

# RENTAL APPLICATION metro property group, inc.

## Application Checklist

*Thank you for your interest in our community.*

Here's a list of the items you'll need to reserve an apartment in our community:

- Application Document** (Each applicant &/or cosigner fills out a completely separate one.)
- Application Fee** (\$30 for EACH application)
- Security/Holding Deposit** (Cash or Zelle)
- Copy of ID** (driver's license, state ID or passport, clear & legible)
- Income verification** (paystub, direct deposit ticket, financial aid award letter, w2, tax return, etc.)

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Desired Occupancy Date \_\_\_\_\_ Rent \_\_\_\_\_ Deposit \_\_\_\_\_

How did you hear about this apartment? \_\_\_\_\_

➤ I am applying as a  **RESIDENT**  **COSIGNER** at request of \_\_\_\_\_

Full Name \_\_\_\_\_ DOB \_\_\_\_\_ Social Security No. \_\_\_\_\_  
HOME/CELL Phone \_\_\_\_\_ WORK Phone \_\_\_\_\_ Email \_\_\_\_\_

➤ **Emergency Contacts** who are *NOT* applicants or cosigners.

Name \_\_\_\_\_ Email \_\_\_\_\_ Relation \_\_\_\_\_  
Phone # \_\_\_\_\_ CELL HOME Work # \_\_\_\_\_ Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Relation \_\_\_\_\_  
Phone # \_\_\_\_\_ CELL HOME Work # \_\_\_\_\_ Address \_\_\_\_\_ Zip Code \_\_\_\_\_

➤ **Household Information** (cosigners skip this section)

Co-applicant(s) \_\_\_\_\_ Dependent(s) (& age) \_\_\_\_\_ Other \_\_\_\_\_  
Pets  will be living with you\* \_\_\_\_\_  you plan to add \_\_\_\_\_ \*Later complete pet info page.  
# of vehicles you have? \_\_\_\_\_ Type \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_  
Plate (State & Tag #) \_\_\_\_\_ Insurance & plates current? Yes No

➤ **Residence History** (show at least **3 years**) (Later complete a rental page for each landlord)

**Currently**  own  rent  living at home, temporary, not on lease Date & month I moved in \_\_\_\_\_

**FULL Address** \_\_\_\_\_ **COUNTY** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

Current Rent \_\_\_\_\_ split between \_\_\_\_\_ people or Mortgage Payment \_\_\_\_\_

Why are you moving (cosigner, n/a) \_\_\_\_\_

*If You Are Currently Renting*

Landlord \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Landlord's Email \_\_\_\_\_

When does your lease expire? \_\_\_\_\_ Have you given formal notice? \_\_\_\_\_

Any complaints from landlord or other residents? No Yes Any unauthorized people or pets? No Yes

**Previously**  own  rent  living at home, temporary, not on lease

**FULL Address** \_\_\_\_\_ **COUNTY** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

Month & year moved in and out \_\_\_\_\_ Rent \_\_\_\_\_ Split between \_\_\_\_\_ people

Reason for leaving \_\_\_\_\_

Landlord \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Landlord's Email \_\_\_\_\_

Any complaints from landlord or other residents? No Yes Any unauthorized people or pets? No Yes

**2<sup>ND</sup> Previous Address**  own  rent  living at home, temporary, not on lease

**FULL Address** \_\_\_\_\_ **COUNTY** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

Month & year moved in and out \_\_\_\_\_ Rent \_\_\_\_\_ Split between \_\_\_\_\_ people

Reason for leaving \_\_\_\_\_

Landlord \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Landlord's Email \_\_\_\_\_

Any complaints from landlord or other residents? No Yes Any unauthorized people or pets? No Yes

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## ➤ Please Answer These Questions

1. Have you been charged with, or convicted of, a felony, drug-related or otherwise? Yes No
2. Have you been evicted, foreclosed on or asked by a landlord to leave your living space in past 10 years? Yes No
3. Are you behind on rent/mortgage now **AND/OR** have you paid rent/mortgage late in the last 24 months? Yes No
4. Do you work **less** than 40 hours/week now or do you expect to in the next 12 months? Yes No  
(employment is \_\_\_ changing \_\_\_ seasonal/temporary \_\_\_ school is starting/ending \_\_\_ other)
5. Have you had any roaches or bedbugs in your living space during the past 12 months? Yes No
  
6. Are you, or will you be, a student? \_\_\_ full \_\_\_ part time at \_\_\_\_\_ graduation date \_\_\_\_\_ Yes No  
 I have a cosigner who is submitting a separate application  I receive financial aid (award letter attached) Yes No  
I am studying \_\_\_\_\_ at \_\_\_\_\_ (school)  
Program  associate  bachelor  master  doctorate  residency  fellowship  other

➤ **Employment (show at least 3 years)** If there are other sources of income you would like us to consider, please provide details & documentation. You are not required to disclose alimony, child support or spouse's income unless these sources will be used as a basis for the monthly rent payment.

