

# Eddingham Place Apartments

1501 Eddingham Drive, Lawrence, Kansas 66046  
785-841-5444

# Quail Creek APARTMENTS

2111 Kasold Drive, Lawrence, Kansas 66047  
785-843-4300

## College Hill Properties

1501 Eddingham Dr.  
785-841-5444

## The Oaks Apartments

2357 Ridge Court, Suite 53  
785-830-0888

## Glenview Townhomes

2111 Kasold Dr.  
785-843-4300

## Residential Rental Application

FOR OFFICE USE ONLY: Date _____	Desired Move-In Date _____
Property Address _____	Unit No. _____ Rent \$ _____

**TO THE APPLICANT:** We Sincerely thank you for your application. Please help us promptly process this application by clearly completing all of the required information. Be sure to include a copy of your driver's license. The application fee is \$30.00 per person and an additional \$10.00 per co-signer. Be sure the co-signer's application is notarized.

Date of Application \_\_\_\_\_ Desired Move-in Date \_\_\_\_\_

Type and size of Unit Wanted (No. of Bedrooms, etc.) \_\_\_\_\_

How Did You Hear About Our Property? \_\_\_\_\_

\_\_\_\_\_

PERSONAL INFORMATION		
Applicant's Full Name _____	Telephone _____	
Date of Birth _____	Social Security No. _____	
Driver's License No. & State _____		
Email address _____ May we contact you via email? ____ Yes ____ No		
Full Name of All Other Residents:	Relationship to You	Date of Birth

EHO

## RESIDENCE HISTORY

PRESENT ADDRESS \_\_\_\_\_

Telephone \_\_\_\_\_ At Present Address/Date From: \_\_\_\_\_ To: \_\_\_\_\_

Present Landlord or Mortgage Co: \_\_\_\_\_ Telephone \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_

At Previous Address/Date From: \_\_\_\_\_ To: \_\_\_\_\_

Previous Landlord or Mortgage Co: \_\_\_\_\_ Telephone \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

## EMPLOYMENT HISTORY

PRESENT STATUS:    Employed Full-Time    Part-Time    Not Employed    Retired    Student

PRESENT EMPLOYER: (or most recent) \_\_\_\_\_

Employer's Address \_\_\_\_\_

Telephone \_\_\_\_\_ Dates Employed/From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_

Previous Employer's Address \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_ Dates Employed/From: \_\_\_\_\_ To: \_\_\_\_\_

## BANKING AND CREDIT REFERENCES

BANK NAME & BRANCH \_\_\_\_\_ Telephone \_\_\_\_\_

Checking Account No. \_\_\_\_\_ Savings Account No. \_\_\_\_\_

Loan Account No. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

CREDIT REFERENCE \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Account No. \_\_\_\_\_

OTHER REFERENCE \_\_\_\_\_ Account No. \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

## OTHER INFORMATION

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_

Other Car, Motorcycle, Etc. \_\_\_\_\_

HOW MANY PETS DO YOU OR OTHER OCCUPANTS OWN? \_\_\_\_\_

Kind of Pet, Breed, Weight, and Age \_\_\_\_\_

HAVE YOU EVER: Been sued for non-payment of rent: \_\_\_\_\_

Been evicted or asked to move out? \_\_\_\_\_ Broken a Rental Agreement or Lease? \_\_\_\_\_

Been sued for damage to rental property? \_\_\_\_\_ Declared Bankruptcy? \_\_\_\_\_

Had a judgment placed against you? \_\_\_\_\_

Are you a Felon or Registered Sex Offender? \_\_\_\_\_

Comments/Explanation \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

## AUTHORIZATION

***PLEASE READ CAREFULLY BEFORE SIGNING:***

In considering this application from you, management will rely heavily on the information which you have supplied. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize management to verify any references that you have listed. In addition, you authorize management to obtain a consumer credit report. A credit check will appear on your consumer credit report as an inquiry.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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## TENANT SELECTION POLICY

Screening of Applicant(s) will include a minimum income requirement equal to three (3) 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.

The completion of this application by Tenant and the acceptance of this application by Landlord creates no obligation of Landlord to approve the application.

Landlord complies with all Federal and State laws regarding discrimination and does not discriminate based upon age, sex, race, marital status, religion, national origin, or other prohibited classifications.

## APPLICATION FEE AND SECURITY DEPOSIT

A \$30 non-refundable Application Fee per adult applicant must be paid in advance and the application must be signed before it will be submitted for consideration. If a cosigner is required for an approved application the cosigner will need to fill out an application and pay \$10.00 for processing a credit check.

If the applicant(s) wishes to hold the residence prior to application approval, a Holding Deposit in the amount of one-half (1/2), minimum of \$200, of the required Security Deposit must be paid. Otherwise the premises will remain on the market.

Once the Application is approved, if the property has a hold 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 and the holding deposit will be retained by the Landlord.

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

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: \_\_\_\_\_

# TENANT RELEASE & CONSENT FOR BACKGROUND CHECK

I/We \_\_\_\_\_, the undersigned hereby authorize all people, agencies or companies in the categories listed below to release without liability, information regarding employment, income and/or assets to \_\_\_\_\_ for purposes of verifying information on my/our residential rental application.

## INFORMATION COVERED:

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to: personal identity, employment, income and assets, medical or child care allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my/our eligibility for and continued participation as a Qualified Tenant.

## GROUPS OR INDIVIDUALS THAT MAY BE ASKED:

The groups or individuals that may be asked to release the above information include, but are not limited to:

Past & Present Employers  
Previous Landlords (includes Public Housing Agencies)  
Support & Alimony Providers  
National & Local Credit & Criminal Inquiries  
Banks & Financial Institutions

Welfare Agencies  
State Unemployment Agencies  
Social Security Administration  
Veterans Administration  
Retirement Systems

## CONDITIONS:

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for one year and one month from the date signed. I/We understand I/We have a right to review this file and correct any information that is incorrect.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_