

Application for Renting a Home

Criteria and/or fees may change from time to time. Please email for application instructions and updated criteria to info@keypartnerspm.com

(Apply, Pay, Submit request for background and credit check)

Step One-Apply: To begin the process of applying for one of our rental listings in Kansas City, READ ALL INSTRUCTIONS and then please click [here](#). After you fill out the application, we will receive notification.

- Each adult must fill out a separate application.
- If something doesn't apply (ie, if you do not need a cosigner) just put NA in the box.
- A spouse is not considered a cosigner.
- If you are not the only adult living in the home we will need two separate applications because the owners require credit and background checks on all adults.
- The minimum income requirement is 3 x the amount of rent.
- Owners make the final decisions on approvals based on credit history, rental history, income and background checks.
- There MUST be different email addresses for each applicant for security and privacy reasons (even if married). Application fees are non-refundable.

Step Two-Pay: Upon completing your application, click 'Save and enter payment'. There you will be able to make a payment for your credit and background check. If you choose the eCheck option, there is only a \$2 charge. Please have your checking account and routing number from your check handy for payment.

Step Three-Rental History: Print and sign the [Request for Rental Information](#) and present this to your prior landlords for completion. This form must be signed and have current contact information from the landlord. Once completed by them, send to us by fax or email. We must have this to get owner approval. This is required for all prior rental history for the past two years.

Step Four-Employment Verification: Upload a copy of your last two pay stubs or the first two pages of the last 2 years tax returns if self-employed to verify income/employment during the application process. If you are a new employee, you can upload a copy of your signed offer letter.

Step Five- Approval: After completing your application we submit the "final" terms to the owner/s for their approval. Once we have it, we will send the lease and you will have a copy in your email. After the lease is executed (signed by all parties) it is a legal document that binds all parties to the lease terms. Once signed, you will be responsible for all rent and other terms in the lease. We cannot stop marketing the home for rent until the lease has been signed and you have paid the deposit.

Please have all parties listed on the lease provide an electronic signature, there will be no need to print or fax any paperwork for the lease. Upon signing the lease, and after owner approval, deposit and/or rent is due.

Step Six-Paying the deposit: Once the lease has been signed and you have received a copy of the signed lease, we will begin processing your account. You will get an email with instructions on how to pay your deposit. Please send us an email at info@keypartnerspm.com to let us know.

Questions about the rental process? Send a quick email to info@keypartnerspm.com

General Information:

We use Aptly to streamline the rental process and make moving in faster and easier. Tied in with TransUnion (a credit reporting agency that safely houses data for approximately 500 million people worldwide), Aptly also gives you the ability to apply for a lease while protecting your personal information. Aptly (AKA TransUnion) will generate your reports without disclosing your personal identification and account numbers, and with a much quicker turnout time. Plus, when you use Aptly your credit score will not be impacted. Unlike when a lender or landlord retrieves your information, Aptly lets you be the one to initiate the request for your own file to be sent and is seen as a 'soft hit' on your credit history.

Deposits, Rent & Fees for Rental Properties

- The refundable security deposit for any of our rental homes is one month's rent. Payment is due at the least signing. Per state law, it cannot be used as your last month's rent payment.
- Your entire first month's rent is due *in full 4-5 business days before your move-in date. Your second month's rent will be pro-rated if you move in after the 1st of the month.
- Rent is late after the first of the month. It takes 3 days to process rent electronically. In your rental account as a renter,
- Any leases less than 12 months will be subject to a \$100 short-term fee.
- Required Property Damage Liability Insurance: All Tenants are required to maintain property damage liability insurance on behalf of the Landlord and Property Manager. Coverage is required in the amount of One Hundred Thousand Dollars (\$100,000.00) for damage to both Landlord's and third parties' property with the provisions covering at least the perils of fire, smoke, explosion, accidental water discharge and sewer backup. Tenants are required to carry Tenant Liability Insurance. Please email us at info@keypartnerspm.com for details.
- Application fees are non-refundable.
- Rush move in fee is \$50. (anything under 4 days between lease signing and move in)
- After Hours Move in: \$50 (Key availability/move-in times are Mon-Friday 9 to 5 pm.) We will have different options available to you for key pick up.
- 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)

Application Processing and Time Frame

Processing an application normally takes between 1-5 business days. You will be contacted immediately upon determination of approval or denial. All adult applicants over the age of 18 must submit a fully completed, dated and signed rental application and have paid the application fee. Proof of all income must be submitted by fax or email, concurrent with your application. Your application will be initiated, and your application fee will be processed, but your application will not be completed or considered complete until we receive proof of income, or can verify income. Your application fee is non-refundable once an application has been initiated.

Cost

If you decide to apply to rent one of our properties, there is a \$55.00 (subject to change) per adult application fee that is non-refundable, and is paid when the application is initiated. Incomplete applications or applications submitted without the proper application fees will not be considered.