**Current Employer** \_\_\_\_\_ Address \_\_\_\_\_  
Start Date \_\_\_\_\_ Employed as \_\_\_\_\_  
Supervisor \_\_\_\_\_ Work Phone Number \_\_\_\_\_  
Gross Salary per month \$ \_\_\_\_\_ **OR** per year \$ \_\_\_\_\_ **OR** Take Home per month \$ \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Address \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Employed as \_\_\_\_\_  
Supervisor \_\_\_\_\_ Work Phone Number \_\_\_\_\_  
Gross Salary per month \$ \_\_\_\_\_ **OR** per year \$ \_\_\_\_\_ **OR** Take Home per month \$ \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Address \_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Employed as \_\_\_\_\_  
Supervisor \_\_\_\_\_ Work Phone Number \_\_\_\_\_  
Gross Salary per month \$ \_\_\_\_\_ **OR** per year \$ \_\_\_\_\_ **OR** Take Home per month \$ \_\_\_\_\_

*INVESTIGATIVE CONSUMER REPORT DISCLOSURE I understand that the information I have provided on this application in combination with all other information I've provided via email, text, website questionnaires, supporting documents, etc. ("Information") will be evaluated, verified & investigated to determine my desirability for housing. I consent to this background check, which will include, but may not be limited to credit history, criminal record, education, rental/occupancy, employment, character, etc.*

*I understand that any **unexpected** information discovered that reveals a discrepancy, omission of material fact, dishonesty, or negative conclusion, relating to my character or qualification for housing can either result in my application being denied or will require additional security in order to be approved (i.e. cosigner, additional deposit, pre-paid rent, additional fees etc.). I understand this decision will be made in the sole opinion of metro property group inc. If my application is subsequently denied due to **unexpected** negative information discovered, the money I paid in consideration for housing will be returned less: 1-any/all application fee(s) connected to the apartment I applied for (including co-applicants & cosigners) and 2-\$100 disqualification fee. All other monies will be promptly returned in the form of check made payable to the applicant and mailed to the current address provided within 2 days. I agree to answer all questions honestly and to the best of my knowledge and to be forthcoming with any necessary to avoid an unexpected denial or delay in processing.*

Sign/ Date Here

\_\_\_\_\_

Applicant

Date

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## Application Process

1. Turn in an application with all necessary supporting documents for each applicant &/or cosigner who will be either occupying the apartment or on the lease.
2. Enter the amount of money you are turning in with your application below.

**\*\* Methods of Payment Accepted are Zelle and/or Cash \***

\$ \_\_\_\_\_ Deposit (security &/or holding) (refundable if not approved per stated terms).  
\$ \_\_\_\_\_ Application fee(s) (nonrefundable)  
\$ \_\_\_\_\_ Total

2. We will complete the background check. As consideration for the above, we will hold an apartment for you while we process your application.

*By submitting this application, you agree to provide the necessary supporting documents to verify information you've provided (such as income). Your application may be approved contingent on the receipt of these items. To be fair to all applicants, your holding/security deposit is subject to forfeiture if you fail to provide these documents timely. **Time is of the essence.***

3. We will give you our decision.
  - a. **If your application is approved Congratulations – it's time to sign the rental agreement!** This must be completed within 24 hours of approval, unless otherwise agreed. The money you submitted with your application will be applied against the total amount of fees, deposits or other charges required.

**If your application is approved with a contingency** (submitting supporting documents or providing required additional security (qualified cosigner, additional deposit or prepaid rent, etc.), **it's your responsibility to satisfy these requirements timely.** If you do not, your deposit is subject to forfeiture &/or the exact apartment you've requested may not be available

- b. **If your application is denied**, we will tell you why, and we will refund your deposit per terms herein, by mail, within 2 days. All application fee(s) are nonrefundable.

**Your deposit is refundable if** you withdraw your application with 24-hours of submittal and we have not yet approved it (with or without a contingency).

