



# PROPERTIES

RANCE KING PROPERTIES, INC.

## APPLICATION REQUIREMENTS

Welcome to R.K. Properties. Thank you for applying for an apartment through our company.

- 1) A \$35 application fee is a non-refundable processing fee. It is \$35 per person over 18 years of age.
- 2) R.K. Properties does not deny people housing because of age, race, color, ancestry, national origin, religion, sex, financial or marital status, disability, or sexual orientation. We are an equal opportunity housing company.
- 3) We limit the number of persons per apartment to the following:
 

One bedroom .....	3 persons
Two bedrooms .....	5 persons
Three bedrooms .....	7 persons
- 4) You will need to bring in with your signed, completed application:
  - a) Two pieces of ID, with photo on one of the two. Driver's License, or other government issued photo ID Card, and a second piece of ID. Social Security Card is required.
- 5) Completed application. All adult (and emancipated minor) applicants must fill out a rental application. If a line isn't filled in, or the omission explained satisfactorily, we will return it to you. Any fraudulent information will result in automatic rejection. All spaces must be filled out, and all applicants must sign the bottom of the application.
- 6) The collective income of the applicants must be three times the monthly rent. We ask to have copies of your last two paycheck stubs, tax returns, LES statements, AFDC, SSI, or any other proof. At least one year job history, or letter of employment guarantee.
- 7) Positive rental history. Verifiable from unbiased sources, current, and previous landlords. Previous evictions will result in automatic rejection.
- 8) Good Credit Record. Poor credit may result in denial of your application. Bankruptcy must be filed one year prior, discharged, or have good credit history since.

Once your application is handed in, it will take approximately 24-48 hours, Monday-Friday, to process, if all the information given is correct. The credit check fee of \$35 is non-refundable. Your holding deposit is refundable if we deny your application.

Once you are informed that your application has been approved, you must come in with the balance of your deposit, in a cashier's check or money order, within 48 hours, or we will proceed to the next applicant. We can hold an apartment for a maximum of two weeks only. If you need it held longer, we will proceed to the next applicant. If you do not move in and begin paying the rent, or decline the apartment after acceptance, the holding deposit will be applied toward the daily rent of the apartment until the next applicant moves in.

All deposits must be paid in a cashier's check or money order, made out to "R.K. Properties". No cash, please. We do not accept personal checks for move-in moneys. Have all persons come in together to sign all the move-in papers, as keys will be handed out only after all parties have signed and all moneys have been paid.

Thank you! If you have any questions regarding these policies, do not hesitate to call our mainoffice at (719)522-1906

We have read, and agree to, the above terms.

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# RK PROPERTIES

COMMUNITY \_\_\_\_\_ DATE \_\_\_\_\_  
 AGENT \_\_\_\_\_ RENT \$ \_\_\_\_\_  
 W.O.# \_\_\_\_\_

NAME: LAST FIRST MI. (JR., SR.) (\_\_\_\_\_) PHONE NUMBER

SOCIAL SECURITY # DRIVERS LICENSE # Yes / No DOB : \_\_\_\_\_  
 ARE YOU OVER 18

PROSPECTIVE RESIDENTS RELATIONSHIP DOB : SOCIAL SECURITY # Drivers License #

### RESIDENCES

Complex Name Rent \$ Paid  
 PRESENT ADDRESS APT # CITY STATE ZIP Phone Number How Long

Complex Name Rent \$ Paid  
 PREVIOUS ADDRESS APT # CITY STATE ZIP Phone Number How Long

HAVE YOU EVER BEEN DELINQUENT IN PAYMENT OF RENT? YES NO PLEASE EXPLAIN \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED FROM ANY PROPERTY? YES NO PLEASE EXPLAIN \_\_\_\_\_

WHY ARE YOU LEAVING PRESENT RESIDENCE? \_\_\_\_\_

HAVE YOU GIVEN NOTICE YET?? YES NO

### EMPLOYMENT

PRESENT EMPLOYER ADDRESS CITY STATE ZIP Phone Number How Long

SUPERVISOR'S NAME YOUR POSITION WK MO YR GROSS SALARY

PREVIOUS EMPLOYER ADDRESS CITY STATE ZIP Phone Number How Long

SUPERVISOR'S NAME YOUR POSITION WK MO YR GROSS SALARY

ARE YOU RECEIVING CHILD SUPPORT? \_\_\_\_\_ HOW MUCH? \$ \_\_\_\_\_

ARE YOU RECEIVING A PENSION? \_\_\_\_\_ HOW MUCH? \$ \_\_\_\_\_ COMPANY \_\_\_\_\_

OTHER ADDITIONAL INCOME: \$ \_\_\_\_\_ CAN YOU PROVIDE PROOF OF THESE INCOMES? \_\_\_\_\_

**Credit References**

CHECKING ACCT BANK	ADDRESS/BRANCH	PHONE	BRANCH #	ACCOUNT #
CREDIT REFERENCES	ADDRESS	TYPE ACCT.	ACCT. #	
CREDIT REFERENCES	ADDRESS	TYPE ACCT.	ACCT. #	

**Personal References**

NAME	ADDRESS	PHONE #	RELATIONSHIP
NAME	ADDRESS	PHONE #	RELATIONSHIP

**In Case of Emergency**

NAME	ADDRESS
RELATIONSHIP	PHONE #

**Automobiles**

LICENSE #	MAKE	MODEL	YEAR
LICENSE #	MAKE	MODEL	YEAR

Other Vehicles:

**PLEASE NOTE:** EVERY ITEM MUST BE FILLED IN AND COMPLETED IN ENTIRETY. REVIEW YOUR APPLICATION BEFORE YOU TURN IT IN TO THE MANAGER.

THE APPLICANT REPRESENTS THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND HEREBY AUTHORIZES VERIFICATION OF INFORMATION CONCERNING SAID APPLICANT. IT IS UNDERSTOOD THE FEE OF \$\_\_\_\_\_ IS NOT A DEPOSIT AND WILL NOT BE REFUNDED IF APPLICANT IS DECLINED.

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_