

McGennis Group, LLC
PO Box 106026
Jefferson City MO 65110
(573)635-1722
Fax: (573)636-8411

Dear Applicant:

We take pride in our properties. We actively seek good residents to make their homes with us, and we strive to provide the best service we possibly can while they live in our properties.

We screen our applicants very carefully, and we completely verify information provided to us on the Application for Lease and other sources available to us.

The screening and verification process is used for every applicant the same way – fairly, consistently, and uniformly. We work very diligently to observe both the spirit and the letter of the Fair Housing Laws- not just because they are the law of the land, but also because we sincerely believe, personally as a company, in equal opportunity in fair housing for everyone. An applicant who passes the screening criteria is accepted as a resident; an applicant who does not satisfy the criteria is not.

By making an application for an apartment or home, you acknowledge that these checks and verifications will be done and give your permission for us to do so.

Please fill in your application completely. If you do not provide us with complete information, we will not be able to process the application successfully. If there is any item on the application that you do not understand, please ask for assistance. If there is any additional information that you feel might be of assistance to us in processing your application, please include it on the back of this application or let us know.

We will do our best to process your application quickly and give you an answer within a reasonable period of time.

SECURITY DEPOSIT IS THE SAME AS MONTHLY RENT, WITH A FOUR HUNDRED DOLLAR (\$400) MINIMUM. IF AN APARTMENT/PROPERTY IS HELD AFTER VERIFICATION IS MADE, THE RESERVATION DEPOSIT WILL BE APPLIED TOWARD LANDLORD’S DAMAGES AND WILL NOT BE REFUNDED.

A \$25 APPLICATION FEE (FOR EACH APPLICANT) WILL BE REQUIRED AT THE TIME APPLICATION IS SUBMITTED AS WELL AS A PHOTO ID (DRIVER’S LICENCE, STATE/SCHOOL ISSUED ID OR GOVERNMENT ID).

Please sign and date this letter where indicated, acknowledging the above conditions. Thank you for making an application with McGennis Group LLC; we sincerely hope that you will be a long term resident with us.

Sincerely,

Management

Applicant: _____ Date: _____

Applicant: _____ Date: _____

McGennis Group LLC – Application for Residency

The undersigned applicant(s) hereby applies for and offers to execute a lease as provided by McGennis Group LLC (hereafter Lessor) applicant(s) warrants that the statements contain herein are true.

The purpose of this application is to assist Lessor in deciding whether to rent to applicant(s). Receipt of this application by Lessor does not obligate Lessor to deliver occupancy of any apartment. **Leasing Consultant:** _____
Unit Desired: _____ **Application Date:** _____ **Desired Date of Occupancy:** _____

First Name _____ Last Name _____ Middle Initial (exactly how it appears on your drivers license) _____

Male _____ Female _____

Birth date _____ Social Security Number _____ Gender _____

Married _____ Single _____ Divorce _____ Separated _____

Martial Status _____ Former Last Name (Maiden Name) _____ Email _____

Current Address

Street _____ Apt. Number _____ City _____ State _____ Zip Code _____ County _____
 () () ()

Home Phone _____ Mobile Phone _____ Business Phone _____

Present Landlord/ Mortgager

Apartment Community _____

Phone Number _____
 Years _____ Months _____

Rent _____ Own _____ \$ _____ Monthly Payment _____ Reason for Moving _____ How long have you lived here? _____

Previous Landlord/ Mortgager

Apartment Community _____

Phone Number _____

Rent _____ Own _____ \$ _____ Years _____ Months _____

Rent _____ Own _____ Monthly Payment _____ Reason for Moving _____ How long have you lived here? _____

Employment

()

Current Employer _____ Supervisor _____ Supervisor's Phone _____ Dates of Employment _____

Address _____ City _____ State _____ Zip code _____ County _____

Years _____ Month _____ \$ _____ \$ _____

Your Position/Title _____ How long have you worked here? _____ Gross Monthly Income _____ Additional Income- Child Support, alimony or other income you want to include for qualification. _____

Your Spouse / Co-Applicant

First Name _____ Last Name _____ Middle Initial (exactly how it appears on your drivers license) _____

Birth date _____ Social Security Number _____ Gender Male Female

Married Single Divorce Separated

Martial Status _____ Former Last Name (Maiden Name) _____ Email _____

Current Address

Street _____ Apt. Number _____ City _____ State _____ Zip Code _____ County _____
() () ()

Home Phone _____ Mobile Phone _____ Business Phone _____

Present Landlord/ Mortgager

Apartment Community _____ Phone Number _____
Rent Own \$ _____ Years _____ Months _____
Rent Own Monthly Payment _____ Reason for Moving _____ How long have you lived here? _____

Previous Landlord/ Mortgager

Apartment Community _____ Phone Number _____
Rent Own \$ _____ Years _____ Months _____
Rent Own Monthly Payment _____ Reason for Moving _____ How long have you lived here? _____

