

Is there an application fee? Yes, there is a non-refundable \$30 application fee per adult; \$50 application fee per married couple. If a co-signer is necessary, there will be an additional \$10 fee per co-signer. Application fees are to be paid before an application will be processed.

Who is required to submit an application? An application is required for anyone over the age of 18 who will occupy the premises.

What are the age requirements to be on the lease? Every lessee must be 18 years of age or older.

What are the income requirements? For properties where utilities are included, a minimum of two and half times (2.5) the monthly rent is required. For properties where tenant is responsible for all utilities, a minimum of three times (3) the monthly rent is required.

What am I required to submit along with my application? Each applicant is required to provide a copy of their most recent two (2) paystubs as well as a copy of a photo ID. If self-employed, please provide documentation from your most recent tax return. Any other sources of income listed on the application will require documentation also.

Where can I submit my application? Applications can be submitted during the time of the property showing or by delivering to our office located at **2607 SW 17th Street in Topeka**. You may also submit an application and all supporting documents by faxing to 785.408.1788 or emailing to info@leasebpm.com.

Can I pay the application fee with cash? We are not able to accept cash. However, you can pay by check or money order. We also can process by credit or debit card over the phone, in our office or at the time of the property showing.

How long before I know if I'm approved? On average, the application process takes 3-4 business days. If we have questions or need additional information, we'll get in touch with you as soon as possible.

What if I'm not approved? You will receive a letter from us mailed to your address provided on the application stating why you have not been approved.

How many occupants can I have in the house/apartment? A maximum occupancy of 2 heartbeats per bedroom is required in all of our properties (i.e. 3 bedroom house would have no more than 6 occupants).

Can I have a pet? Pet restrictions vary from property to property. Check with the leasing agent to ensure the home or apartment you are looking at accepts pets on the lease. All pets must be approved by the property manager.

How long will the security deposit reserve the home I am interested in? Half of the security deposit will reserve the home for a period of two weeks. The full security deposit will reserve the home for a period of up to 30 days. We remove the home from the market and stop showing it to any other prospective applicants. If a lease agreement is not executed prior to the end of the reservation period and the full security deposit paid, the security deposit monies already been paid will be forfeited.

Applicant Signature

Date

Applicant Signature

Date



BALANCED

PROPERTY MANAGEMENT

Residential Lease Application

2607 SOUTH WEST 17th STREET TOPEKA, KANSAS 66604 | PH: 785.806.3305 | FAX: 785.408.1788

Property Applying For:

Expected move-in

Last Name		First Name		MI
Date of Birth	Social Security Number		Contact Phone	
Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Maiden Name: _____				Email

Other Household Members

Last Name		First Name		MI
Date of Birth	Social Security Number		Maiden/Other Name(s)	
Last Name		First Name		MI
Date of Birth	Social Security Number		Maiden/Other Name(s)	
Last Name		First Name		MI
Date of Birth	Social Security Number		Maiden/Other Name(s)	

**If more room is needed, please use other side of sheet*

Residential History

Current Address

Street Address		Landlord
City/State/Zip		Telephone
Own Rent (Please circle)	Monthly payment	Dates Occupied

Reason for Moving

Previous Address

Street Address		Landlord
City/State/Zip		Telephone
Own Rent (Please circle)	Monthly payment	Dates Occupied

Reason for Moving

Previous Address

Street Address		Landlord
City/State/Zip		Telephone
Own Rent (Please circle)	Monthly payment	Dates Occupied

Employment Information

Current Employer

Street Address

Dates Employed

City/State/Zip

Email

Supervisor

Phone

Position

Hourly Salary (Please circle)

Gross Monthly Income

If employed less than 6 months, list previous employer below:

Previous Employer

Dates Employed

Phone

Other Income Sources***Applicant will be required to provide proof of income*

Source of Income

Monthly Amount

Source of Income

Monthly Amount

Source of Income

Monthly Amount

Source of Income:

Monthly Amount

Background History

EVER BROKEN A LEASE?

YES

NO

List Details:

EVER BEEN EVICTED?

YES

NO

List Details:

BEEN CHARGED WITH A CRIMINAL OFFENSE?

YES

NO

BEEN CONVICTED OF A FELONY?

YES

NO

List Details:

Pet Information

DO YOU HAVE A PET?

YES

NO

Please list details below:

Number

Breed

Age

Weight

Additional Information**Vehicle Information**

Make

Model

Year

Color

State

Plate

Make

Model

Year

Color

State

Plate

Emergency Contacts		
Name/Relationship	Address	Phone

Character References		
Name/Relationship	Phone	Email

This application must be completed in full and signed before it will be considered by Balanced Property Management.

I certify that the above is true and accurate to the best of my knowledge. I authorize the verification of the information provided on this form as to my credit and employment, and hereby grant **Balanced Property Management** authorization to perform a background check and contact my references for the purpose of determining my eligibility to rent the property that I have made the application for.

Applicant Signature

Date

Applicant Signature

Date

