of current Drivers License and Social Security Card or Birth Certificate

APPLICANT INFORMATION

First Name:	Middle and/or Maiden name:	Last name:	Home phone #: ()
Is this your legal name? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, what is your legal name?	Email address:	Cell phone #: ()
Social Security #	Drivers License #	State:	Date of Birth: / /
Spouse Name (if applicable):	Social Security #	Date of Birth:	
Email address:	Cell phone #:	/ /	
Do any of the applicants smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No		Smoking options subject to property owners preference	
Do you have a legal right to be in the United States? <input type="checkbox"/> Yes, I have valid documentation from the Bureau of Citizenship and Immigration Service		Do you have a waterbed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Yes, I am a US citizen			
If you answered "Yes" because you are a non-U.S. citizen with valid visa documentation, please provide copy of documentation.			
Reason you are in the US:	Visa Type:	Visa Exp. Date:	

RESIDENCE HISTORY

Current Street Address	City:	State:	ZIP Code:
Landlord / Mortgage Lender:	Phone #: ()	Move-in date: / /	Move-out date: / /
Reason for move:			
FOR OFFICE USE ONLY:			
Previous Street Address	City:	State:	ZIP Code:
Landlord / Mortgage Lender:	Phone #: ()	Move-in date: / /	Move-out date: / /
Reason for move:			
FOR OFFICE USE ONLY:			

RESIDENCE HISTORY (continued)

Have you or anyone living with you ever been evicted, asked to leave a rental property for non-payment or other reason, or lost your home to foreclosure? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please give details:				
Do you or anyone living with you have an outstanding balance with current or previous landlord/mortgage holder? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please give details:				
EMPLOYMENT INFORMATION				
Occupation:	Employer:	Employer address:	Supervisor:	Employer phone # ()
Circle One: Full Time / Part Time / Retired / Student	Date Started: / /	Salary: Hourly / Monthly / Annual (Circle one) \$	Work phone # Ext # ()	
Spouse's Employer:			Work phone # () Ext:	
Date Started:	Salary:	Supervisor:	Phone #:	
Other Income to be considered (Second Job, Child Support, Disability, Housing Assistance, Retirement plan etc): Monthly Amount: Proof of secondary income must be provided				
Additional \$25 fee due if MMPM is required to contact "The Work Number" to verify employment & wages from employers such as State of Missouri, Wal-mart, Dollar General, State Farm. Employee must provide 6 digit salary key: & employer key: 				
If self-employed, applicant must provide copy of business license, current tax returns, bank records, and client references.				
FOR OFFICE USE ONLY:				
PERSONAL REFERENCES				
List 3 personal references who know how you take care of property. DO NOT LIST FAMILY MEMBERS or CURRENT LANDLORD				
Name:	Relationship:	Home phone #: ()	Cell or Work phone #: ()	
FOR OFFICE USE ONLY:				
Name:	Relationship:	Home phone #: ()	Cell or Work phone #: ()	
FOR OFFICE USE ONLY:				
Name:	Relationship:	Home phone #: ()	Cell or Work phone #: ()	
FOR OFFICE USE ONLY:				
IN CASE OF EMERGENCY				
Name of local friend or relative (not living at same address):	Relationship:	Home phone no.: ()	Work or Cell phone no.: ()	
Street Address / P.O. box:	City:	State:	ZIP Code:	

VEHICLE INFORMATION									
Make & Model:		Color:		Year:		License Plate Number:		State:	
1.									
2.									
ADDITIONAL OCCUPANTS (INCLUDE ALL CHILDREN'S NAMES)									
All persons over 18 years of age must complete an application, anyone 17 years old must complete a criminal background check authorization)									
Last name:		Gender	First:		Middle:	Birth date:		Social Security #	
		M or F				/ /			
Last name:		Gender	First:		Middle:	Birth date:		Social Security #	
		M or F				/ /			
Last name:		Gender	First:		Middle:	Birth date:		Social Security #	
		M or F				/ /			
Last name:		Gender	First:		Middle:	Birth date:		Social Security #	
		M or F				/ /			
CRIMINAL INFORMATION									
Have you or anyone that will be living with you ever been charged, arrested, convicted, plead guilty or no contest to, or been placed on probation for any crime within the past 10 years?								<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any current pending charges against you?								<input type="checkbox"/> Yes	<input type="checkbox"/> No
Crime Involved:									
Month/Year Conviction:									
Are you required to register on any registered offenders list?								<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently on Probation/Parole?								<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Probation/Parole officer:									
FOR OFFICE USE ONLY:									
PET POLICY									
Not all properties allow pets. For properties that do allow pets: \$200 refundable deposit for each pet. Rent will be increased by \$25/month per pet. NO aggressive tendency pets (i.e. Pit bull dog, Python snake, etc.) Fees subject to differ by property/owner									
Do you have pets?		HOW MANY?		Dogs:		Fish:		Aquarium Size:	
<input type="checkbox"/> Yes <input type="checkbox"/> No		Cats:		Reptiles:		Birds/Fish/Other:		Circle one:	
Animal Type or Breed		Color		Name		Age		Height	
How Did You Hear About Us?									
<input type="checkbox"/> Wm Woods <input type="checkbox"/> Westminster <input type="checkbox"/> Chamber of Commerce <input type="checkbox"/> Website <input type="checkbox"/> Yellow Pages <input type="checkbox"/> Newspaper <input type="checkbox"/> Yard Sign									
<input type="checkbox"/> Family/Friend's Name:			<input type="checkbox"/> Realtor:				<input type="checkbox"/> Other:		
AUTHORIZATION									
By signing this application, I state I have read the attached Applicant Screening Criteria Checklist and also state that all information is true and complete. I authorize a representative of Mid-Missouri Property Management, LLC (MMPM) may verify the information listed in this application as well as run a credit and background report on me and/or my spouse (if applicable) as part of the application process. NOTICE: Any false statement on this application can lead to rejection of your application or immediate termination of your lease.									
Signature			Date		Spouse's Signature (if applicable)			Date	

