



**510 East 17<sup>th</sup>, Suite G  
Hutchinson Kansas 67501  
620-663-4471**

We require 6 months steady employment with the same employer.  
**Tenants are required to purchase and maintain renter's insurance.**  
***Confirmation of utility service connections and renter's insurance  
MUST be turned in at lease signing.***

**Please return with \$25.00 cash or money order (non-refundable application fee)**

**Please Print Legibly**

Property Address \_\_\_\_\_ Property Number \_\_\_\_\_ (Office use only)

Rent \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ (*\$150.00 Non-Refundable*)

Lease Term: 1 year Move in Date \_\_\_\_\_

Name \_\_\_\_\_ Driver's License# and State \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ Social Security# \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

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

How long \_\_\_\_\_ Present Rent \$ \_\_\_\_\_

Present Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Present Employer \_\_\_\_\_ How Long \_\_\_\_\_ Position \_\_\_\_\_

Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Monthly Salary \$ \_\_\_\_\_ Other Income \$ \_\_\_\_\_ Source \_\_\_\_\_

Spouse/Co-tenant \_\_\_\_\_ Driver's License# and State \_\_\_\_\_

Birth Date \_\_\_/\_\_\_/\_\_\_ Age \_\_\_ Social Security# \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

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

How long \_\_\_\_\_ Present Rent \$ \_\_\_\_\_

Present Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Present Employer \_\_\_\_\_ How Long \_\_\_\_\_ Position \_\_\_\_\_

Employer's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Monthly Salary \$ \_\_\_\_\_ Other Income \$ \_\_\_\_\_ Source \_\_\_\_\_

# Of Children ( ) Children's names: \_\_\_\_\_

Pets/Breed/Name \_\_\_\_\_ Do you have a vacuum? \_\_\_\_\_

**Note: Pet(s) will increase the rent as follows: 1 pet = \$25/month 2 pets = \$35/month**

Emergency Contact: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Relationship to you \_\_\_\_\_ Address \_\_\_\_\_

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

Do you have any prior convictions we need to know about?

\_\_\_\_\_

**Application Declarations and Authorization**

**(Each applicant must be named, sign, and date/time this “Declarations and Authorization”)**

**Accurate Information:** You declare that all of your statements on the accompanying application and any supplemental information are correct. If you fail to fully and completely answer any question or give false information, we may reject the application and retain all application fees as liquidated damages for our time and expense. Giving false information is a serious criminal offense.

**Authorization:** You authorize us to verify all information relating to this application through any means, including but not limited to Straight Arrow Screening and any other consumer reporting agencies, public record resources, and other rental housing owners. You further authorize us to furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your lease obligations, including both favorable and unfavorable information about your compliance with any lease, rules, or financial obligations.

In the event that anything contained herein is in conflict with any additional application document, this document will be controlling.

Applicant Name	Applicant Signature	Date/Time
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Applicant Name	Applicant Signature	Date/Time
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How were you referred to us  *Newspaper Ad*  *Agency*  *Friend*  *Word of Mouth*

**Please Read Before Signing**

**I (We)** \_\_\_\_\_ **Agree that:**

1) You have the right to verify all information given on this application and to contact any of my past landlords or references prior to rental, and to release information about me as a tenant to other residential landlords or landlord associations.

2) Should I vacate leaving the property damaged or not clean, damage or cleaning costs will be deducted from my deposit and additional damages over the deposit will be paid by me.

3) Deposit is refunded only if application is rejected by landlord. Landlord will retain deposit for liquidated damages in the event of cancellation by applicant.

In the event the application is approved and the applicant fails or refuses to execute or enter into the contemplated lease, owner shall retain said earnest deposit as liquidated damages to cover the costs of taking and processing this application, as well as the loss of rent by the owner reserving said apartment for the applicant. Both parties acknowledge that these damages are difficult to calculate, but may include commissions for re-leasing and overhead attributable to advertising, bookkeeping and other similar costs. In the event this application is not approved by the owner, for any reason from which the owner is responsible, the lease agreement is not consummated and this deposit shall be returned to the applicant.

**SIGNED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Application Fee Received: \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

Deposit Received \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVED: Windy City Management LLC**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

