

morningside

Development

417.779.2370

SALINAS PROPERTY MANAGEMENT, MORNINGSIDE DEVELOPMENTS, WESTERN CONSTRUCTION

APPLICATION POLICIES AND PROCEDURES

Please read the following information regarding our application process:

We are an equal opportunity housing provider.

We fully comply with the Federal Fair Housing Act and all state and local fair housing laws. We do not discriminate against any person because of race, color, religion, gender, marital status, mental or physical disability, age, familial status, sexual orientation or national origin.

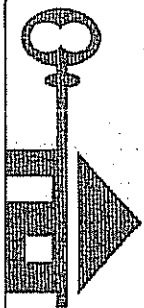
- This application can be used for any property listed by Salinas Property Management, Morningside Developments or Western Construction for up to 90 days.
- An Income Application or failure to provide requested supporting documentation may delay application processing and/or result in the denial of your application.
- Our application fee is **\$40 per applicant 18 yrs and older** which offsets the cost associated with obtaining background, criminal and credit checks. This fee is **non-refundable**. Please make payment by check or money order to: **Salinas Property Management**.
- We are a pet friendly property with a limit of one pet per unit (exception with Management approval). Pet must be 25 lbs or less with a signed Pet Addendum and Non-Refundable Pet Deposit of \$400.00
- Each person over 18 years of age or emancipated minor who will be residing at the property is required to complete an application. If a co-signer is allowed, a separate application is required.
- Following receipt of your completed and paid application, we will run a credit check and eviction check, call your employment and tenancy references, and verify your source of income.
- Your ability to rent is based on total verifiable gross income equal to at least three (3) times the rental amount, good credit, and rental history (or ownership history).
- We reserve the right to decline tenancy based on inability to verify references provided.
- If approved for the property, you must sign a rental agreement and submit the security deposit as soon as possible. The property will remain on the market until the deposit is received and the lease agreement is signed.
- Please note that we are **not an assisted living facility**.
- **You must pay all move-in costs such as security deposit and first month's rent with certified funds (money order or cashier's check) and have electric service verification prior to move-in date.**

*Salinas Property Management, Morningside Development and/or Western Construction are the sole and exclusive management of the properties listed for rent through our office. We will make every effort to process your application in a timely manner. Please realize that the most common delay in processing application is the results of difficulty in contacting applicant references. If appropriate, please let your employer or current landlord know we will be calling to verify information you supplied and be sure to provide current contact information.

Thank you for your application!

www.MorningsideDevelopments.com

180 Grace Chapel Road Suite D
Blue Eye, MO. 65611
417-779-2370



RENTAL APPLICATION

Every occupant over the age of 18 MUST fill out a separate application (even if married).
Please fill out this form COMPLETELY and sign where indicated.

PERSONAL INFORMATION

FIRST NAME	MIDDLE	LAST		S.S.#	STATE
DATE OF BIRTH	MARITAL STATUS	<input type="checkbox"/> SINGLE	<input type="checkbox"/> MARRIED SINCE _____	<input type="checkbox"/> DIVORCED SINCE _____	DRIVERS LICENSE #
PHONE	<input type="checkbox"/> CELL <input type="checkbox"/> HOME	PHONE	EXT.	<input type="checkbox"/> HOME <input type="checkbox"/> WORK	EMAIL
PRESENT HOME ADDRESS	CITY/STATE/ZIP		LANDLORD PHONE		
LENGTH OF TIME	PRESENT LANDLORD	AMOUNT OF RENT		Is your present rent up to date?	
REASON FOR LEAVING	PREVIOUS LANDLORD	AMOUNT OF RENT		<input type="checkbox"/> YES <input type="checkbox"/> NO	
PREVIOUS HOME ADDRESS	CITY/STATE/ZIP	CITY/STATE/ZIP		LANDLORD PHONE	
LENGTH OF TIME	PREVIOUS LANDLORD	AMOUNT OF RENT		Was your rent up to date?	
REASON FOR LEAVING	CITY/STATE/ZIP	CITY/STATE/ZIP		<input type="checkbox"/> YES <input type="checkbox"/> NO	
NEXT PREVIOUS HOME ADDRESS	CITY/STATE/ZIP	CITY/STATE/ZIP		LANDLORD PHONE	
LENGTH OF TIME	NEXT PREVIOUS LANDLORD	AMOUNT OF RENT		Was your rent up to date?	
REASON FOR LEAVING	CITY/STATE/ZIP	CITY/STATE/ZIP		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PROPOSED OCCUPANTS

NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE
NAME	RELATIONSHIP	OCCUPATION	AGE

