



## RENTAL APPLICATION

Property Shown \_\_\_\_\_ Property Desired \_\_\_\_\_

Move-In Date \_\_\_\_\_ Length of Lease Monthly  6 Months  12 Months

Rent Amount \_\_\_\_\_ Special Terms \_\_\_\_\_

### **Applicant Information** (each applicant must complete separate application unless married)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Maiden or Former \_\_\_\_\_

SSN (Social Security Number) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate# \_\_\_\_\_

### **SPOUSE**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Maiden or Former Names \_\_\_\_\_

SSN (Social Security Number) \_\_\_\_\_ Date of Birth \_\_\_\_\_

### **Pope Properties LLC**

PO Box 99  
Greenwood, MO  
64034

Phone: 816-274-1726

[popepropertiesllc.com](http://popepropertiesllc.com)



Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please list additional occupants:**

Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_ Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_ Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Relationship \_\_\_\_\_ Name \_\_\_\_\_

Number of Pets \_\_\_\_\_ Breed/Age \_\_\_\_\_ Weight \_\_\_\_\_ Male/Female \_\_\_\_\_

**Residential Information** – (Include information for the last 3 years)

PRESENT: Rent  Own  Other  Explain \_\_\_\_\_

Dates There \_\_\_\_\_ Rent Amount \_\_\_\_\_ Mortgage Amount \_\_\_\_\_

Street Address \_\_\_\_\_ Apt \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reason for moving \_\_\_\_\_

Apartment/Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

**Applicant Information** (Please enter again in case pages are seperated)

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Last Name \_\_\_\_\_ First \_\_\_\_\_

### Employment and Income Information

APPLICANT Current Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Date \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Spouse Current Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Start Date \_\_\_\_\_ Monthly Gross Income \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

### Additional Information

Have you ever willingly refused to pay rent? Yes  No

If so, to whom and why? \_\_\_\_\_

Have you ever been evicted? Yes  No

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If so, to whom and why? \_\_\_\_\_

Have you ever been arrested or convicted of a crime? Yes  No

If so, where, when and what was the charge? \_\_\_\_\_

Name of Nearest Relative \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_

Failure to provide complete information, including daytime phone numbers for you and your references, will delay processing. Incomplete applications will not be processed.

This application must be signed by all adults who will occupy the unit before it can be considered by the Landlord. Acceptance of this application, and any security deposit monies deposited herewith, is not binding upon Landlord until approved by Landlord in written lease agreement. All security deposit monies accepted with this application will be held as a reservation deposit to be either returned to the

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applicant at the lease end or credited toward any deposit, which may be required of applicant at the time the rental agreement is executed. If approved and the rental unit is held for applicant for more than 3 days, then the applicant withdraws the application, security deposit monies shall be forfeited to Landlord. A non-refundable screening fee of \$35.00 will be collected to process this application.

Security Deposit \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date \_\_\_\_\_ Amount Still Due \_\_\_\_\_

This inquiry includes information as to your character, general reputation, credit and mode of living. The undersigned represents that the above statements are true, complete and accurate. By your signature below it is hereby acknowledged that as a part of our procedure for processing your application, an investigative consumer and credit report will be prepared whereby information is obtained through interviews with landlords, employers and others with whom you are acquainted, a credit check and criminal background report. You further acknowledge that additional consumer and criminal reports may be prepared in the future to update or review accounts. This application may be disapproved as a result of any misrepresentation or insufficient information as a result of an incomplete application.

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

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **RENTAL CRITERIA**

**MINIMUM AGE REQUIREMENT:** 18 YEARS OLD

**INCOME:** Gross monthly income shall be equal to or greater than three times the monthly rental rate.

This income requirement does not apply to Tax Credit Properties. Additional consideration will be given if applicant is debt free.

**CREDIT HISTORY:** All applications are processed through Certified Tenant Screening. Poor credit references may result in denial of residency. We are primarily considering the last two years credit history.

**EMPLOYMENT HISTORY:** Six months to 1 year on current job. Applicant must demonstrate the ability to meet the income requirements above. Employment references may require copies of recent paycheck stubs.

**RENTAL HISTORY:** Non-family references of former rentals must be verified for the past 2 years. Negative rental history, evictions and/or past judgments will result in denial of residency.

**CRIMINAL HISTORY:** Criminal history or drug related offenses can result in denial of residency.

**PETS:** A \$100.00 non-refundable pet fee is required per pet with a maximum of two pets. Pets must be under 25 pounds or below 15 inches tall fully grown. Pets are prohibited on some properties.

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**MAXIMUM OCCUPANCY PER UNIT SIZE**

2BR-4 Persons

3BR-6 Persons

**APPLICATION FEE:** A \$35.00 application fee per person must be paid prior to processing the application.

Anyone over the age of 18 must fill out an application.

**CO-SIGNERS:** Co-signers will be accepted in the absence of credit or residence history.

**EQUAL OPPORTUNITY HOUSING:** Pope Properties LLC supports its properties in accordance with the FAIR HOUSING ACT AND AMENDMENTS.

Please print applications and fax, mail to the office or email to: [mike@popepropertiesllc.com](mailto:mike@popepropertiesllc.com). Be certain to complete the Property Information at the top of the application so we can consider you for the appropriate property. Please note that we are unable to process applications until the processing fees have been paid. Thank you!

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