



Village-Campus-College Apartments

1210 Cottonwood St.
Emporia, KS 66801
Office: (620) 343-1447
Email: village@hornetresidential.com

CRITERIA FOR RENTAL APPLICATIONS

An applicant may be rejected if rental references reflect:

1. A history of late payments
2. Noise complaints from a previous or current landlord
3. Previous residence left in poor condition.
4. A history of lease violations
5. A history of violation or pet policies
6. A history of living in an unclean habitation

An applicant may be rejected for any one of the following reasons:

1. Felony conviction
2. Any drug conviction
3. Any eviction
4. Abandonment of rental property
5. Damage to previous rental residence
6. A record of bankruptcy
7. A record of judgments and/or account in collections
8. A history of unpaid financial obligations
9. A rent amount that cannot be supported by applicant income
10. Falsification of information on the application form
11. Failure to disclose accurate Social Security numbers
12. Negative credit history, current delinquencies or collections, non-passing credit score of 500 or below

An applicant may need a co-signer for any one of the following reasons:

1. Less than two rental references that are not parents
2. A rent amount that cannot be supported by the applicant's income
3. Less than one year on the job
4. No credit history
5. Employment is by parents
6. A history of unpaid financial obligations
7. Below 600 credit score or negative transactions on score



TENANT SELECTION POLICY

It is our policy to strictly adhere to all fair housing laws under Title VIII of the Civil Rights Act of 1968 as amended by the Housing and Community Development Act of 1974. No Applicant shall be discriminated against or denied housing because of race, color, religion, sex, national origin, familial status or disability.

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

APPLICATION FEE / SECURITY DEPOSIT

1. A **\$30.00 non-refundable application fee per adult** applicant must be paid with the signed Application before it will be submitted for consideration.
EXACT CASH ONLY
2. If Applicant(s) wishes to hold the residence prior to application approval, a Holding Fee in the amount of one-half (1/2) of the rental rate must be paid. This will guarantee the Applicant(s) the premises they desire to rent, when approval is granted and the Lease Agreement is signed. Otherwise, the premises will remain on the market.
2. Once the Application is approved, if a property is held by the payment of 1/2 the rental amount, the Applicant has **three (3) working days** to sign the Lease Agreement and forward all other necessary paperwork. If this is not accomplished, the property will be returned to the market and the Holding Fee will be forfeited.
3. At the time of the Lease Signing, the full amount of the Security Deposit must be paid.
4. 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 _____

RESIDENT APPLICATION

| OFFICE USE ONLY | | | | |
|-----------------|------------------|----------------|----------------|--|
| Leasing Agent | Name of Property | Rental Rate | Move-In Date | |
| Roommate | 1st preference | 2nd preference | 3rd preference | |

PLEASE READ BEFORE COMPLETING THIS APPLICATION: Applicant should answer ALL questions COMPLETELY
 (including where references may be reached Monday - Friday from 8:00 am to 5:00 pm). INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!

| APPLICANT INFORMATION | | | | EMAIL: | |
|--|----------------------|---------------------|------------------|-----------------------------|----------------------|
| LAST NAME | FIRST NAME | MIDDLE | PHONE | BIRTHDATE | SSN |
| SPOUSE'S INFORMATION | | | | EMAIL: | |
| LAST NAME | FIRST NAME | MIDDLE | PHONE | BIRTHDATE | SSN |
| NAMES AND AGES OF CHILDREN | | | | | |
| | | | | | |
| PARENT INFORMATION - For Emergency Purposes | | | | | |
| NAME | | ADDRESS | | | PHONE NUMBER |
| RESIDENTIAL INFORMATION | | | | | |
| CURRENT ADDRESS | | | | | |
| STREET ADDRESS AND APT. NUMBER | | CITY | STATE | ZIP | HOW LONG? FROM TO |
| NAME OF LANDLORD OR MORTGAGE CO. | | ADDRESS--LANDLORD | | PHONE--LANDLORD | RENT PAID |
| PREVIOUS ADDRESS | | | | | |
| STREET ADDRESS AND APT. NUMBER | | CITY | STATE | ZIP | HOW LONG? FROM TO |
| NAME OF LANDLORD OR MORTGAGE CO. | | ADDRESS--LANDLORD | | PHONE--LANDLORD | RENT PAID |
| PREVIOUS ADDRESS | | | | | |
| STREET ADDRESS AND APT. NUMBER | | CITY | STATE | ZIP | HOW LONG? FROM TO |
| NAME OF LANDLORD OR MORTGAGE CO. | | ADDRESS--LANDLORD | | PHONE--LANDLORD | RENT PAID |
| Have you ever refused to pay rent? If so, please explain: | | Ever been evicted? | | Ever convicted of a felony? | |
| APPLICANT'S EMPLOYMENT | | | | | |
| EMPLOYER | ADDRESS | | CITY | STATE | ZIP |
| POSITION | HOW LONG? from to | | MO. INCOME - NET | TELEPHONE # | |
| SPOUSE'S EMPLOYMENT | | | | | |
| EMPLOYER | ADDRESS | | CITY | STATE | ZIP |
| POSITION | HOW LONG? from to | | MO. INCOME - NET | TELEPHONE # | |
| AUTOMOBILE INFORMATION | | | | | |
| Year | Make | | Model | Color | Tag No. |
| Year | Make | | Model | Color | Tag No. |
| SOURCE OF OTHER INCOME | | HOW MUCH PER MONTH? | | DURATION OF INCOME | |
| DRIVER'S LICENSE # | | STATE ISSUED | | EXPIRATION DATE | |

By signing, the applicant releases the management company to conduct an investigative report to determine the eligibility of applicant. This inquiry includes information as to character, credit, and mode of living. This application may be denied as a result of any misrepresentation or insufficient information as a result of an incomplete application. Applicant has the right to make a written request within a reasonable period of time to receive additional information as to the nature and scope of this investigation.

