

Applicant Qualification Criteria for Renting with

KCPM Property Management

Before filling out an application, please review our list of criteria below. If you feel you meet the criteria please apply because we would be happy to rent to you. If you have any questions, feel free to ask.

1. **APPLICATION**: A completed and signed application from all proposed occupants over the age of 18 must be submitted. ALL LINES MUST BE FILLED IN. Incorrect or misinformation will disqualify you as a prospective renter.
2. **APPLICATION FEE**: A \$20 screening fee in cash, cashier's check or money order for the purpose of running credit and eviction reports is required with each application.
3. **IDENTIFICATION**: You must provide photo identification. We require a photo identification, driver's license or State issued ID card and Social Security card. (Note: Military cards are not accepted.)
4. **OCCUPANCY STANDARD**: In general, our properties have an occupancy maximum of two people per bedroom. There are times when this standard is superseded by City of Mankato Rental policies. Please see leasing manager for the occupancy standard of the specific unit for which you are applying.
5. **CREDIT HISTORY**: You must have a positive credit report that demonstrates a willingness to pay financial obligations in a timely fashion. A negative credit history may disqualify your application. Negative credit history may include, but is not limited to: nonpayment of accounts, bankruptcy, delinquencies, or judgments. You may be approved with a negative credit history with exceptions (examples include additional security deposit or guarantor).
6. **EMPLOYMENT HISTORY/INCOME REQUIREMENTS**: Employment history and sufficient income: We require monthly income of 2.5 times the amount of your monthly rent. Income must be verifiable through pay stubs, employer contact or tax records. All other income, including self-employment must be verified through tax records. College students may be exempted from this requirement with proof of enrollment.
7. **RENTAL HISTORY**: You must have a positive rental history. Negative rental histories may include eviction, lease violations, or nonpayment. You may be approved with a negative rental history with exceptions (examples include additional security deposit or guarantor). Rental history must be verifiable from unbiased sources. If you're related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least two previous landlords, your application may be declined, or we may require a qualified co-signer on your rental agreement. Qualified co-signers must meet all screening criteria.

8. **CRIMINAL HISTORY:** You may be denied if you have a conviction for any type of crime that would be considered a threat to real property or the ability of other residents to peacefully enjoy the premises. If you have concerns about this, please address it at time of application.
9. **SCREENING:** Prospective tenants are screened through Innovative Credit Solutions, PO Box 1440, Lexington, SC 29071. Phone 800.345.2746. Previous and current landlords, employers, and references may also be contacted. Public records may be searched as well.
10. **SECURITY DEPOSIT:** An up-front payment of approximately one month's rent as a security deposit is required by cashier's check or money order when signing a rental contract. Please discuss with leasing manager security deposit for the property you applying for.
11. **PETS:** Please inquire about the pet policy at the specific property for which you are applying.
12. **SMOKE FREE PROPERTIES:** Please inquire about the specific property for which you are applying. Some of our properties are smoke free properties.
13. We will accept the first qualified applicant.

Required Information to Be Submitted With the Application

Please be sure to include the following four (4) items when applying:

1. Completed and signed application.
2. Your application screening fee of \$20 in the form of cash, cashier's check or money order for each applicant over the age of 18.
3. Picture identification (Driver's License, Green Card or Passport)
4. Proof of Income: Current paystubs or an official letter from your employer on company letterhead should be attached to the application. For self-employed, 1099 applicants, your last two years of tax returns are required.

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