

Hello and thank you for your interest in one of our rental homes! There is a lot of information contained here and all of it is vitally important. By submitting an application, you are agreeing to all terms and conditions in this email.

We will need an application for each adult from www.startyourapplication.com

- Attached to this email is the rental history request form. Please sign and submit it to your current landlord.
- We will also need pictures, copies, faxes, or scans of the last two pay stubs to confirm employment. Please attach those to your application
- We will need pet photos & proof of current rabies vaccination

Move in procedures, including how to pay the deposit, will be sent after the lease has been signed.

Note: Please be aware that all homes will continue to be shown to prospective tenants and applications accepted until the owner approves a lease offer, a deposit has been paid and a lease signed by all parties. Application fees are non-refundable.

- Rush move in fee is \$50 (anything under 4 business days between lease signing and move in). *In the event a tenant wants to move into a home immediately, you agree to accept the home in "as is" condition in reference to cleaning and/or maintenance.*
- After Hours Move in: \$50 (availability/move-in times are Mon-Friday 11 to 5 pm.) We will have different options available to you for key pick up.
- Early access (9am-11am): \$25 (additional admin time required to override system defaults from normal move in times)
- Changing the move in date \$25.00 (The reason for the extra fee is that any changes require extra administrative time and/or overtime costs)
- Pet deposit is \$350 per pet; of which \$50 is non-refundable. Pets must be approved by the owner and there is a \$20.00 per month pet fee. (per month, per pet). No pets under one year of age are allowed.
- Pet Insurance is required.

- Renters liability Insurance is required and is \$15.75 per month (see details in the application form and application instructions). This coverage is mandatory and no lease will be approved without this coverage. This is in addition to any renters insurance you may have or add.
- Once paid, your Security Deposit becomes non-refundable. The Security Deposit will not be refunded to applicant and will be forfeited if Applicant:
 - Fails to sign the lease;
 - Fails to provide additional funds required;
 - Does not take occupancy on the scheduled move-in date.

CRITERIA AND DISCLOSURE

*All applicants will be charged a \$50.00 application fee per adult (18 or older). *THE APPLICATION FEE OF \$50.00 PER ADULT IS NON-REFUNDABLE *

It is not unusual for a home to have more than one rental lease offer or applicant the same time. By law, we must present all lease offers to the owner. If this happens, we will notify you

Each adult over 18 must complete a separate application form. It would be in your best interest to confirm that your rental requirements are not outside of our tenant criteria with multiple adult roommates, eviction history, foreclosures, bankruptcies, job loss, minimal income, low credit scores (below 620), unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected. *Wanting to offer less than list price for the home may cause your application to be delayed.

We encourage you to apply if you meet the below criteria: WHEN THE ONLINE APPLICATION IS COMPLETED, WE WILL PROCESS YOUR APPLICATION AND CHARGE THE \$45 APPLICATION FEE. This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by KPPM's authorized employees and possibly the property owner.

***Multiple Applications May Be Reviewed in Choosing a Tenant. ***

Lease Criteria in Applying for a Home: (Before you apply for a home, read the following information concerning the approval process. If you have any questions, contact our office)

Application Process & Screening Criteria: KPPM is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete an application and pay the \$45.00 non-

refundable application fee.

Approval is based on SEVEN factors:

- Credit History
- Employment Verification and History
- Income Verification
- Rental Verification and History
- Criminal Background Check
- Terrorist Database Search
- Animal Criteria

Standard Animal Fees and Deposits: Monthly: \$20.00 Animal Administration Fee.

- No Aquariums larger than 20 Gallons allowed.
- No ferrets, reptiles or rodents of any kind are permitted.
- Tenants may be evicted for misrepresenting any of the above type of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise unauthorized animal. Our animal policies are strictly enforced and can be grounds for eviction. Special consideration is given to "Service Animals" that assist a tenant with special medical needs (proper and current documentation needed for verification). We require with your application, a picture of each animal that will be on the property. Please email a picture of your pet to info@keypartnerspm.com

Identification: Each applicant is required to provide a copy of a legible Government issued photo identification card. **A photo of your identification card needs to be attached to your application.**

Income Verification: Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by applicant. Applicants who do not meet the above employment or income requirements must submit Savings Account statements showing a minimum average balance equal to 8 months of rental payments, for the last 6 months. Employment: We require verifiable employment history for at least the past three (3) years. You must be a permanent employee (not temporary or

probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active-duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease. **This documentation needs to be attached to your application.**

Residence History: We require verifiable residence history for at least three (3) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 3-5 years. Rental history must be verified from unbiased sources. Home ownership will be verified. We can accept base housing as rental history. Any evictions within the previous 5 years will be automatic grounds for denial. Broken leases and less than 3 years of rental history will be considered on a case-by-case basis and an additional risk mitigation fee may be required.

