

Kohler Meyers O'Halloran, Inc.

PROPERTY MANAGEMENT

Rental Application Policy and Screening Criteria

Kohler Meyers O'Halloran, Inc.:

- Requires a Kohler Meyers O'Halloran, Inc. approved form to be filled out and returned
- Requires no application fee
- Will time date applications when received and process them in the order received
- Will set aside incomplete applications for consideration after review of prior time-dated complete applications
- Will process applications within five business days
- Adheres to all Fair Housing and Equal Opportunity Regulations

Applications will be screened on the following criteria:

- 1.) Income to rent – KMO, Inc. will review application for sufficient income to support required rent and deposits. Outstanding debts and installment/revolving accounts may be considered in determining sufficient income. Debt to income may be considered.
- 2.) All income must be verifiable. Non-employment income must be substantiated with documentation.
- 3.) Verification will be by current and previous landlords. Applicant's failure to provide correct verifiable references may result in rejection of application. Rental history with relatives will not satisfy verification provisions.

Rental history must be free of evictions. Kohler Meyers O'Halloran, Inc. may review rental history with regard to slow rent payment, unit damage caused by applicant and any violation of prior rental agreement.

- 4.) Kohler Meyers O'Halloran, Inc. will complete a credit check with TransUnion Credit. If applicant desires information on credit report, he or she should contact Trans Union at the following address & phone #:

**Trans Union
2 Baldwin Place
P.O. Box 1000
Chester, PA 19022
1-(800) 888-4213**

- 5.) Demeanor (attitude and behavior) during application and interview process may be considered in determining eligibility.
- 6.) Inaccurate, incomplete or fabricated information by applicant shall be grounds for denial of the application or subsequent termination of tenancy upon determination of such falsified information.

Terms for Move-In:

- Agreed upon move-in date to be determined upon acceptance of applicant
- Applicant must be available to sign Rental Agreement within 48 hours of approval of Application.
- Security Deposit, in Total, to be paid upon execution of Rental Agreement
- First month's rent to be paid prior to move-in
- Tenant placement fee of \$75.00 to be paid prior to move-in
- Refundable security deposit as designated appropriate for each property
- Second month's rent may be pro-rated
- In residential rental properties, no commercial use of property or compensation (such as day care) will be allowed
- Permission may be given for a person with disabilities to install necessary ramps or bars as needed. In such instances, Tenant must agree to return property to original conditions and remove all the above installations, upon request, at the time of termination. Such installation and removal of equipment is sole responsibility of Tenant.



APPLICATION TO RENT

OWNER/AGENT TO COMPLETE

Property Address: _____ Move-in Date: ____ / ____ / ____
 Monthly Rent: \$ _____ Amount of Deposits: \$ _____ Amount of Fees: \$ _____
 # of Units Available: _____ Applicant #: _____ Date: ____ / ____ / ____ Time: _____ a.m. p.m.
 Examined picture identification? Yes No Type of identification? _____

PERSONAL INFORMATION

Applicant Name: _____ Telephone: _____ - _____
First Middle Last

Email Address: _____ Cellular Number: _____ - _____

S.S. #: _____ Birth Date: ____ / ____ / ____ Driver's License, State and #: _____

Co-applicant Name: _____ Telephone: _____ - _____
First Middle Last

Email Address: _____ Cellular Number: _____ - _____

S.S. #: _____ Birth Date: ____ / ____ / ____ Driver's License, State and #: _____

1) **Current Address:** _____ City: _____ State: _____ Zip: _____
 Since: ____ / ____ / ____ Why are you moving? _____
 Current Landlord: _____ Rent Amount \$ _____ Telephone: _____ - _____

2) **Previous Address:** _____ City: _____ State: _____ Zip: _____
 From ____ / ____ / ____ to ____ / ____ / ____ Why did you move? _____
 Previous Landlord: _____ Telephone: _____ - _____

3) **Previous Address:** _____ City: _____ State: _____ Zip: _____
 From ____ / ____ / ____ to ____ / ____ / ____ Why did you move? _____
 Previous Landlord: _____ Telephone: _____ - _____

4) **Previous Address:** _____ City: _____ State: _____ Zip: _____
 From ____ / ____ / ____ to ____ / ____ / ____ Why did you move? _____
 Previous Landlord: _____ Telephone: _____ - _____

Have you ever: Been Evicted? Yes No; Been sued by Landlord? Yes No; Filed Bankruptcy? Yes No; Been convicted, pleaded guilty, or no contest to a crime? Yes No; If yes to any of these, please explain: _____

EMPLOYMENT/INCOME

1) Applicant's Employer: _____ How Long? _____
 Supervisor: _____ Telephone: _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

2) Previous Employer: _____ How Long? _____
 Supervisor: _____ Telephone: _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

3) Co-applicant's Employer: _____ How Long? _____
 Supervisor: _____ Telephone: _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

4) Previous Employer: _____ How Long? _____
 Supervisor: _____ Telephone: _____ - _____
 Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

Other Income (per month) \$ _____ Source: _____ Telephone: _____ - _____

Other Income (per month): \$ _____ Source: _____ Telephone: _____ - _____

