

# Rental Policies & Application Guidelines

Thank you for viewing the rental property. These are the guidelines we use with every application we receive.

**To apply:** visit [www.rentintopeka.com](http://www.rentintopeka.com). If you have any questions, please contact us — phone and email are at the bottom of this page.

## — APPLICATION BASICS

### Meeting basic rental terms

Applicants must be able to meet our basic rental terms, which include the rent and security deposit, the tenancy start date, and the maximum number of residents for this rental.

### We follow fair housing laws

We will fully comply with the federal fair housing laws and will not discriminate on the basis of race, color, national origin, familial status (including age), disability, or sex. We will also follow any state and local laws that forbid additional types of discrimination.

### Complete and truthful applications from all adults

We require a separate application from every adult who will live in the rental. We will reject applications that contain information that we cannot verify or that are incomplete (if a particular item does not apply to you, be sure to write "n/a" on the line so we know that you did not skip it). We will reject applications that list false information and will terminate the tenancy of anyone who has made a materially false statement on the application that we discover after accepting the applicant. The application fee must be paid on every application to process them.

### Applicants' identification

We will need a current photo ID from each adult applicant, such as a driver's license, passport, or military or state identification card. We will need a Social Security number or Individual/Taxpayer's ID number (ITIN) to run a credit check. We will manage this information with care and destroy it when it is no longer needed.

## — OCCUPANCY

### Additional occupants

Only those who have submitted a Rental Application, and any listed minor dependents, may live in the rental. Any proposed additional residents (other than minor children) must go through our application process. Assuming the addition of another resident will not result in overcrowding, we will evaluate proposed additional residents as we do any applicant.

### Occupancy policy

To prevent overcrowding, we will determine the maximum number of residents who may live in a rental, in keeping with our state's fair housing laws and taking into consideration any limiting factors inherent in the building or property. The maximum number of residents for this rental is four people per two-bedroom home or apartment.

## — SCREENING & REFERENCES

### **We contact references, credit sources, and run a credit check**

We will speak with current and prior landlords, current employers, and run a credit check on all applicants who advance to that stage of our application-screening process. Applicants who are first-time renters, or who are self-employed, may supply alternate types of references (see the instructions to our Rental Application). We will conduct the screening ourselves or hire an independent tenant-screening firm. If you have placed a "freeze" on your credit file, it is your responsibility to lift the freeze to enable us to order your credit report. We strongly urge you to access your credit report (you may get a free report once a year) and check for and correct any inaccuracies, before applying for this rental. Each applicant for whom we run a credit check must pay for this check, in advance.

### **Financial responsibility**

We rent to applicants who have a history of financial responsibility. Our primary means of evaluating an applicant's financial history is the credit report. If you have a history of delinquent payments or accounts, unpaid debts, or charge-offs (in which a retailer gives up on collection attempts), we may deny your application. Other standards listed on the application will also be applied.

### **Rental history**

We rent to applicants who have a history of being good tenants, which includes paying rent on time, being considerate of rental property and neighbors, and leaving rental property in good shape when vacating. In addition to the current landlord, we require satisfactory references from at least one prior landlord or the equivalent from first-time renters (such as recommendations from teachers, school transcripts, or letters from neighbors).

### **Tenant-screening firm**

We may contract with a tenant-screening firm, which may report on your credit history, character, reputation, personal characteristics, and personal history (including evictions and criminal convictions). This check may involve any state's Megan's Law database. We require your written consent for this check. More information will be provided to you upon request.

## — INCOME & DEPOSIT

### **Minimum income**

The combined gross monthly income (before deductions) from all applicants ages 18 and over must be three times the monthly rent. We will verify each applicant's income by asking for pay stubs or tax returns for self-employed applicants. Students or others without an income must supply an acceptable cosigner.

### **Cosigners or guarantors**

If the gross monthly income of an applicant is not three times the monthly rent, you are a first-time renter or do not have any credit or credit score, we may, at our option, require a guarantor who lives within the state. The guarantor must submit a separate Rental Application and authorize us to use the screening tools we use for any applicant who intends to live here. We will deduct the guarantor's own housing costs from his or her gross monthly income before we consider the income's sufficiency.

### **Holding deposit**

If your application is accepted, we will ask you for a holding deposit equaling the first month's rent, which we will apply in full to the security deposit when you move in. If you fail to move in after orally accepting our offer or signing a lease or rental agreement, the deposit will be treated as liquidated damages and applied for any damages, including lost rent and costs of re-renting, that we may suffer.

### **Legal status in the United States**

We will ask every applicant for proof that they are legally in the United States, which may be supplied by showing us a current passport, birth certificate, or valid documentation from the United States Citizenship and Immigration Services. We will not rent to people who cannot supply such proof.

## — CRIMINAL BACKGROUND

### Criminal history

We will ask applicants to list any criminal convictions. We will strive to rent to applicants who demonstrate a history of honest, nonviolent behavior, and will not, to the best of our ability, rent to anyone whom we reasonably conclude poses a current, direct threat to persons or property.

### Criminal background check

We will check available databases, including Megan's Law databases, to determine whether applicants have been convicted of a crime. We may hire a criminal background-screening firm to perform this search. This screening will be done subject to restrictions on available data. We do not guarantee that the screening will reflect all criminal history or an applicant's current criminal status. We require your written consent for this check. More information will be provided to you upon request.

## — PROPERTY USE

### Animals

Please check with the rental manager to determine whether the residence you are interested in allows animals. We allow certain animals under the following conditions: Animal registration fee of \$200 (one-time fee) and a two-animal maximum at \$45–\$55 per animal fee per month. We will deny your application if your dog is a breed or hybrid that our insurance company will not accept. A list of unacceptable breeds is available upon request. If your animal causes serious disruption or damages the property, your tenancy may be terminated.

### Smoking

Smoking is not permitted in property, common areas, parking lots or anywhere on the premises. Tenants and their guests must refrain from smoking on or near the rental property. Please be advised that tenants or their guests that smoke in the rental home or anywhere on the premises will be subject to any damage caused by smoking in the residence or building. Examples of this damage are available upon request.

### Residential use only

This rental is for residential use only, subject to any state or local laws that apply.

## Our Selection Process

Applicants are **NOT** accepted on a "first-come, first-served" basis, but on a **best-qualified** basis. We will also note when we have completed our review process.

We will evaluate your application as soon as we can. Usually, the evaluation process takes a few days. We will offer the rental to the most-qualified applicant, and if applicants are equally qualified, we will make an offer to the applicant whose application was received first. We will send written or email notifications to applicants whom we cannot accept.

**Phone** (785) 274-9696 **Email** mgr@rentintopeka.com **Apply** rentintopeka.com **BLUE SKY INVESTMENT PROPERTIES, LLC**