



QUALIFYING CRITERIA

In order to be approved you must meet the following criteria:

- Employed for at least six months on your current job.
- Properties' renting for \$599 or lower, a credit score of at least 550 is required.
- Properties' renting for \$600 or above, a credit score of at least 600 is required.
 - If you do not have any credit history, you **MUST** have at least 6 months of good rental history.
- Monthly income must be at least 3X the rent.
- Good current and previous rental history.
 - If you do not have any rental history, credit score **MUST** be met.

*****PLEASE SEE BACK PAGE FOR MORE INFORMATION ON CO-SIGNERS AND ADDITIONAL DEPOSITS, AS WELL AS MORE INFORMATION ON OUR QUALIFYING CRITERIA *****

INCOME VERIFICATION

- If employed please include the two most current paychecks stubs or a month's worth of bank statements.
- If receiving SSI or SSD please include your award letter with your application.

APPLICATION FEES

- A \$25 dollar application fee per adult is required for verification of all information.
- The application fee may be paid with cash (must be exact), debit or credit card or a money order.

SECURITY DEPOSITS

- Upon payment of the security deposit the property will be held off the market pending the acceptance or rejection of the application.
- Security deposits must be paid with a check or money order. **NO CASH WILL BE ACCEPTED!**
- If you are not approved, the deposit will be returned with the exception of the \$25.00 application fee which will be retained for the credit investigation.

If you are unable to drop your application off in our office, you may fax or email your application to us.

- Fax number: 417-887-8339
- Email: info@hunterpropetyinc.com



APPLICATION FOR RESIDENCE

A non-refundable inquiry fee of \$25.00 per applicant and \$15.00 for cosigners will be charged on all applications.

Full Name: (First) (Middle) (Last)

Phone #: Drivers Lic #: State

Alternate Phone #: Date of Birth: Age: Marital Status: (Items above needed for accurate credit history)

Social Security #: Email Address:

CURRENT ADDRESS: (Street Name and Number) (City) (County) (State) (Zip)

Name of Landlord or Mortgage Company: Phone: ()

No. Years at Current Address: Years Months Own or Rent Monthly Rent: \$ (If less than 2 years also fill out former address below)

FORMER ADDRESS: (Street Name and Number) (City) (State) (Zip)

Name of Landlord or Mortgage Company: Phone: ()

Month and Year Moved In: Moved Out: Monthly Rent: \$

CURRENT EMPLOYMENT: (Company Name) Phone: ()

Address:

Position: Supervisor's Name: Years Employed:

Current Wages: \$ Gross Monthly Income Any Other Income Sources: \$

FORMER EMPLOYMENT: (Please fill out Former Employment if on current job for less than 6 months) Phone: ()

Position: Supervisor's Name: Years Employed:

Former Wages: \$ Gross Monthly Income Any Other Income Source \$

IN CASE OF EMERGENCY, NOTIFY: RELATIONSHIP FULL ADDRESS: HOME PHONE: WORK PHONE: DOES THE ABOVE PERSON HAVE PERMISSION TO ENTER THE RESIDENCE IN CASE OF ILLNESS OR DEATH? YES NO

Number of occupants to live in apartment: How many adults How many children Name and age of children How many autos will be parked at the residence?:

Year: Make: Model: Color: License Plate: State:

Year: Make: Model: Color: License Plate: State:

I/We understand that all vehicles must be in running condition and have current license plates and tags. Initial

Have you ever been arrested, indicted, arraigned, or convicted of, or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)? No Yes

Have you ever been arrested, indicted, arraigned, or convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not resulting in a conviction)? No Yes

I recognize that this application is subject to acceptance or rejection. Upon payment of a deposit in the amount of \$, the apartment will be held off the market pending the acceptance or rejection of the application. If application is accepted, lease is to be signed at landlord's office before possession is given. At that time, deposit will be credited as part of the security deposit. If applicant is not accepted as a resident, the deposit will be returned with the exception of \$25.00 which will be retained for the cost of the credit investigation.

Landlord agrees to take unit off the market upon signing of the application and receiving full deposit. Cancellation by the applicant after 72 hours of applicant being accepted, and unit being held off the market, will result in deposit being forfeited as liquidated damages. Initial

AUTHORIZATION: I hereby make application for an apartment/duplex/house and certify that this information is correct. I authorize you to contact any references that I have listed and I authorize those references to release information to landlord. I also authorize you to request credit information from a consumer reporting bureau and criminal background information.

NOTICE: By signing this application, you declare that all of your responses are true and complete and authorize owner to verify this information. Any false statement on this application can lead to rejection of your application or immediate termination of your lease.

