



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** and the application must be signed before it will be submitted for consideration.

2. If Applicant(s) wishes to hold the residence prior to application approval, a Holding Deposit in the amount of one-half(1/2) of the required Security Deposit must be paid. This will guarantee the Applicant(s) the premises they desire to rent, when approval is granted and the Lease Agreement is signed. Otherwise, the premises will remain on the market.

3. Once the Application is approved, if a property is held by the payment of 1/2 the Security Deposit, 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: \$ 50.00 will be retained by Midwest Property Management; and the remainder of the Holding Deposit will be available for refund. **If a co-signer is necessary for an approved application the co-signer will need to fill out an application and pay \$10.00 for running the credit.**

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 _____

SIGNATURE _____ DATE _____