

The Bluffs

Application Process

1. Complete the three-day hold agreement for the apartment. You must collect a minimum of \$50 per bedroom to hold the apartment. **Hold fees must be separate from the application fees. Hold fees are non-refundable after the expiration date.** Make a copy of the check(s) and paperclip to the back of the hold agreement with the original check on top. Place everything in a manila folder. Put the folder in the stack-a-file labeled the day of the week the hold expires.
2. Set up the processing checklist. Two-hole punch the checklist and place on the left-hand side of the file. Make sure your holes are aligned and neat.
3. When you accept the application, make sure you complete the applicant screening fee form and have the applicant sign the form. Try your best to use the same form for all roommates. **Application fees must be separate from the hold check.** Application Fees are deposited the day they are received. You cannot accept a fee without an application. Read the application and make sure it is 100% complete. How many occupants are disclosed? Do you have their current landlord address and phone number, plus a two-year history? Did they give their social security number? What type of pet are they disclosing? Is the pet allowed at the community they are requesting to live at? Make a copy of the checks and paperclip to the back of the applicant screening fee form with the original check on top. Place everything in the manila folder that was made up when the hold was taken.
4. If a pet is disclosed on the application, make sure you give the applicant a copy of The Bluffs pet policy (this is the 1-page information sheet).
5. Remember, you cannot assign an apartment. Your manager is the only one who can do this. The applicant may make a request, but until you get approval from the manager, you cannot tell the applicant which apartment they will occupy until your manager assigns the unit.
6. Follow the steps on the processing checklist.

Apartment Reservation Agreement

The Management acknowledges receipt of the sum of \$ _____ as a deposit on this, the _____ day of _____, 20__ as a deposit for holding a _____ Bedroom apartment at: The Buffs Apartment Homes
 Rent Amount: \$ _____ A balance of \$ _____ is due upon lease signing.

As consideration for the sum paid, the Management shall hold the apartment for **THREE (3)** days after the above stated date. **It is the Depositor's obligation to return all necessary papers within THREE (3) business days so that they may be approved before a lease can be signed. If the paperwork is not received in the allotted time, all money paid will be forfeited.**

In the event the Depositor is denied, the deposit shall be returned to the Depositor. **If denied, it may take up to THIRTY (30) days for a refund to be issued.** The \$30 application fee is non-refundable in any event.

If after **FIVE (5)** working days, the Depositor (s) refuses to sign the lease agreement, all money paid will be forfeited. The amount paid will be **FORFEITED** as Management's liquidated damages.

In the event the Lease Agreement is signed and the Lessee refuses to take occupancy, per the Lease Agreement, the deposit and all rents paid shall be **FORFEITED**. In addition, Lessee shall be responsible for all lost rent as a result of the Lessee's refusal to take occupancy.

If parties occupy the premises within **THREE (3)** days after leaving the deposit, the "Three Day Right of Recession" does not apply.

All parties acknowledge that this agreement is not a lease and neither party has lease rights or lease obligations hereunder.

The lease may NOT be signed until the entire deposit is paid. *Referred by Current FMI Resident?* Yes _____ No _____

Management: _____

EXP. Date: _____ @ 5:00

Print Mgmt Name: _____

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Thurs	Fri	Sat	Mon	Tues	Wed	Wed

Depositor(s):

Depositor(s):

Signature _____ Phone Number(s) _____

Signature _____ Phone Number(s) _____

Print Name _____

Print Name _____

Signature _____ Phone Number(s) _____

Signature _____ Phone Number(s) _____

Print Name _____

Print Name _____

<i>For Office Use Only</i>								
Depositor Name	Ck Date	Ck #	Ck Amt					
_____	_____	_____	_____					
_____	_____	_____	_____					
_____	_____	_____	_____					
Names	Move In Date	Apps IN	Co-Sign's IN	Apps OK	Lease Signed	Deposit Paid	Lease Signed	Unit #

Cancel Date: _____ Agent who took call: _____

Cancelled By: _____ Reason: _____

THE BLUFFS APARTMENT HOMES RENTAL APPLICATION

Please return to: THE BLUFFS, 1810 Caroline Ave. ■ Junction City, KS 66044 ■ (785) 238-4409 ■ Fax (785) 238-4437

A THIRTY DOLLAR (\$30) NON-REFUNDABLE APPLICATION FEE IS REQUIRED

Personal Information:

Property: _____

OF BR: _____ Rent: _____

Date: _____

Desired Date of Occupancy: _____

Name: _____

SSN: _____ DOB: _____

Home Phone: (_____) _____

Work Phone: (_____) _____

Email: _____

Pets? _____ Mature Weight: _____

Number of Roommates: _____

Pet over 1 year? YES or NO Pet Age: _____

Name of Roommates: _____

Pet fee and Pet deposit required. **See Pet Rules. Pets not allowed at all locations.**

Marital Status: Married Divorced Single

Maiden Name: _____

In Case of Emergency, Notify: _____

Phone: (_____) _____

Are You a Full or Part Time Student? Yes No

Co-Signer required for all students.

How did you hear about **First Management**? _____ If referred by friend, name of person _____

Vehicle Information: Only 1 parking pass per bedroom – NO EXCEPTIONS!

Driver's License Number _____ Make/Model/Color: _____ Year: _____ Tag #/State: _____

Residence History- Provide two year history:

1) Present Address: _____

Move In/Out Dates: _____

Landlord: _____

Landlord Phone: _____

2) Previous Address: _____

Move In/Out Dates: _____

Landlord: _____

Landlord Phone: _____

Employment/Bank References-Provide two year history:

1) Employer: _____

Phone: _____

Address: _____

Position: _____

Dates Employed: _____

Gross Monthly Income: _____

2) Employer: _____

Phone: _____

Address: _____

Position: _____

Dates Employed: _____

Gross Monthly Income: _____

3) Bank/Branch: _____

Phone: _____

Type of Account: Checking Savings Both

How Long? _____

4) Other Income: _____

Amount: _____

Have You Ever...

Been evicted from tenancy? Yes _____ No _____

Been convicted of a felony? Yes _____ No _____

The above information, to the best of my knowledge, is true and correct. I hereby authorize you to process this application for the purpose of obtaining a Lease Agreement with this property. Additionally, I authorize all corporations, companies, and law enforcement agencies, academic institutions and employers to release information they may have about me and release the landlord, leasing agent, their officers, employees, and agents, and any person so furnishing information, from any and all liability of every nature and kind arising out of the investigation or the furnishing or inspection of such documents, records, and other information. A photographic or faxed copy of this authorization shall be as valid as the original.

Applicant Signature: _____

Date: _____

Approved _____ Not Approved _____ Approved w/ Co-Signer _____

By: _____ Date: _____ Apt# Assigned _____



**The Bluffs Apartment Homes
APPLICANT SCREENING FEE**

Property & Apartment Size

- 1) Applicant agrees to pay a NON-REFUNDABLE application fee of \$30.00 per applicant.
- 2) Applicant hereby grants permission to landlord or any Tenant Screening service contracted by landlord to contact employers, personal references, current and previous landlords as well as permission to obtain a credit report. Landlord will also check criminal background locally and nationally for all applicants.
- 3) Landlord reserves the right not to disclose information obtained to the applicant.

Applicant Signature Date

Applicant Signature Date

Print Name

Print Name

Applicant Signature Date

Applicant Signature Date

Print Name

Print Name

By _____
The Bluffs Apartment Homes

Date

Print Name of Agent

FOR OFFICE USE ONLY

Name	Check #	Amount	Rec'd By