Applicant's Signature (Date) Deposit Received By: (Date)

Referred by: Unit # revised 12/08

How did you hear about us: Rentals.com Apartments.com Signs Drive By Referral Craig's List Other



2120 S. Ingram Mill Road, Springfield, MO 65804 ▪ (417) 887-3004 ▪ Fax (417) 887-8339

REQUEST FOR RESIDENCY VERIFICATION

DATE: _____

To Landlord: _____

Fax# _____

The person named below has made application for a rental with us. You were listed as having rented to the applicant. The applicant, by his/her signature below, has authorized you to release information about prior residency. Your comments or recommendation on this matter will be sincerely appreciated. We will be pleased to reciprocate this favor in the future. Thank you.

Resident's Name(s) _____

Occupancy Address _____

Date(s) of Occupancy _____

APPLICANT'S AUTHORIZATION OF THIS INQUIRY: I hereby consent to the release of my residency information. Person(s) applying for residency will sign here. X _____ X _____ Date _____

PROPERTY OWNER'S OR MANAGEMENT AGENT'S COMMENTS

Date moved in _____ Date moved out _____ Still occupant _____

NOTICE GIVEN _____ IS NOTICE REQUIRED _____ WAS LEASE FULFILLED _____

Amount of Monthly Rent \$ _____ Any Utilities Included _____

Rent Generally Paid: [] ON-TIME [] OCCASIONALLY LATE [] OFTEN LATE

Do they owe anything at this time _____ Was an eviction necessary _____

Housekeeping Habits: [] GOOD [] AVERAGE [] POOR Pets? _____ Roommates? _____

Bed bugs? _____ Other Complaints? _____

Would you probably rent to this person again? [] YES [] NO [] NOT SURE

Comments: _____

SIGNATURE _____ TITLE _____ DATE _____



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REQUEST FOR
EMPLOYMENT VERIFICATION

DATE: _____

TO EMPLOYER: _____

FAX #: _____

The person named below has made application for a rental with us. Your firm was listed as having currently or formerly employed this person. The applicant, by his/her signature below, has authorized you to release their employment information. Your assistance in providing employment information will be sincerely appreciated. Thank you.

Employee Name _____

Current Address _____

Social Security Number (Last 4 digits only) _____

Department or Branch _____

Date(s) of Employment _____

APPLICANT'S AUTHORIZATION OF THIS INQUIRY:

I hereby consent to the release of my employment information.

Person applying for residency will sign here.

X _____

Resident/Applicant Signature

Date Signed

EMPLOYER'S COMMENTS

Dates Employment (From) _____ To _____

Position Held _____

Gross Salary or Wage \$ _____ per MONTH WEEK HOUR*

(*If hourly wage, please specify approximate number of hours worked weekly: _____)

Other Comments _____

SIGNATURE _____ TITLE _____

PRINT NAME _____ DATE _____



Qualifying Criteria

- EQUAL HOUSING** Non-discrimination on the basis of race, religion, national origin, family status or handicap in accordance with the 1988 Fair Housing Amendment, is the comprehensive policy of this company.
- APPLICATION** To be completed by each applicant and/or co-signer without omission or falsification. A non-refundable application fee is required for verification of information, \$25.00 per applicant and \$15.00 for co-signer application.
- AVAILABILITY** Based on availability of specific apartment.
- INCOME *** Rent must not exceed 33.3% of applicants monthly income.
- RENTAL HISTORY**** Current history (within last 6 months) and previous rental history must show prompt payment, sufficient notice and good conduct for no less than 6 months. No record of eviction. No balance owed to another rental property unless restitution has been made. Home ownership must be verifiable.
- EMPLOYMENT**** Stable history and income verification for a minimum of 6 months at the current and/or previous employer.
- CREDIT VERIFICATION** Satisfactory credit history. Bankruptcies must be discharged, and credit reestablished.
 Applicant credit score required for properties renting under \$599.00/month: 550.
 Applicant credit score required for properties renting over \$600.00/month: 600
 Co-Signer credit score required: 650.
- AGE** All lessees must be of legal age to contract, eighteen (18).
- OCCUPANCY** Maximum Standard/Occupancy Per Bedroom
- | <u>Familial/Disabled</u> | <u>Unit Size</u> | <u>Non Familial/Disabled</u> |
|--------------------------|-------------------|------------------------------|
| 1 | 1 room efficiency | 1 |
| 2 | 1 bedroom | 2 |
| 4 | 2 bedroom | 3 |
- ROOMMATES** Each is fully responsible for the entire rental payment and each must sign the lease.
- CO-SIGNER AND/OR ADDITIONAL DEPOSITS** A co-signer or additional deposit may be required if the above conditions are not met. It will be at the property managers discretion whether a co-signer or additional deposit will be required. The co-signer must meet all qualifying criteria plus show ability to meet additional obligations.
- AUTOMATIC DISQUALIFICATION** Registered sex offenders, and all other felony convictions will be discussed with the property manager on a case by case basis.

- Modified if required by government subsidy programs.
- An additional deposit equal to 1 month's rent or a co-signer may be used if not fully qualified. (Additional deposits are refundable.)