



1203 Iowa, Lawrence, KS 66044 · 785-841-4935 · Fax 785-841-4953

TENANT SELECTION POLICY

It is our policy to strictly adhere to all fair housing laws under Title VIII of the Civil Rights Act of 1968 as amended by the Housing and Community Development Act of 1974. No Applicant shall be discriminated against or denied housing because of race, color, religion, sex, national origin, familial status or disability.

Screening of Applicant(s) will include a minimum income requirement equal to three times the total unit charges, number of people who will be residing in the unit, employment history, rental or mortgage history, credit bureau report and public records. Tenant selection will be based upon information ascertained during the screening.

APPLICATION FEE/ SECURITY DEPOSIT

1. A **\$ 30.00 non-refundable Application Fee per adult applicant** must be paid in **CASH ONLY**. Once this form is filled out and application fee is paid, you will receive an online application to the email address you provide below. Each adult applicant is required to submit an application even if married status.

2. If Applicant(s) wishes to apply for the residence, a **Holding Deposit** in the amount of **one-half(1/2)** of the required Security Deposit must be paid. The **holding deposit is required to process applications**. This will guarantee the Applicant(s) that the premises they desire to rent, will be held when approval is granted and the Lease Agreement is signed.

3. Once the Application is approved, the Applicant has **three (3) working days** to sign the Lease Agreement. If this is not accomplished, the property will be returned to the market. **A processing fee of ½ the holding deposit will be retained by Midwest Property Management**. If applicant decides with-in the three (3) day period not to take the unit, the deposit will be returned. **If a co-signer is necessary for an approved application the co-signer will need to fill out an application and pay \$15.00 for running the credit**. Cosigner form will need to be returned no later than three (3) working days after approval.

4. At the time of the Lease Signing, the full amount of the Security Deposit must be paid.

5. If the **Application is not approved**, any Holding/Security Deposit paid will be fully refunded to the applicant(s).

UNIT BEING APPLIED FOR _____

FIRST AND LAST NAME _____

EMAIL ADDRESS _____ PHONE# _____

SIGNATURE _____ DATE _____