

Advanced Property Management

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Application Check List

An application is considered a completed application once the following items below are completed and turned in/submitted to Advanced Property Management by all potential tenants applying for the property. The following list of tasks must be completed in order to be considered as a potential tenant of Advanced Property Management:

- Tenant Screening Criteria Form** - Please read, initial, and return to us as soon as possible. (This can be returned to the office by hand, faxed, or emailed)
- Proof of Identification** – Drivers License, State issued photo ID, Military ID, Pass Port.
- Proof of Income** – Please provide us with a Pay Stub, LES form, W2 Form, or KSIS Account activity. (If your income is not great enough to cover expenses of rent alone then we will need you to provide us with a signed Guaranty Agreement from a co-signer)
- Online Application** – Please look for a link in your email inbox and fill out as thoroughly as possible (All persons 18 years or older must fill out an application even if they will not be financially responsible)
- Security Deposit** – The security deposit must be paid in full to hold the property. After your application has been approved, we will stop showing the property until we have a signed lease. Once we have a signed lease we will then, remove the property from the listing market. In the event your application is not approved the security deposit will be returned to you.
 - **Application \$35.00 Fee** – Please provide us with a payment of \$35.00 for all persons 18 years or older **All application fees are nonrefundable.** (This can be paid with a debit or credit card through the Online Application, or with cash, check, or money order to Advanced Property Management directly)

Potential Additional Documentation

- Guaranty Agreement** – If applicable, we can send a Guaranty Agreement to your co-signer for them to complete and return to us as soon as possible

Once these steps are completed, Advanced Property Management will have the information needed to begin the application process.

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) month's 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.