



## Application Procedures & Disclosures

We're happy you've chosen to apply for a home through our firm, and want to assure you that we will do everything in our power to promptly and thoroughly review your application.

Before your application can be accepted, it must be complete and be accompanied by (a) the correct non-refundable application fee, (b) a clear photo ID and (c) income verification as described below. We feel it is important for you to know and understand the guidelines and requirements our owners have established before an application can be approved. They include:

- (1) Income - Applicants must have verifiable income of at least 3 times the anticipated monthly rent. Income must be verified by submission of the most recent paystub available, or letter of employment on company letterhead in the case of new employment. Self employed individuals will need to submit a copy of page 1 and 2 of IRS Form 1040 from the immediate preceding year and the most recent 3 months bank statements. Applicants who are paid on a cash basis cannot be approved for the properties we offer.
- (2) Credit – Credit reports will be obtained on each adult applicant and must prove a general habit of handling debt responsibly during the most recent 3 year period. While occasional slow payments and minor collections will generally not eliminate an applicant, unpaid landlord judgments and outstanding utility collections normally have to be satisfied before we can approve an applicant.
- (3) Rental History – We must verify your residence history for the entire 3 year period preceding the application date. It is absolutely necessary that you list every place you have lived during that 3 year period, including landlord names and phone numbers. We rarely approve an application without references from your current and preceding landlords.
- (4) Court Records – State court records are available for public access. We check every applicant for any civil or criminal activity that has taken place in the court system.

Applications that do not meet the above criteria, or that contain omissions or falsified information will be rejected without further consideration. We try to make a decision on all applications within 24-48 hours, but sometimes additional time is needed when landlord references fail to reply in a timely manner.

Upon approval of your application by the property owner, you will be required to pay a reservation deposit in certified funds within 48 hours. The reservation deposit holds the property exclusively for you until the formal lease agreement is signed, at which time it is applied against the security deposit due. Should you change your mind for any reason and decide not to lease the property, the reservation deposit will be forfeited as the owner has lost valuable marketing time during that period the property was off the market.

By signing below and submitting this application, you affirm that (1) you have received the "Missouri Broker Disclosure Form" and are aware that LATTA Real Estate Services, Inc. and its agents represent the property owner, (2) you have read and fully understand the procedures & disclosures described on this form and (3) the information you provided on the reverse of this application is true, accurate and complete.

Signature \_\_\_\_\_

Signature \_\_\_\_\_



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Each prospective adult resident (other than spouse) must submit a separate application. Application fees are \$35.00 for the first application, and \$25.00 for each additional application.

Application for Occupancy

Notice: all units managed by LATTA Real Estate Services, Inc. are "non-smoking" units - smoking allowed outside only

Desired Move-in Date: Leasing Agent:
Address: Rent: Deposit: How did you hear of this property?
Applicant Full Name SSN#
Marital Status Date of Birth Home Phone # Cellular #
Spouse's Name (if applicable) SSN#
Marital Status Date of Birth Home Phone # Cellular #
Ages of Other Occupants Email Address:
Pets (number, type, weight, neutered/spayed?) Additional Deposit:

Part I - Residence History (minimum 3 years - no omissions)

Current Address City State Zip Rent /MO
From: To: Reason for Leaving Landlord Landlord Phone#
Previous Address City State Zip Rent /MO
From: To: Reason for Leaving Landlord Landlord Phone#
Previous Address City State Zip Rent /MO
From: To: Reason for Leaving Landlord Landlord Phone#

Part II - Employment & References

Applicant Employer How Long Employer Phone#
Employer Address Position Income per
Spouse's Employer How Long Employer Phone#
Employer Address Position Income per
Other Income (indicate source and amount)
Bank Reference Account #
Closest Relative - Applicant Relationship Phone#
Closest Relative - Spouse Relationship Phone#
Vehicle #1 - Year Make License Vehicle #2 - Year Make License

Have you ever been evicted or asked to move by a landlord? If so, provide the address, landlord and reason

Are you currently charged with, or have you ever been convicted of, pled guilty to or been placed on probation for any crime? If so, provide date, jurisdiction and nature of the crime.

Applicant authorizes LATTA Real Estate Services, Inc., & Owner to obtain a credit report, to investigate, verify and share information supplied herein with employers, landlords, creditors & references. Applicant understands and agrees that falsification of any information provided is grounds for denial of this application and/or termination of any future tenancy. Applicant affirms that they have read and fully understand the procedures and disclosures explained on the reverse side of this application, and further acknowledges receipt of a copy of the "Missouri Broker Disclosure Form".

Application Fee (cash,check,money order) \$ Deposit (certified funds) \$

Signature Signature

\*\*\* This application must be signed (front & back) by all applicants, and include legible copies of current pay stubs and photo identification \*\*\*