Employment

()
Current Employer _____ Supervisor _____ Supervisor's Phone _____ Dates of Employment _____

Address _____ City _____ State _____ Zip code _____ County _____
Years _____ Month _____ \$ _____ \$ _____

Your Position/Title _____ How long have you worked here? _____ Gross Monthly Income _____ Additional Income- Child Support, alimony or other income you want to include for qualification. _____

Pets Yes No _____ What Kind? _____ Weight _____ Breed _____ Age _____
(If you get a pet after you move in you must notify the property manager)

Your Rental / Criminal History

Have you ever been convicted? Yes ___ No ___ Have you ever been sued for property damage? Yes ___ No ___
Have you ever been sued? Yes ___ No ___ Have you ever broken a lease? Yes ___ No ___
Have you ever been convicted or pleaded guilty or no contest for a felony or sex related crime? Yes ___ No ___
Have you ever been convicted of a misdemeanor assault against another person? Yes ___ No ___

Other Occupants (List names of all persons under 18 who will occupy the unit.)

First Name _____ Last Name _____ Relationship _____ Birth date _____

First Name _____ Last Name _____ Relationship _____ Birth date _____

First Name _____ Last Name _____ Relationship _____ Birth date _____

Character References

First Name	Last Name	Middle Initial	Relationship		
Street	Apt. Number	City	State	Zip Code	County
()	()	()	()	()	()
Home Phone Number	Work Phone Number	Cell Phone Number			

First Name	Last Name	Middle Initial	Relationship		
Street	Apt. Number	City	State	Zip Code	County
()	()	()	()	()	()
Home Phone Number	Work Phone Number	Cell Phone Number			

Vehicle Information

Driver's License Number- Yourself	Driver's license Number- Your Spouse / Roommate			
Year	Model/Make of Vehicle	Color	License Number	State
Year	Model/Make of Vehicle	Color	License Number	State
Year	Model/Make of Vehicle	Color	License Number	State

In Case of Emergency, Notify:

First Name	Last Name	Middle Initial	Relationship		
Street	Apt. Number	City	State	Zip Code	County
()	()	()	()	()	()
Home Phone Number	Work Phone Number	Cell Phone Number			

EACH APPLICANT AGREES AND REPRESENTS THAT:

- A. The actual date of possession is subject to vacation of premises by prior tenant, if any, and completion of necessary repairs or remodeling.
- B. The initial payment will be due and payable upon the signing of the lease and will cover the period from the first date of the term through the remainder of the month. Thereafter all rental payments will be due and payable in advance on the **FIRST DAY** of each month.
- C. A deposit of \$_____ is made herewith. If applicant said deposit will be held, without interest, as (partial, full) security for the performance of the covenants of the lease and as damage deposit. The full security deposit will be \$_____. Lessor reserves the right to retain the deposit if, for any reason, prospective Lessee withdraws his/ her application for tenancy.
- D. Applicant(s) hereby authorizes Lessor to procure a "consumer report" as defined in the Fair Credit Reporting Act, 15 U.S.C. 1681 a(d) seeking information on the credit worthiness, credit standing, credit capacity, character, general reputation, mode of living of applicant and personal characteristics, and registers tenant information on rentright.org, contact current and or previous landlords and contact present and past employers. Applicant(s) tenders, in addition to any security deposit, the amount of \$_____ which applicant(s) acknowledges as the cost of procuring a consumer credit report, employment verification, character references and other administration set-up costs. This fee is non-refundable

- E. Applicant(s) is not now renting any residence in a name other than that listed above.
- F. Applicant(s) agrees to sign a one year lease commencing _____, 20 ____ at a rental of \$ _____ monthly in the apartment unit number known as _____.
- G. Until Lessor executes and tenders a lease to applicant(s), Lessor shall have the right to reject this applicant(s) for whatever reason.

Signatures Of Applicant (s):

Signature **Date**

Signature **Date**

(For office use only)

Application Review

A. Employment Verification – Name _____

B. Landlord Report- Name _____

C. Personal References- Name _____

D. Credit Report In
File _____

Name Of Account	Open	HI	Low	Balance	Rated/ Name of account	HI	Low
Balance	Rated						

E. Credit References:
Name _____

Name _____

F. Evaluation:

RENTAL APPLICATION CRITERIA

McGennis Group LLC

Thank you for choosing McGennis Group LLC. Prior to approving an application, we require each applicant to meet certain rental criteria. Before you complete a rental application, we encourage you to review these requirements to determine if you are eligible.

Please note that this is our current Rental Criteria. These current requirements shall not constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect. Additionally are the same, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

All applicants must complete an individual rental application (\$25.00), unless applying as a married couple (Fee \$40.00).

Photo id (Driver's license, state/school issued ID or Government ID will be required at time application is submitted.

Items A through I apply to the resident(s) responsible for paying the rent under the Apartment Lease. Item E applies to all applicants and adult applicants.

