

**Thank you for submitting your application to rent an apartment home within our community. You will be contacted within 2 business days regarding the status of your application.**

**Rental Requirements:**

- A complete **check of credit history and criminal background** will be made. A lack of or poor credit history may be cause for denying a rental application OR may result in conditions for approval such as: requiring a security deposit equal to one month's rent AND/OR requiring the applicant to have a cosigner. Judgments, collections or late pays may be required to be paid in full.
- An application will be denied if there is a felonious record with a release date of newer than 7 years or *any* record involving crime against a person.
- The applicant (s) must have verifiable **positive past rental** or mortgage history. This includes no late payments, evictions, foreclosures or lease violations. Balances owed to other rental agencies must be paid. A deposit equal to one month's rent and/or a cosigner or guarantor may be required if there is a lack of, gap in or negative housing history.
- A prospective resident must document and meet the minimum **income requirements**:
  - 1 person must have a gross monthly income of at least 3X the monthly rent
  - 2 persons must have a gross monthly income of at least 3.5X the monthly rent
  - 3 persons must have a gross monthly income of at least 4X the monthly rent

**Lease Terms:**

- Published rental rates are based on a 12 month lease term. Shorter terms may be available at higher rates.

**Age and Verifiable Identity Documents:**

- All occupants regardless of age must be reported. Leaseholders must be 18 years of age, and all persons 18 or over must meet these application guidelines. All occupants must provide a **US government-issued document** stating the right to reside in the US during the term of the lease or have a verifiable social security number.

**Occupancy Limits:**

- 1 person is allowed per studio apartment
- Up to 2 persons are allowed per one-bedroom
- Up to 4 persons are allowed per two-bedroom

**The Application Process:**

- The **\$45.00 application fee is non-refundable** and must be paid before any verification begins. A Security Deposit is required and is non-refundable after 72 hours of approval notification or if applicant fails to occupy or fulfill terms and conditions of signed lease, whichever comes first.
- The application must be **completed entirely** to process it. If we are unable to verify any portion of the application or any falsehood is made, the application may be rejected or denied.
- If the **application is accepted**, you will be notified by telephone or email and will have 24 hours to return our communication and set up a lease signing date and time, or the apartment may be remarketed.
- If the **application is denied**, you will receive an adverse action letter in the mail postmarked within 2 business days of denial.
- All applicants are required to provide a **copy of their driver's license or state ID** and their most **recent pay-stub**, bank statement or previous year's tax return for their resident file.

**Other Policies:**

- Several buildings are **non-smoking** and do not allow smoking within 25 feet. Please ensure you and your guests can comply with this lease stipulation should you choose to reside in one of these designated buildings before submitting the application. If you smoke, it is likely that a security deposit equal to one month's rent will be required to account for nicotine damages.
- Pets: Cats, fish, and properly caged birds are allowed in the apartment. A monthly pet fee and a signed agreement are required for residents to keep **cats** in any apartment. **Pet Dogs are only allowed in buildings that are designated as Dog Friendly and an additional Pet Deposit and Pet Fee is required for pet dogs.**
- The full Security Deposit payment is required at the time of lease signing. The first month's rent (or prorated amount of first month's rent when applicable) is due the day of move in. The security deposit and first month's rent must be paid using our **online payment portal**, which will be established for you at lease signing. All residents are required to participate in our online payment program for rent.
- Resident responsibilities for **utilities vary by community** and building. Utilities must be properly established prior to receiving keys.

At Home Apartments, LLC does not discriminate against tenants or prospective tenants based on race, color, religion, national origin, ancestry, sex, familial status, disability, sexual orientation, or age. These policies comply with the Equal Housing Opportunity Act and Fair Housing Requirements under the Department of Housing and Urban Development.

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