APPLICANT'S SIGNATURE _____ DATE _____

SPOUSE'S SIGNATURE _____ DATE _____

GUARANTOR APPLICATION

THIS APPLICATION IS TO BE FILLED OUT BY THE GUARANTOR ONLY

| OFFICE USE ONLY | | | |
|-----------------|------------------|-------------|--------------|
| Guarantor for: | Name of Property | Rental Rate | Move-In Date |

PLEASE READ BEFORE COMPLETING THIS APPLICATION:

Guarantor should answer all questions completely (including where references may be reached Monday - Friday from 10:00 am to 5:00 pm).
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!

| | | | | | |
|---|---------------------------------------|---------------------------------------|------------------|--------------------|---------------------------------------|
| GUARANTOR INFORMATION | | | EMAIL: | | |
| LAST NAME | FIRST NAME | MIDDLE | PHONE | BIRTHDATE | SSN |
| | | | | | |
| RESIDENTIAL INFORMATION | | | | | |
| CURRENT ADDRESS | | | | | |
| STREET ADDRESS AND APT. NUMBER | | CITY | STATE | ZIP | HOW LONG? FROM TO |
| NAME OF LANDLORD OR MORTGAGE CO. | | ADDRESS--LANDLORD | | PHONE--LANDLORD | RENT PAID |
| PREVIOUS ADDRESS | | | | | |
| STREET ADDRESS AND APT. NUMBER | | CITY | STATE | ZIP | HOW LONG? FROM TO |
| NAME OF LANDLORD OR MORTGAGE CO. | | ADDRESS--LANDLORD | | PHONE--LANDLORD | RENT PAID |
| Have you ever refused to pay rent? _____ Been evicted? _____ Convicted of a felony? _____ If so, please explain: _____ | | | | | |
| | | | | | |
| GUARANTOR EMPLOYMENT | | | | | |
| EMPLOYER | ADDRESS | | CITY | STATE | ZIP |
| POSITION | HOW LONG? FROM TO | | MO. INCOME - NET | TELEPHONE # | |
| PRIOR EMPLOYMENT & POSITION | | HOW LONG? FROM TO | PHONE # | | MO. INCOME - NET |
| SOURCE OF OTHER INCOME | | HOW MUCH PER MONTH? | | DURATION OF INCOME | |
| DRIVER'S LICENSE # | | STATE ISSUED | EXPIRATION DATE | | |

By signing, the Guarantor releases the management company to conduct an investigative report to determine the eligibility of Guarantor. This inquiry includes information as to character, credit and mode of living. This application may be denied as a result of any misrepresentation or insufficient information as a result of an incomplete application. Guarantor has the right to make a written request within a reasonable period of time to receive additional information as to the nature and scope of this investigation.

GUARANTOR'S SIGNATURE _____ **DATE** _____

GUARANTOR AGREEMENT

THIS GUARANTY ("Guaranty") is entered into between landlord, Cornerstone Residential and _____, (Guarantor(s)) an individual(s), is the Guarantor(s) subject to all the terms of this Guaranty. In exchange for this Guaranty, Cornerstone Residential has agreed to consider granting a "Leasing Agreement" to _____ (Lessee(s)) for the residential rental property located at _____ Emporia, KS 66801. Guarantor(s) understand that the Lessee(s) application will not be considered without a Guaranty Agreement and this Guaranty Agreement does not mean the Lessee(s) application will be approved.

If Lessee(s) application is approved, Guarantor(s) unconditionally guarantees **all financial obligations** (including but not limited to the payment of rent, late fees, and damages) under the terms of "Lease Agreement", now or in the future and any extensions, modifications or notations thereof.

The Guarantor(s) waives:

- a. the giving of any notices and the making of any demands including but not limited to notice of nonpayment, protest, notice of protest or other such notice;
- b. diligence Cornerstone Residential in collection of any obligation guaranteed herein.

Guarantor(s) agrees that Cornerstone Residential shall NOT have to exhaust any remedies it may have against Lessee(s); give notice of acceptance of this Guaranty; first initiate suit or foreclose upon any lien or security interest prior to demanding payment under this Guaranty and may at its discretion seek to enforce this Guaranty solely against Guarantor(s).

Guarantor(s) agrees that Cornerstone Residential may change the form of any indebtedness, extend the indebtedness, change the deliveries or payments, or otherwise modify the terms of the Lease Agreement to Lessee(s) all without in any manner affecting Guarantor's liability there under.

This Guaranty shall be valid for the entire term of the Lease Agreement and any extensions or renewals thereof.

No oral agreements or representations shall be binding on either party. This Agreement may only be modified by a written agreement executed by both parties.

This Agreement encompasses the entire agreement.

This Agreement is deemed separable, so that if any sentence, provision or section hereof, or any part thereof, shall be deemed invalid, it shall not be deemed to affect the validity of the remaining provisions thereof.

The validity, interpretation, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the state of Kansas without giving effect to the conflict of law principles thereof. Guarantor(s) consent to personal jurisdiction of the Court in the County in which the above described property is located.

Guarantor Information

Signature

Street Address

City, State, Zip Code

Phone Number

Social Security Number

Financial Information

Employer

Gross Monthly Income

Phone/ Contact Name

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____, _____

Notary Public

My Commission Expires