PROPOSED PETS

NAME	TYPE/BREED	<input type="checkbox"/> INDOOR	<input type="checkbox"/> OUTDOOR	AGE
NAME	TYPE/BREED	<input type="checkbox"/> INDOOR	<input type="checkbox"/> OUTDOOR	AGE
NAME	TYPE/BREED	<input type="checkbox"/> INDOOR	<input type="checkbox"/> OUTDOOR	AGE

VEHICLE(S) INFORMATION

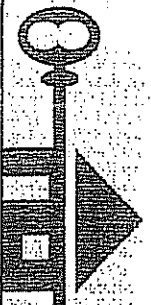
YEAR	MAKE	MODEL	COLOR	PLATE #	STATE
YEAR	MAKE	MODEL	COLOR	PLATE #	STATE

EMPLOYMENT

CURRENT EMPLOYER	OCCUPATION	HOURS/WEEK
SUPERVISOR	PHONE	EXT.
ADDRESS	CITY/STATE/ZIP	YEARS EMPLOYED
CURRENT EMPLOYER	OCCUPATION	HOURS/WEEK
SUPERVISOR	PHONE	EXT.
ADDRESS	CITY/STATE/ZIP	YEARS EMPLOYED

INCOME

CURRENT INCOME	<input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY	SOURCE	PROOF OF INCOME
CURRENT INCOME	<input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY	SOURCE	PROOF OF INCOME
CURRENT INCOME	<input type="checkbox"/> WEEKLY <input type="checkbox"/> BIWEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> YEARLY	SOURCE	PROOF OF INCOME



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CREDIT CARD / FINANCIAL INFORMATION

CASH LOAN LEA HOLDER	BALANCE OWED	MONTHLY PAYMENT	CREDITOR'S PHONE #
CREDIT CARD COMPANY	BALANCE OWED	MONTHLY PAYMENT	CREDITOR'S PHONE #
CREDIT CARD COMPANY	BALANCE OWED	MONTHLY PAYMENT	CREDITOR'S PHONE #
CREDIT CARD COMPANY	BALANCE OWED	MONTHLY PAYMENT	CREDITOR'S PHONE #
CHILD SUPPORT/ CHILD CREDIT OWED	BALANCE OWED	MONTHLY PAYMENT	CREDITOR'S PHONE #
BANK ACCOUNT NAME OF BANK	BALANCE	MONTHLY PAYMENT	ACCOUNT NUMBER

EMERGENCY / PERSONAL REFERENCE INFORMATION

EMERGENCY CONTACT	PHONE	PHONE
RELATION	ADDRESS	CITY/STATE/ZIP
EMERGENCY CONTACT	PHONE	PHONE
RELATION	ADDRESS	CITY/STATE/ZIP
PERSONAL REFERENCE	PHONE	PHONE
RELATION	ADDRESS	CITY/STATE/ZIP
PERSONAL REFERENCE	PHONE	PHONE
RELATION	ADDRESS	CITY/STATE/ZIP

APPLICANT QUESTIONNAIRE / AUTHORIZATION

Has applicant ever been sued for bills?	<input type="radio"/> YES <input type="radio"/> NO	Has applicant ever been locked out of their apartment by the sheriff?	<input type="radio"/> YES <input type="radio"/> NO
Has applicant ever been bankrupt?	<input type="radio"/> YES <input type="radio"/> NO	Has applicant ever been brought to court by another landlord?	<input type="radio"/> YES <input type="radio"/> NO
Has applicant ever been guilty of a felony?	<input type="radio"/> YES <input type="radio"/> NO	Has applicant ever moved owing rent or damaged an apartment?	<input type="radio"/> YES <input type="radio"/> NO
Has applicant ever broken a lease?	<input type="radio"/> YES <input type="radio"/> NO	Is the total move-in amount available now (rent and deposit)?	<input type="radio"/> YES <input type="radio"/> NO

Applicant authorizes the landlord to contact past and present landlords, employers, creditors, credit bureaus, neighbors and any other sources deemed necessary to investigate applicant. All information is true, accurate and complete to the best of applicant's knowledge. Landlord reserves the right to disqualify tenant if information is not as represented. ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME.

X _____
APPLICANT SIGNATURE

_____ DATE

If you have any questions about the interpretation or legality of this form, please consult an attorney or other qualified person.

NOTES:



Consent to Background and Reference Check

In consideration of solicitation of my application for lease of premises, I (print name) _____ do hereby give my consent to Morningside Development and/or Salinas Property Management and the authorized agents thereof, to check the references listed on my application and to check my background in any way, including but not limited to contacting any and all persons and business entities in order to inquire regarding any and all information relating to myself, provided that said inquiries be limited solely to the purpose of consideration of myself for possible tenancy.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature _____

Date _____

Printed Name _____