

Highland Residential Management
P.O. Box 1884
Topeka, Ks 66601-1884
(785) 272-0965

APPLICATION GUIDELINES

ALL APPLICATIONS WILL BE CONSIDERED ON THE FOLLOWING BASIS:

1. EMPLOYMENT MUST BE (6) SIX MONTHS TO A YEAR CURRENT NOT PAST. GROSS MONTHLY INCOME MUST BE AT LEAST THREE TIMES THE AMOUNT OF THE RENT AND BE VERIFIABLE. SCHOLARSHIPS, INCONSISTENT-INCOME (alimony, tips, and commissions) WILL REQUIRE VERIFICATION.
2. POSITIVE VERIFIABLE RENTAL HISTORY OF AT LEAST ONE YEAR, NO PAST EVICTIONSS OR SKIP HISTORY AT ALL.
3. MUST HAVE GOOD CREDIT THAT CAN BE VERIFIED THRU THE CREDIT CHECK. YOU CANNOT HAVE FILED BANKRUPTCY IN THE LAST TWO YEARS
4. ALL APPLICANTS MUST BE 18 YEARS OF AGE OR OLDER.
5. A BACKGROUND CHECK AND SEXUAL OFFENDER CHECK WILL BE CONDUCTED. NO FELONIES OR VIOLENT CRIMES OR CONVICTIONS.
6. THE SECURITY DEPOSIT WILL NOT BE REFUNDED SHOULD YOU CANCEL THIS RESERVATION IF YOU ARE APPROVED AND HAVE ACCEPTED THE APARTMENT BY SUBMITTING THE DEPOSIT.
7. EQUAL HOUSING - NON-DISCRIMINATION ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, HANDICAPPED, OR FAMILY STATUS IS THE COMPREHENSIVE POLICY OF HIGHLAND RESIDENTIAL MANAGEMENT.

THESE REQUIREMENTS HAVE BEEN READ AND ARE FULLY UNDERSTOOD.

SIGNATURE OF THE APPLICANT(S)

_____ DATE

HIGHLAND RESIDENTIAL MANAGEMENT RENTAL APPLICATION

(SUBMIT TO THE COMPLEX ADDRESS YOU ARE INTERESTED IN)

PERSONAL

APPLICANT _____

MARITAL STATUS: Single Married _____

BIRTH DATE: _____ SS# _____ DRIVERS LICENSE State Issued by _____ # _____

CO-APPLICANT _____

BIRTH DATE: _____ SS# _____ DRIVERS LICENSE State Issued by _____ # _____

ADDRESSES

Present Address _____ City/State/Zip _____ Since _____ Rent/ Month _____ Present Phone (____) _____
 Present Landlord _____ Address _____ City/State/Zip _____ Phone (____) _____
 Is present rent up to date? Yes No Have you given notice? Yes No Have you been asked to leave? Yes No

Previous Address _____ City/State/Zip _____ Since _____ Rent/ Month _____ Present Phone (____) _____
 Previous Landlord _____ Address _____ City/State/Zip _____ Phone (____) _____
 Was rent up to date? Yes No Had you given notice? Yes No Had you been asked to leave? Yes No

OCCUPANTS

Number to occupy _____

NAME	RELATIONSHIP	BIRTH DATE

PETS: Yes No If yes, give details (number, type & size)

CARS

Make/Model/color #1 _____ State _____ License Plate #1 _____ Lien Holder #1 _____
 Make/Model/color #2 _____ State _____ License Plate #2 _____ Lien Holder #2 _____

EMPLOYMENT

EMPLOYER _____ Since _____ Street/City _____ What do you do? _____ Supervisor _____ Wrk Hrs. _____ Phone (____) _____	PREVIOUS EMPLOYER _____ Since _____ Street/City _____ What did you do? _____ Supervisor _____ Wrk Hrs. _____ Phone (____) _____
CO-APPLICANT: EMPLOYER _____ Since _____ Street/City _____ What do you do? _____ Supervisor _____ Wrk Hrs. _____ Phone (____) _____	PREVIOUS EMPLOYER _____ Since _____ Street/City _____ What did you do? _____ Supervisor _____ Wrk Hrs. _____ Phone (____) _____

INCOME

Current Income \$ _____ Weekly/Biweekly/Monthly/Yearly Source _____

Current Income \$ _____ Weekly/Biweekly/Monthly/Yearly Source _____

EMERGENCY CONTACT

Relative _____ Relation _____ Non-Relative Reference _____ Phone (____) _____

Address _____ Phone (____) _____ Address _____

Explain any "YES" answers on back with names and details.

Has any signer ever been sued for bills? Yes No Has any signer ever been sued for eviction? Yes No

Has any signer ever been bankrupt? Yes No Has any signer ever been guilty of a felony? Yes No

Has any signer ever broken a lease? Yes No Is the total move-in amount available now (rent and deposit)? Yes No

Name in which utilities are now billed and account number _____ # _____

Applicant authorizes the owner to contact past and present landlords, employers, creditors, credit bureau, neighbors and any other sources deemed necessary to investigate applicant.

All the information is true, accurate and complete to the best of applicant's knowledge. Owner reserves the right to disqualify tenant if information is not as represented.

ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME

X _____ DATE _____
APPLICANT

DO NOT WRITE BELOW THIS LINE THIS SECTION TO BE COMPLETED BY INTERVIEWER		
Credit Report: (Favorable/Unfavorable) By: _____		
Other Comments: _____		
Deposit: _____	Option _____	Monthly Rent _____
Unit Applied For: _____		
Terms of Lease _____ Months		
Move-in Date _____	Lease Expires _____	Num. Keys _____
Total Number of Occupants _____		
Separate Pet Deposit _____		
Utilities to be paid by tenants Gas <input type="checkbox"/> Electric <input type="checkbox"/> Water <input type="checkbox"/>		

ADDENDUM TO RENTAL APPLICATION

Have your or ANYONE (regardless of age) who will be residing with you EVER:

- | | |
|---|--|
| Been arrested, cited, prosecuted, plead guilty to or been convicted of any crime? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Been placed on probation, parole, or effected by the Megan Laws? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Been in a gang, or are you currently in a gang? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Been involved in, or are your currently involved in any illegal activity? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Been evicted or had a forcible detained filed against you? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Been a petitioner in a case at bankruptcy court? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Had a warrant, or do you currently have a warrant for your arrest? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Moved to avoid eviction, or because of problems with a tenant or landlord? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

Please explain all "YES" answers in detail, (What happened, when, where and the results.)
