

Kansas Qualifications for Occupancy

First Choice Properties Inc. Management Company

Welcome to our community. Before you apply to rent a duplex, please review our rental application approval criteria. The following information is offered so that applicants will have a detailed statement of rental qualifying policies. Although we have attempted to make this document easy to read and understand, by its nature as a statement of policy, it includes formal language and legal terms. Any questions about the information in this document may be directed to any member of our management team.

Definitions

The term “applicant(s)” in these criteria means the person(s) that will be signing the lease as a “resident”. The term “occupants” in these criteria means the person(s) that are authorized occupants under the lease. Please also note that these are our current rental criteria; nothing contained in these requirements shall constitute a guarantee or representation by us that all current residents and occupants have met these requirements. There may be occupants that resided on the premises prior to these requirements going into effect. Additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various credit, criminal and evictions reporting services used.

Non-Discrimination

We will not discriminate against any person in the rental of an duplex because of race, color, religion, national origin, sex, age, familial status, sexual orientation, or mental or physical handicap.

Confidentiality

We maintain a strict policy of confidentiality and privacy for our applicants and residents. We do not discuss information on applications with anyone other than the applicant. In addition, we do not discuss individual credit reports with an applicant. If you would like to discuss or dispute anything in your credit report, you will need to contact the credit reporting agency that provided the report. Upon your request, we will provide you the name and address of that reporting agency.

Community Policies: Maximum Number of Occupants – Prohibited Pets – Parking Restrictions •

*3 Bedroom=6 persons, maximum of 3 adults. Exceptions may be made to this policy based on the familial status of occupants. All occupants 18 years of age and older will be considered as residents under the lease agreement and will be asked to sign the lease as a responsible resident. A rental application is to be completed by each occupant 18 years of age and older, without omission or falsification of information.

- Three vehicles are permitted if the unit is a three bedroom.
- Aggressive breeds of dogs and exotic, feral or wild animals are prohibited. Small dogs only up to 35lbs.
- Cats – The amount of pet deposit will vary depending if the cat(s) are declawed.

Age/Identity

Verification Applicants must be at least 18 years of age. A government issued photo ID is required of all applicants and guarantors who wish to tour an apartment home or model. Applicants from foreign countries who have no social security number or citizenship must have a proper and current US Visa, I-9 documentation, and meet other criteria for consideration.

Criminal History

Criminal checks will be conducted. A felony conviction, any felony or misdemeanor conviction for a crime against a person, or incarceration for any offense will not be accepted. "Conviction" includes but is not limited to a deferred judgment; a withheld adjudication; a plea of nolo contendere; a guilty plea; or a plea bargain to any lesser charge, including to a misdemeanor. "Incarceration" means being jailed pursuant to a conviction, not a mere arrest. Conviction of any sexual offense will not be accepted. Convictions for any terrorism related charges will not be accepted.

Proof of Employment

Applicants must provide their last 2 consecutive pay stubs or the most recent W-2 or previous taxes, and/or allow First Choice Properties to contact employer to verify employment. New employment may be verified with an intent to hire letter.

Income

Income must be verified by a direct supervisor, payroll or human resources department, and/or by the applicant's last 2 consecutive pay stubs & most recent W-2 and 2 pay stubs. Self-employed applicants are required to provide either the previous year's tax return or bank statements for the last year. Monthly income must be equal to or greater than 3 times the monthly market rent for the chosen unit. Roommates must have a combined income equal to or greater than 4 times the monthly market rent for the chosen unit. Court ordered alimony and child will not be accepted as income. Pensions or Social Security are considered income with a copy of applicant's pension or Social Security check or a copy of a bank statement showing direct deposit of the pension or Social Security payment. Pensions or Social Security are considered income with a copy of applicant's pension or Social Security check or a copy of a bank statement showing direct deposit of the pension or Social Security payment.

Credit History

First Choice Properties uses an independent credit reporting company to evaluate credit history. This company uses a statistical model to evaluate applicants' ability to pay rent on a timely basis. The scoring model is based on applicants past credit and financial performance only and scores are derived from real data comparing applicants' performance to that of other applicants with similar profiles. This comparison allows our credit reporting company to predict how likely it is that an applicant will be able to pay rent and fulfill other lease obligations. Based on the credit score, applications will be accepted, rejected or accepted with conditions. If an application is rejected or accepted with conditions, the applicant will be provided with the name and contact information for the consumer reporting agencies which provided the credit report. If an applicant has filed for bankruptcy, he or she must provide documentation showing the discharge of the filing.

Rental History

First Choice Properties or its agents will contact previous landlords in order to verify rental history. Applicants with negative rental history will be denied. Negative rental history includes any outstanding debt to previous landlords, excessive late payments, excessive returned checks to previous landlords, damages owed, and evictions filed and not remedied.

Roommates/Co-Residents

Roommates or co-resident’s application data will be combined during the verification process. All applicants must meet credit, criminal, evictions and rental history standards in order to be accepted. Roommates must have a combined monthly income equal to or greater than 4 times the monthly market rent for the chosen unit.

Insurance Requirement

Residents are required to obtain renters’ form homeowner’s insurance coverage for personal liability (property damage and bodily injury) with a limit of not less than \$100,000.00 each occurrence, and \$500.00 in medical payments coverage. All residents are required to show proof of insurance prior to possession of duplex and at lease renewal. All lease holders are required to be listed on the insurance policy along with First Choice Properties.

Application Fee/ Validity Period

Application Fee: \$45 per applicant; \$65 for joint credit application, due when application is submitted. Non-refundable. Administration Fee: \$350.00 due when duplex is reserved or applicant is placed on waiting list. Refundable if application is cancelled within 72 hours after submission, non-refundable thereafter. Refundable if application is denied. Duplex availability changes daily and cannot be guaranteed without a reservation fee/security deposit. Approved applications are effective for 90 days from the approval date. If the lease is not executed and/or the applicant fails to occupy a duplex within this time period, the application must be re-submitted for verification and approval. A new application fee of \$45 will also be assessed. NO CASH WILL BE ACCEPTED. All rents, deposits, and fees must be paid by check, cashier’s check, or money order, or credit card online. Since there are no exceptions to these policies, it is important that applicants review this information carefully before submitting an application.

Since there are no exceptions to these policies, it is important that applicants review this information carefully before submitting an application. Applicants’ signatures below indicate that they have carefully reviewed these policies and believe themselves to be eligible for rental of a unit. Signatures below also indicate understanding of an agreement to be bound by the policies stated above regarding fees and deposits.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____