

**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 prior to any application will be accepted and processed. Initial \_\_\_\_\_

**Who is required to submit an application?** A separate application is required for each person(s) over the age of 18 who will occupy the premises. Initial \_\_\_\_\_

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

**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. Initial \_\_\_\_\_

**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. Initial \_\_\_\_\_

**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 **2609 SW 17<sup>th</sup> 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](mailto:info@leasebpm.com). Initial \_\_\_\_\_

**Can I pay the application fee and/or security deposits with cash?** The application fee may be paid in cash, money orders ONLY. However, the security deposit must be paid by secure funds in the form of a money order or cashiers' check from your bank, no other forms of payment will be accepted. Initial \_\_\_\_\_

**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. If all documentation is not provided at the time of the application or the fees paid, this will delay the process. Initial \_\_\_\_\_

**What if I'm not approved?** You will receive either a letter, email or phone call from us stating why you have not been approved. You may not be approved should you have an eviction, felony, outstanding utility collections or outstanding cash loans on your record. Initial \_\_\_\_\_

**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). Initial \_\_\_\_\_

**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 and owners after the application(s) are completed. Initial \_\_\_\_\_

**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 upon approval. The full security deposit will reserve the home for a period of up to 30 days upon approval. We remove the home from the market and stop showing it to any other prospective applicants. **By signing and initialing this document, the applicant acknowledges and understands that they will forfeit all security deposit monies paid if a lease agreement is not executed prior to the end of the reservation period.** Initial \_\_\_\_\_

# BALANCED

PROPERTY MANAGEMENT

## RESIDENTIAL LEASE APPLICATION

2609 SOUTH WEST 17<sup>th</sup> STREET TOPEKA, KANSAS 66604 | PH: 785.806.3305 | FAX: 785.408.1788

Property Applying For: _____	Expected move-in _____
Applying with: _____	

Last Name/Include Maiden Name	First Name	MI
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Date of Birth	Social Security Number	Mobile Phone Number
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Email (Required)	Additional Phone Number
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### Minor Children Only

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

Last Name	First Name	MI
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Date of Birth	Social Security Number	Maiden/Other Name(s)
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*\*If more room is needed, please use other side of sheet*

### RESIDENTIAL HISTORY

#### Current Address

Street Address	Landlord Name (Required)
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City/State/Zip	Telephone (Required)
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Own    Rent    (Please circle)	Monthly payment	Dates Occupied
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Reason for Moving
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#### Previous Address

Street Address	Landlord Name (Required)
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City/State/Zip	Telephone (Required)
----------------	----------------------

Own    Rent    (Please circle)	Monthly payment	Dates Occupied
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Reason for Moving
-------------------

#### Previous Address

Street Address	Landlord Name (Required)
----------------	--------------------------

City/State/Zip	Telephone (Required)
----------------	----------------------

Own    Rent    (Please circle)	Monthly payment	Dates Occupied
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## EMPLOYMENT INFORMATION

Current Employer

Street Address		Dates Employed
City/State/Zip		Email
Supervisor		Phone
Position	Hourly Salary (Please circle)	Net Monthly Income (after Taxes, deductions)

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

Previous Employer	Dates Employed	Phone
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### 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

## BACKGROUND HISTORY

EVER BROKEN A LEASE?	YES	NO	Details (Required)	
EVER BEEN EVICTED?	YES	NO	Details (Required)	
BEEN CHARGED WITH A CRIMINAL OFFENSE?	YES	NO	BEEN CONVICTED OF A FELONY?	YES NO
Details (Required)				

## 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 as well as the front page initialed 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 all information provided on this form as to my credit and employment, and hereby grant **Balanced Property Management** authorization to perform an extensive background check and contact all my references for the sole purpose of determining my eligibility to rent the property that I have made the application for. Should any false or inaccurate information be given, Balanced Property Management has the right to disqualify applicant.

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

\_\_\_\_\_  
Date