Credit History: We will obtain a copy of your tenant credit score from TransUnion. You cannot provide this to us, we must obtain this ourselves. Credit history should show that the resident has paid bills on time and does not have a history of debt "write-offs" or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial.

Errors & Omissions: Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in an advertisement does NOT constitute a written agreement or guarantee of the facts stated.

Agency Relationships: Agent acts solely as Agent for the Landlord and NOT the Tenant, with the duty to represent the Landlord's interest. Tenants must review and acknowledge the terms of the brokerage relationship during the application process. The form and a full explanation is provided with the application. Please let us know if you have any questions. We want your complete understanding.

Criminal, Sex Offense, and Terrorist Database Check: We will check these databases for all occupants over 18. We can not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession/distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and or age of offense, please provide details to the Property Manager.

Notice to all applicants: NO SMOKING is permitted inside the home, basement or garage.

Disabled Accessibility: Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

REASONS FOR DENIAL OF APPLICATIONS: • If you failed to give proper notice when vacating a property. • If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), your pets, or any animal on the property during your tenancy. • If you have had three or more late payments of rent within the last 12 months. • If you have an unpaid collection filed against you by a Property Management Company. • If an unlawful detainer action or eviction has occurred within the past five (5) years. • If you have recently received a 3-day notice to vacate. • If you have less than a 620-credit score and refuse to abide by the additional Risk Mitigation fee as outlined below**. • If you have had two (2) or more NSF checks within the last 12 months • If you have allowed any person(s), not on the lease, to reside on the premises. • If we are unable to verify your information, we must deny the application. • No Businesses operated from property. If you have a home-based Business that you think we might approve, please let the Property Manager know. • If you violate any of our terms of service during this application process.

**Risk Mitigation: Offering an approval to a prospective tenant(s) based upon a total credit score below 620 involves a higher inherent risk to the landlord and to the property manager. KPPM can offer a lease (with owner approval) in these circumstances by offsetting the monetary risk for the owner and the management company. Applications may still be approved with less than a combined 620 FICO score with an additional risk mitigation fee. A lease mitigation fee is equal to one month's rent. If the lease terms are fulfilled, 100% of the mitigation fee will apply to the last month of rent.

All leases must be signed within 24 hours or can be subject to withdrawal or approving another applicant.

Vacant Homes --- KPPM has a policy that all leases on vacant homes must begin within 21 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.

Occupied Homes --- KPPM will typically advertise a first available date with all of

the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming tenant to be flexible in some cases and in no way can hold KPPM or the owner accountable. We understand the burden this can create and strive to advertise a solid date so incoming tenants can plan accordingly.

Site Un-Seen Application and Approval. It is possible to apply for the home, be approved, and sign a lease agreement without ever seeing one of our homes in person. In such a scenario, we require an incoming approved tenant to sign a Site Un-Seen Addendum to the Lease Agreement.

KEY POINTS TO SUMMARIZE FROM THIS DISCLOSURE:

- 1) The \$45.00 application fee per adult is NON-REFUNDABLE.
- 2) Your application can be cancelled – WITHOUT REFUND – for failing to abide by the above guidelines and terms as stated above.
- 3) You may apply and rent this home Site Un-Seen with certain stipulations.
- 4) All animals must be disclosed on the application and put into the Lease Agreement.
- 7) All ADULT OCCUPANTS must be disclosed on the application.
- 8) School Enrollment concerns are the responsibility of the Applicant.
- 10) Homeowners Association concerns are the responsibility of the Applicant.
- 11) There is NO SMOKING inside any of the homes, basements or garages.
- 12) RLL-Tenant Liability Insurance* is REQUIRED and is obtained through KPPM for \$15.75 per month, per home. You can provide this insurance through another agent, but it must meet or exceed the coverages required.
- 13) Once paid, the security deposit is nonrefundable.
- 14) Approved leases must be signed within 24 hours.

*RLL PDLW provides residents liability insurance to meet the Landlords' \$100,000 property damage liability requirement. RLL provides up to \$15,000 per unit for the impacted residents for their personal property damage/loss as a limit within the \$100,000 per occurrence limit. Included within the \$15,000 are displacement costs and/or living expenses up to \$1,000. Higher personal property limits are also available. All are subject to the per occurrence limit availability.

