



240 Levee Dr. Ste. 2
Manhattan, KS 66502
Phone #: 785-320-7977
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Application Process

1. **Statement of Rental** must read, initialed, signed and returned to us via email, fax, or hand delivered to our office.
2. **Online Application Completed**
An online application will be sent to your email for you to fill out and submit to us. \$20.00 per 18 year old must submit an application fee, which can be paid online, hand delivered or mailed to us prior to screening of application.
Screening of Credit history and Criminal background is completed by Advanced Property Management once payment of fee and application online is completed.
3. **2 forms of Rental Verifications**

We check rental verifications with previous landlords. Please provide the following below:

Current Address: _____

Current Landlord: _____ Phone: _____

Previous Address: _____

Previous Landlord: _____ Phone: _____

4. **Proof of Income** submitted using one of these options: LES form, W2 form, Pay stub, ISIS Account activity, Guaranty Letter signed and Notarized, or any other proof of income.
Please submit via email, fax, or hand delivered to our office.

Once these 4 steps are completed, Advanced Property Management will have the facts needed to make the decision to accept or deny your application.

If your application has been accepted, we will offer you the property you have applied for. The next step will be to sign the rental agreement, which you must read, initial each page, sign the last page and return to us (this can be done at our office, via email, or via fax machine). At the time you sign the rental agreement, the Security Deposit equal to one (1) months' rent will be due. The security deposit then holds the property for you until time of Check-in. Check-in will be scheduled at a later date per rental agreement.

Applicant's Initials _____