



1954 NW South Outer Road , Blue Springs, MO 64015
Office (816) 228-3310 Fax (816) 228-3308
Visit us on the web at http://www.lattahomes.com

Each prospective resident over eighteen (18) years of age must submit a separate application and \$30.00 application fee. Each blank field on this application must be completed or marked as N/A (not applicable).

Application for Occupancy

Note: all units managed by LATTA Real Estate Services, Inc. are "non-smoking" units - smoking allowed outside only

Address Applied for: Rent: Base Deposit:
Requested Move-in Date: I viewed inside this property on Agent
How did you hear of this property?
Applicant Full Name SSN# Birthdate
Marital Status Home Phone #: Cellular #:
Ages of Any Minor Occupants Email Address: Any Pets/Animals?:

List Animals that will be at the residence and include a clear photo with the application (additional deposit to be determined)

Animal's Name Breed Sex Age (yrs) Weight (lbs) Neutered/Spayed?
Animal's Name Breed Sex Age (yrs) Weight (lbs) Neutered/Spayed?

Part I - Residence History (minimum 3 years)

Current Address City State Zip Rent /MO
From: To: Reason for Leaving
Property Owner Name: Property Owner Phone#:
Previous Address City State Zip Rent /MO
From: To: Reason for Leaving
Property Owner Name: Property Owner Phone#:
Previous Address City State Zip Rent /MO
From: To: Reason for Leaving
Property Owner Name: Property Owner Phone#:

Part II - Employment & References

Current Employer How Long Employer Phone#:
Current Employer Address Position Income per
Former Employer How Long Position
Other Income (indicate source & amount & provide verification)
Bank Account # Vehicle #1 - Year Make License
Closest Relative Relationship Phone:
Have you ever been evicted or asked to move by a landlord? If so, provide the address, landlord and reason

Are you currently charged with, or have you ever been convicted of, pled guilty to, received SIS or SES, or been placed on probation for any crime?
If so, provide date, jurisdiction and nature of the crime

Applicant authorizes LATTA Real Estate Services, Inc., & Owner to obtain a credit report, to investigate, verify and share information supplied herein with employers, landlords, creditors & references. Applicant understands and agrees that falsification of any information provided is grounds for denial of this application and/or termination of any future tenancy. Applicant affirms that they have read and fully understand the procedures and disclosures explained on the reverse side of this application, and further acknowledges receipt of a copy of the "Missouri Broker Disclosure Form".

Application Fee (cash,check,money order) \$ Base Deposit (certified funds) \$

Applicant Signature Date

\*\*Application must be signed (front & back), and include copies of income verification, photo ID's and pet photos\*\*



## Application Procedures & Disclosures

We're happy you've chosen to apply for a home through our firm, and want to assure you that we will do everything in our power to promptly and thoroughly review your application.

Before your application can be accepted, it must be complete and be accompanied by (a) the correct non-refundable application fee, (b) a clear photo ID of applicant and photo of any animal and (c) income verification. We feel it is important for you to know and understand the guidelines and requirements our owners have established before an application can be approved. They include:

- (1) Income - Applicants must have **verifiable gross income of at least 3 times the anticipated monthly rent**. Income must be supported by submission of the most recent paystub available, or letter of employment on company letterhead in the case of new employment. Self employed individuals will need to submit a copy of page 1 and 2 of IRS Form 1040 from the last 2 years or the most recent 3 month's bank statements. If relying on disability, Social Security or SSI income, a copy of the award letter must be submitted. If relying on child support or alimony, copies of cancelled checks from the payer or evidence of such receipts as deposits shown on recent bank statements must be submitted (court orders do not provide proof that the recipient is receiving child support). **Applicants paid on a cash basis cannot be approved for the properties we offer.**
- (2) Credit – An "in-file" credit report will be obtained from Equifax and must show a general habit of handling debt responsibly during the most recent 3 year period. While occasional slow payments and minor collections will generally not eliminate an applicant, unpaid landlord judgments and outstanding utility collections normally have to be satisfied before we can approve an applicant. **For any application to be considered, Chapter 7 Bankruptcies must be discharged, and Chapter 13 Bankruptcies must have been approved by the court.**
- (3) Rental History – We must verify your residence history for the entire 3 year period preceding the application date. **You must list every place you have lived during that 3-year period, including landlord names and phone numbers.** We rarely approve an application without references from your current and preceding landlords.
- (4) Court Records – State & local court records are available for public access. We check every applicant for any civil or criminal activity that has taken place within the past 10 years.

Applications that do not meet the above criteria might be approved with a higher deposit and/or a requirement that funds be automatically drafted from a checking account each month. Applications that contain omissions or falsified information will be rejected without further consideration. We try to make a decision on all applications within 24-48 hours, but sometimes additional time is needed if your current or prior landlords fail to reply in a timely manner (in those cases we may contact you for assistance).

Upon approval by the property owner, you will be required to pay a reservation deposit within 24 hours after notification of approval. Reservation deposits must be in certified funds, and will hold the property exclusively for you until the formal lease agreement is signed, at which time it is applied against the security deposit due. **Should you change your mind for any reason and decide not to lease the property, the reservation deposit will be forfeited as the owner has lost valuable marketing time during that period the property was off the market.**

*By my signature and submission of this application, I affirm that (1) I have received the "Missouri Broker Disclosure Form" and are aware that LATTA Real Estate Services, Inc. and its agents represent the property owner, (2) I have read and fully understand the procedures & disclosures described on this form and (3) the information provided on this application is true, accurate and complete, and (4) **I have viewed the property with the agent listed on the reverse side hereof.***

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_