- A. **INCOME** - The monthly gross income for all single and married occupants must be two and a half (2 ½) the monthly rent. The monthly gross income of two or more applicants must each be two (2) times the monthly rent. Verification can include pay stubs, written verification from income sources, phone verification by an employer, bank statements from accountants, tax returns. etc.
- B. **RENTAL HISTORY**- Applicant must have a minimum of twelve (12) months satisfactory rental history or proof of home ownership. All previous rental or mortgage references should reflect an account, which was paid as agreed, show no disruptive conduct, no damaged property, state that they would be willing to re-rent to the applicant.
If a first-time renter (or under 21 years of age), McGennis Group LLC will require that you have a co-signer.
- C. **CREDIT HISTORY**- A credit report will be required of each individual twenty-one (21) years of age and older. Credit history must be satisfactory to Property Manager. **Five (5) or more collections that are unpaid will result in automatic denial. Any applicant with a bankruptcy that has not been discharged will automatically be denied.**
- D. **EMPLOYMENT** - Applicant(s) must either be employed preferably for a minimum of 12 months with same employer, a full time student or a retiree.
- E. **OCCUPANCY GUIDELINES** - All residents and occupants must be listed on the lease agreement. An occupancy limit of two (2) persons per bedroom residing in a dwelling unit shall be presumed reasonable. The two (2) person limitations shall not apply to a child or children born to the tenant during the course of the lease. Residents that do have a child or children born during the course of the lease will be required to transfer to another available apartment with more bedrooms within ninety (90) days or the end of the lease term, whichever is the later date. Any occupant over the age of eighteen (18) must complete an application and be added to the lease if approved.
- F. **CO-SIGNERS** - may co- sign for the lease agreement but, must submit a rental application and meet all rental criteria and have an income three (3) times the monthly rent amount. Co-signers must pay an application fee and will not be accepted for an applicant with insufficient credit history.
- G. **INSURANCE POLICY** - Renter is responsible for obtaining renter's insurance; McGennis Group LLC is not responsible for any damage to tenants' personal property.
- H. **FALSE INFORMATION** - Any falsification of information on the application will automatically disqualify the application and all deposits and application monies will be forfeited.

I. CANCELLATION OF APPLICATION – If the applicant finds it necessary to cancel a move-in, the Security Deposit will not be refunded.

This company and this community do not discriminate on the basis of race, color, religion, sex, national origin, handicap or familial status.

I have read and understand the Rental Application Criteria.

Applicant

McGennis Group LLC Representative

Applicant

Date

Applicant

McGennis Group LLC

EMPLOYMENT VERIFICATION

QUESTIONS TO BE COMPLETED BY EMPLOYER. APPLICANT, PLEASE SIGN AND DATE RELEASE ONLY

The following applicant is applying for an apartment at the **McGENNIS GROUP, LLC**. To assist us in evaluating this application, please complete the following questionnaire. Thank you for your cooperation.

Name of Applicant: _____ SS: _____

Present address of applicant: _____

What date was applicant hired? _____

If terminated, the date employment terminated: _____

What position does applicant hold? _____

What is applicant's monthly/yearly wage? _____

Is applicant employed Full time? _____ Part Time _____

If part time, hours per week: _____

Does applicant currently have any garnishments? _____

Date: _____

Employer Name: _____ Phone: _____

Signature: _____ Title: _____

RELEASE

Date: _____

I, _____ hereby give permission for the release of any information requested on this form.

Applicant

Return To: McGennis Group, LLC
P.O. Box 106026
Jefferson City, MO 65110
Phone # (573)635-1722
Fax # (573)636-8411

McGennis Group LLC

LANDLORD VERIFICATION

QUESTIONS TO BE COMPLETED BY LANDLORD. APPLICANT, PLEASE SIGN AND DATE RELEASE ONLY

The following applicant is applying for an apartment at **McGENNIS GROUP, LLC**. To assist us in evaluating this application, please complete the following questionnaire. Thank you for your cooperation.

Name of Applicant: _____ SS. _____

Present Address of Applicant: _____

Occupancy Dates of Above Address: _____

1. Rent Payment

- Is (was) applicant current rent? _____
- Has (Had) applicant ever been late? _____
- If so, how late? _____ How Often? _____

2. Caring For Unit

- Does (Did) the applicant keep the unit clean? _____
- Has (had) the applicant damaged the unit? _____
- Has (had) the Applicant paid for the damage? _____
- Will you (did you) keep any of the security deposit? _____

3. General

- Does (did) the applicant permit persons other than those on the lease to live in unit?

- Has (had) the applicant or family members damaged or vandalized the common areas?

- Does (did) the applicant interfere with the rights and quiet enjoyment of other tenants?

- Has (had) the applicant given you any false information regarding his/her eligibility or acceptability as a tenant?

- Has (had) the applicant given proper notice? _____
- Would you re-rent? _____ Why not? _____

Landlord Name: _____ Date: _____ Phone: _____

Signature: _____ Title: _____

RELEASE

Date: _____

I, _____ hereby give permission for the release of any information requested on this form.

Applicant

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