### **Your deposit is not refundable if**

- You withdraw it after 24 hours of submittal or after it is approved (whichever comes first), or
- Your contingent approval is changed to a denial due to missing/unsatisfactory/inadequate information received, or
- You submit incorrect, dishonest or misleading information relating to your application for housing, or
- You are approved but do not sign the rental agreement within 24-hours of approval, or as otherwise agreed.

Sign/ Date Here

Applicant

Date

Applicant

Date

**REQUEST FOR CREDIT AND/OR BACKGROUND CHECK**

**PLEASE PROVIDE THE INFORMATION AGAIN BELOW AS REQUESTED.**

-----  
PRINT LEGIBLY

**APPLICANT**

**NAME** \_\_\_\_\_ **SUFFIX** \_\_\_\_\_

**SSN** \_\_\_\_\_ **DOB** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_ **APT.** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_ **(REQUIRED)**

**COAPPLICANT**

**SPOUSE**    **ROOMATE**    **COSIGNER**   **(INDICATE WHICH ONE)**

**NAME** \_\_\_\_\_ **SUFFIX** \_\_\_\_\_

**SSN** \_\_\_\_\_ **DOB** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_ **APT.** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_ **(REQUIRED)**

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## COMPLETE REMAINING PAGES for RENTAL VERIFICATION & PETS AS NECESSARY

### APPLICANTS

1. Fill out a SEPARATE page for EACH landlord you've listed in the past 3 years.
2. If you are a pet owner, fill out the Pet Information page.

### COSIGNERS

In the past 3 years, If you've

\* Owned a home

Stop here. You are finished.

\* Rented

Fill out a separate rental verification for each location in past 3 years.

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**Attention Landlord** Please complete this rental history verification at your earliest convenience.  
email [rentMPG@gmail.com](mailto:rentMPG@gmail.com) fax (816) 335-4001 phone (816) 918-4640 (voicemail is fine)

**Applicant** Use a separate page for **EACH LANDLORD** from past three years. \* Please print **CLEARLY**. \* Complete **ONLY** the area **IN THE BOX**.

Landlord Information name \_\_\_\_\_ title \_\_\_\_\_  
phone \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_

I agree to have this information relating to my current/previous rental history released.

Applicant (print name) \_\_\_\_\_ (sign name) \_\_\_\_\_ Date \_\_\_\_\_

**Landlord**, the above signed has applied for housing in our community and has listed you as the his/her landlord for the property at \_\_\_\_\_ (address) occupied from \_\_\_\_\_ to \_\_\_\_\_.

Please answer the following questions based off of your landlord-tenant experience with this applicant. Your assistance is *greatly* appreciated!

## Landlord Rental History Information Request

Date Moved In \_\_\_\_\_ Date Moved Out \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

This applicant gave proper notice to vacate. TRUE FALSE  
This applicant is/was current on rent or DOES NOT have an outstanding balance. TRUE FALSE

Circle YES or NO as each applied during the applicant's residency:

Roommate(s) present	YES	NO	Pet(s) present	YES	NO	Late payments or NSF checks	YES	NO
Smoker	YES	NO	Noisy/disruptive	YES	NO	<i>Unauthorized</i> people or pets	YES	NO
Rule violations	YES	NO	Uncooperative	YES	NO	Pet complaints or damage	YES	NO

Presence of roaches or bed bugs during past 24-months	YES	NO
Reports/suspicious of drug usage or other illegal activity	YES	NO
Landlord asked applicant to leave (or declined to renew lease)	YES	NO
Applicant damaged property &/or allowed conditions to deteriorate	YES	NO

Please explain "YES" responses \_\_\_\_\_

How would you rate the applicant's housekeeping & cleaning habits on a scale from 1(worst) to 5(best)

	RATING	1	2	3	4	5
General housekeeping	_____	(complete disarray)	(not a priority)	(average)	(generally tidy)	(neat freak)
Routine cleaning	_____	(no evidence of any)	(minimal)	(occasional)	(regular)	(frequent)
Final cleaning	_____	(none & left items)	(none, nothing left)	(broom clean)	(good effort)	(squeaky clean)

Based on the experience you've had with this individual as a resident (**NOT based on potential future qualifications**), would you rent to him/her again? YES NO UNSURE Why \_\_\_\_\_

Thank you for your time!  
Sincerely,

Tabitha Judson  
Property Manager