Additional Coverage to be added (at no additional cost) in the near future:

- Loss of Rent \$2,500 \$150.00 (deductible)
- Pet Damage \$2,500 \$150.00 (deductible)

● Hazmat \$2,500 \$150.00 (deductible)

Cost: \$12.75 per month plus a \$3.00 per month administration fee for a total of **\$15.75 per month**, per home.

The following information is required to be given to the general public anytime a real estate transaction is begun.

MISSOURI - KANSAS BROKER DISCLOSURE

This disclosure is to enable you, a prospective buyer, seller, tenant or landlord of real estate, to make an informed choice BEFORE working with a real estate licensee. Missouri law allows licensees to work for the interest of one or both of the parties to the transaction. The law also allows the licensee to work in a neutral position. How the licensee works depends on the type of brokerage service agreements involved. Since the sale or lease of real estate can involve several licensees it is important that you understand what options are available to you regarding representation and to understand the relationships among the parties to any transaction in which you are involved. Missouri laws require that if you want representation, you must enter into a written agreement. This may or may not require you to pay a commission. You do not need to enter into a written agreement with a transaction broker unless you intend to compensate this licensee. These agreements vary and you may also want to consider an exclusive or nonexclusive type of relationship. If you choose not to be represented by an agent, the licensee working with you may be working for the other party to the transaction.

CHOICES AVAILABLE TO YOU

Seller's or Landlord's Limited Agent-Key Partners Property Management, LLC represents the landlord and is being compensated by the landlord.

Duty to perform the terms of the written agreement made with the seller or landlord, to exercise reasonable skill and care for the seller or landlord, and to promote the interests of the seller or landlord with the utmost good faith, loyalty and fidelity in the sale, lease, or management of property. Information given by the buyer/tenant to a licensee acting as a Seller's or Landlord's Limited Agent will be disclosed to the seller/landlord.

Buyer's or Tenant's Limited Agent - Key Partners Property Management, LLC does not represent the tenant and is not compensated by the tenant.

Duty to perform the terms of the written agreement made with the buyer or tenant, to exercise reasonable skill and care for the buyer or tenant and to promote the interests of the buyer or tenant with the utmost good faith, loyalty and fidelity in the purchase or lease of property. Information given by the seller/landlord to a licensee acting as a Buyer's or Tenant's Limited Agent will be disclosed to the buyer/tenant.

Sub-Agent (Agent of the Agent) Owes the same obligations and responsibilities as the Seller's or Landlord's Limited Agent, or Buyer's or Tenant's Limited Agent.

Disclosed Dual Agent

With the written consent of all parties, represents both the seller and the buyer or the landlord and the tenant. A Disclosed Dual Agent may disclose any information to either party that the licensee gains that is material to the transaction. A dual agent may not disclose information that is considered confidential, such as:

- Buyer/Tenant will pay more than the purchase price or lease rate
- Seller/Landlord will accept less than the asking price or lease rate
- Made Fillable by eForms
- Either party will agree to financing terms other than those offered
- Motivating factors for any person buying, selling or leasing the property
- Terms of any prior offers or counter offers made by any party.

Designated Agent Acts as your specific agent, whether you are a buyer or tenant, or seller or landlord. When the broker makes this appointment, the other real estate licensees in the company do not represent you. There are two exceptions with both resulting in dual agency or transaction brokerage:

1. The agent representing you as a buyer or tenant is also the agent who listed the property you may want to buy or lease.
2. The supervising broker of two designated agents becomes involved in the transaction.

Transaction Broker Does not represent either party, therefore, does not advocate the interest of either party. A transaction broker is responsible for performing the following:

- Protect the confidences of both parties
- Exercise reasonable skill and care
- Present all written offers in a timely manner
- Keep the parties fully informed
- Account for all money and property received
- Assist the parties in complying with the terms and conditions of the contract
- Disclose to each party of the transaction any adverse material facts known by the licensee
- Suggest that the parties obtain expert advice.

A transaction broker shall not disclose:

- Buyer/Tenant will pay more than the purchase or lease price
- Seller/Landlord will accept less than the asking or lease price
- Motivating factors of the parties
- Seller/Buyer will accept financing terms other than those offered.

A transaction broker has no duty to:

- Conduct an independent inspection of, or discover any defects in, the property for the benefit of either party
- Conduct an independent investigation of the buyer's financial condition.

Other Agency Relationships Missouri law does not prohibit written agency agreements which provide for duties exceeding that of a limited agent described in this pamphlet.

This brokerage authorizes the following relationships:

X Designated SELLER'S/LANDLORD's Agent (In Kansas, Supervising Broker acts as a Transaction Broker)

Thanks, Key Partners Property Management, LLC