MID-MISSOURI PROPERTY MANAGEMENT, LLC (MMPM) -- APPLICANT SCREENING CRITERIA CHECKLIST

- **Complete application.** One application for each adult (18 year of age or older). If a line isn't filled in, or the omission explained satisfactorily, the application may be rejected. Applications will not be accepted without payment of the non-refundable application fee. All roommates must also submit applications at same time to be considered for rental property.
- **Two pieces of I.D. must be shown.** We require a photo I.D. (a driver's license or other government issued photo identification card) and original Social Security Card or birth certificate.
- **Rental history verifiable from unbiased sources.** If you are related by blood or marriage to one of the previous landlords listed or you have no rental history, we may require either a qualified co-signer (qualified co-signers must meet all applicant screening criteria) or a double security deposit equal to two months of rent. It is your responsibility to provide us with the information necessary to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. If you owned rather than rented your previous home, you will need to furnish mortgage company references and proof of title ownership or transfer.
- **Sufficient income/resources.** The monthly rental rate cannot exceed 35% of your monthly income before taxes. As well, if the combination of your monthly personal debt, utility costs, and rent payments exceeds 75% of your monthly income before taxes, we will require either a qualified co-signer (qualified co-signers must meet all applicant screening criteria) or a double security deposit equal to two months rent. If the combination exceeds 85% of your monthly income, your application will be denied. We must be able to verify the amount and stability of your income. (i.e. pay stubs, employer contact, or tax records. If self-employed: business license, tax records, bank records, or a list of client references.) For Section 8 applicants, the amount of assistance will be considered part of your monthly income for purposes of calculating the percentage ratio.
- **Section 8 information access.** Section 8 applicants must sign a consent form allowing the local Public Housing Agency to verify information from your file regarding your rental history.
- **False information is grounds for denial.** You will be denied rental if you misrepresent any information on the application. If misrepresentations are found after a lease agreement is signed, your lease is subject to termination.
- **Criminal convictions for certain types of crimes will result in denial of your application.** You will be denied rental if, in the last 10 years, you have had a conviction of any type of crime that would be considered a serious threat to real property or to other residents' peaceful enjoyment of the premises, including but not limited to, the manufacture, distribution, or possession of controlled substances.
- **Certain court judgments against you may result in denial of your application.** If, in the last 5 years, you have been through a court ordered eviction, or had any judgment against you for financial delinquency, your application may be denied. This restriction may be waived if there is no more than one instance, the circumstances can be justified, and you provide a qualified co-signer for the lease agreement (qualified co-signers must meet all applicant screening criteria).
- **Poor credit record (overdue accounts) may result in denial of your application.** Occasional credit records, showing payments within 1 to 60 days past due will be acceptable, provided you can justify the circumstances. Records showing payments past 90 days (excluding medical) are not acceptable. Applicants with a beacon score less than **600** from our chosen credit report provider may be denied or required to have a qualified co-signor on the lease agreement (qualified co-signors must meet all applicant screening criteria).
- **Poor references from previous landlords may result in denial of your application.** You will be denied if previous landlords report significant complaint levels of noncompliance activity such as: repeated peace disturbances; reports of prostitution, drug dealing, or drug manufacturing; damage to property beyond normal wear; reports of violence or threats to landlords or neighbors; allowing persons not on the lease to reside on the premises; failure to give proper notice when vacating the property or have an outstanding debt to a previous landlord. You may also be denied if a previous landlord is disinclined to rent to you again for any reason pertaining to lease violating behavior of yourself, your pets, or others allowed on the property during your tenancy.
- **Security deposit equal to one month rent due upon approval of your application.** Deposit is conditionally refundable. If you are accepted, a deposit must be paid within 24 hours to hold the property prior to signing lease and/or taking occupancy. Deposit is retained as the security deposit for the Lease term. If you withdraw your application after we have incurred screening expenses and notified you of the approval, we are not required to refund the deposit.
- **Rental Insurance.** MPM has the right to deny applicant if they are unable to obtain rental insurance prior to lease signing.
- **Applications are accepted as first come basis only –** secondary applicant may request to be placed on waiting list with no guarantee of acceptance.
- **We may require up to 3 to 5 business days to process an application.**

If you are accepted, you will be required to pay a security deposit equal to the monthly rent within 24 hours and sign a lease agreement within seven (7) days of acceptance in which you will agree to abide by the rules of the rental unit or complex. A complete copy of our lease agreement is available for anyone to review at our office. No blank copies will be distributed.

Please read the lease agreement carefully, as we take each part of the agreement seriously. The agreement has been written to help us prevent illegal activity or disturbing the peace of our rental units and make sure that our tenants are given the best housing we can provide.