The Application

Upon receipt of your rental application and application fee, Applicant states that they have received and reviewed Key Partners Property Management's Rental Acceptance Guidelines, and has had an opportunity to inspect the property. We would encourage you not to apply if you have bad credit not associated with an isolated event such as a foreclosure or medical issue; bad references; have ever been evicted in the past or have a criminal record (except driving citations). Cosigners may be considered on an individual case by case basis once an application has been processed. Cosigners must also apply, and indicate on the application who and for which property they are applying for as a cosigner. Applicant agrees that false, misleading or misrepresented information may result in the application being rejected, or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the Lease Agreement. Applicant understands and agrees that he/she has only applied for tenancy. Other prospective residents may also have applied. This form is not a lease, but an application and offer to lease which may be accepted or rejected by Owner/Management.

Notification

In order to hold the home, once you have been notified of your approval, you must immediately place a lease deposit, equal to at least one month's rent, with Key Partners Property Management. Once your Application is approved and payment of the deposit is paid, your deposit is non-refundable. Due to the high demand for rental homes, we will NOT take the property off the rental market unless you provide the required deposit. If you do not comply with this requirement, we will continue to accept additional Applications, and may rent the home you applied for to someone else immediately.

Applicant understands and agrees the properties are rented in "AS-IS" condition before an application can be accepted, except where there is prior written agreement for maintenance, repair, or other improvements. Any such maintenance, repair, or improvements requested (if any) must be written and included with your application, or agreed to in writing prior to applying for the property. If your maintenance, repair, or improvements are acceptable to Owner/Management, then that agreement will be written in the lease or lease addendum.

ALL LEASE AGREEMENTS SHALL BE IN WRITING, NO VERBAL REPRESENTATIONS SHALL BE ALLOWED OR ACCEPTED.

In the event that Key Partners Property Management shall receive two or more unrelated applications for the same property, the applicant understands the manager will process applications and the owner will select the first applicant that meets ALL of the screening criteria, and the above application requirements and accepts the property in "AS-IS" condition.

Keys will be furnished only after the lease and other rental documents have been properly executed by all parties and only after applicable rents, security deposits, and other fees have been paid. Applicant understands and agrees that he/she has only applied for tenancy. Other prospective residents may also have applied. This form is not a lease, but an application and offer to lease which may be accepted or rejected by Owner/Management. This application is preliminary based upon the current expected availability of the unit, and in no way obligates Owner/Management to execute a lease or deliver possession of the proposed premises.

All initial funds, the first month's rent and security deposit must be paid through <https://kppm.twa.rentmanager.com/>.

ALL Subsequent RENTS or FEES thereafter will be paid via <https://kppm.twa.rentmanager.com/>. Any damages, cleaning, or other fees shall be applied from the security deposit per State Statute. Key Partners Property Management is an Agent for the Owner.

Other Notes:

Pets can be permitted in a property and are determined by the owner. Please check our website or confirm with the leasing agent what pets are acceptable for the property you are applying for. There will be a \$350 pet deposit per pet, *of which \$50 is non refundable. Some properties may require higher pet deposit depending on the number and type of pets. If a higher pet deposit or rent amount is required, you will be notified at the time of the lease offer. Please check with your city for breed restrictions. PUPPIES AND KITTENS LESS THAN 1 YEAR OLD are not allowed. Other pet restrictions may apply and are subject to change at any time. Pet fees are \$20 to \$75 per month (per pet).

Rents quoted are the rental amounts due if paid on time. Tenants are also responsible for all consumables, and all utilities including trash and water (which may be required to be in the owner's name, but which will be billed back to the tenant). Sometimes some of these services are included with HOA associations.

Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Requests for keys earlier must be accompanied with additional pro-rated rent and must have Owners/Managements prior approval.

"We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Sex, Religion, Familial Status (children under 18 in family), Disability, National Origin, Color, Creed, Sexual Orientation, Ancestry, Marital Status, Receipt of Public Assistance, or Age."

Move-In Inspections

Move-in inspections are done at the rental property prior to your move to verify the condition of the property. We will be looking at the general condition of the home, both inside and outside. We take notes of the property before occupancy.

We will also conduct a move-out inspection after you have vacated the property. If the property is in good condition and has been well kept without any problem areas (that weren't noted in the move-in inspection), you will receive a full refund of your deposit. We do our best to coach you on how to get a full refund.

Utilities In your Rental Property

It is your responsibility to notify utility companies upon your move-in date. Key Partners Property Management does not take responsibility for transferring the utilities into your name. Upon move-out, do not disconnect the utilities, simply take them out of your name.

Renter's Insurance

The renter is responsible for insurance to cover the contents of the home. This is available through your insurance agent. Owners require "pet insurance" also. For more information on renter's insurance, see our Renter's FAQs.

Renters Maintenance Responsibilities

It is the renter's responsibility to mow and maintain the lawn unless otherwise stated in your lease agreement. You will also be responsible for changing the furnace filters every three months, changing light bulbs, smoke detector batteries and general day to day maintenance.

Please click [here](#) to start the application process.

Documents

- [Rental History Request](#)
- [MO Kansas Agency Disclosure](#)
- [Tenant Liability Insurance](#)
- [Welcome Letter & Tenant Handbook](#)