



GRIFFITH & BLAIR
AMERICAN HOME



G & B Property Management, LLC

2222 SW 29th Street | Business (785) 267-8301
Topeka, KS 66611 | Fax (866) 514-0878
www.cbkansas.com | Email: rentals@cbkansas.com

Each Office is Independently Owned and Operated.

RENTAL APPLICATION for property located at _____
(\$35 Non-Refundable Application Fee per applicant/household member over the age of 18) Rent per month _____

Applicant _____ Over 18? Yes No
First Name Middle Initial Last Name

Contact Information _____
Cell &/or Home Phone # email address

Household Members Including Applicant - Total Number _____

Household Member Name(s)	Relationship	Sex	Social Security #	Drivers License #	Date of Birth
	Applicant				

Is there anyone other than those listed on this application whose credit may impact on yours? Yes No
If yes, explain: _____

RESIDENCE HISTORY

Did the people above live together at the residences below? Yes No

A. Present Address _____ Rent Amount _____
From _____ To _____
Present Landlord _____
Name Address City, State, Zip Phone

B. Previous Address _____ Rent Amount _____
From _____ To _____
Present Landlord _____
Name Address City, State, Zip Phone

C. Previous Address _____ Rent Amount _____
From _____ To _____
Present Landlord _____
Name Address City, State, Zip Phone

EMPLOYMENT & INCOME REFERENCES

A. Employed by _____ Phone (____) _____
From _____ To _____ Address _____
Dept. or Position _____ Approx. Net Monthly Income _____

B. Other Income (list) _____

BANK REFERENCES

1. _____ Checking Savings Other
Bank / Credit Union Name

CHARACTER REFERENCES

1. _____
Name Address Phone

2. _____
Name Address Phone

OTHER INFORMATION

Number of Vehicles: (Include Company Cars) _____

- 1. _____

Year, Make & Model	Color	License # & Expiration
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- 2. _____

Year, Make & Model	Color	License # & Expiration
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Number of Pets: _____

Description	Size	Weight

Are Any Physical Modifications Needed: Yes No
Please explain what is needed, who will perform & who will pay? _____

Do you have a waterbed? Yes No **Do you use tobacco?** Yes No

Have you ever been convicted of a crime or have charges pending, filed for bankruptcy, sued for nonpayment of rent or damage to property, or been evicted? Yes No Please explain, giving charges, city, state and year. _____

In Case of Emergency, Notify: _____

Name	Address	Phone
In the event of serious illness or death, is this person authorized to remove and/or store all contents and possessions found in the dwelling, storage rooms, common areas, vehicles, and mailboxes? <input type="checkbox"/> Yes <input type="checkbox"/> No		

CERTIFICATION & RELEASE (valid for 120 days from signature): I certify that the above is true to the best of my knowledge and that I am the person who will reside in the residence. Any information found to be false shall be reason for denial, and the application fee shall be retained. If information is found to be false after move in, residency shall be terminated at the landlord's discretion.

By signing below, I grant permission to the owner/manager/APTS. INC (Screening Company)/and or agents thereof to obtain credit reports, criminal records, eviction and skip history and ALL information necessary to verify the information given on this application. Additionally, I authorize all corporations, companies and law enforcement agencies, academic institutions and current and former employers to release information pertaining to me and release them from any liability and responsibility from doing so. A photographic, scanned/emailed or faxed copy of this authorization shall be as valid as the original.

Signature _____ Date _____

Signature _____ Date _____

PLEASE REMEMBER TO INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

\$35 Money order, Cashier's Check or Credit Card (additional \$2 processing fee applies) Per Applicant/Household Member over the Age of 18

Copies of Valid Driver's License or Current Photo ID

2 Most Recent Pay Stubs from Permanent Employment (not temporary or probationary)

Pictures of All Approved Pets

Signed **Rental and Screening Criteria** Form

RENTAL & SCREENING CRITERIA

(must be signed and returned with application)

No person shall be denied the opportunity to apply for available housing or to rent or lease any suitable dwelling if he/she has been determined to be eligible. Griffith and Blair Property Management (**GBPM**) shall not discriminate on the basis of race, creed, color, sex, disability, familial status or national origin in leasing or other disposition of housing or related facilities including in any developments under our management.

Applications are processed in the order received in the GBPM office. All applicants are judged by the same standards on a first-come-first-served basis. Applicants will be informed of their approval, denial or need for additional information within **72** business hours from the start of the applications process. The start of the application process begins when **all** required documents and funds are delivered to GBPM at 2222 SW 29th Street, Topeka, KS, 66611.

If qualified to lease a property, the lease must be signed within **48** hours and must be effective within 2 weeks of approval, unless otherwise agreed upon. The Security Deposit is payable to **GBPM** by Money Order, Cashier's Check or Credit Card (additional processing fee applies) **only**, and must be submitted to our Property Management office at 2222 SW 29th Street, Topeka, KS, 66611, at the time of signing the lease unless otherwise agreed upon.

IDENTIFICATION

Applicants must provide photo identification issued by a local, state or federal government agency. Examples of acceptable forms of identification are driver's license, military ID, Permanent Resident Card (green card), current employer photo ID, current school ID.

INCOME AND EMPLOYMENT VERIFICATION

All applicants must have combined verifiable income of three times (or more) the gross monthly rent and must submit the two most recent pay stubs. Applicant's employment history should reflect at least six months with either the same employer, in the same profession, or show proof of student or military status. Self-employed applicants must submit the two most recent tax returns.

RESIDENCE HISTORY

Applicants must provide the name, address, phone and dates of tenancy for the previous three years, regardless of state or country. Reports from previous landlords must be good or positive. Negative reports regarding timeliness of rental payments, condition of the property, money owed and not paid, or other breeches of a rental agreement are grounds for denial of an application. Rental history must be verified from a landlord or landlord's representative, not a family member. Military base housing qualifies for rental history.

CREDIT REQUIREMENTS

GBPM obtains a report from a credit-reporting agency. The following may be grounds for denial of an application: payments past due 60 or more days in the past 24 months; filing for bankruptcy or foreclosure within the past 18 months; evictions for cause or skip history in the past 6 years; outstanding debt to a property management company or landlord; judgments and collections. Any bankruptcy must have been discharged at least one year from the date of application, and subsequent credit history must be near perfect.

CRIMINAL BACKGROUND CHECK

An application will be denied for any citations or convictions in the last 7 years for crimes including, **but not limited to**, theft by check; sale, possession or manufacture of drugs; domestic violence, kidnapping, prostitution, rape, assault, child molestation, or stalking; aggravated assault, burglary or robbery; manslaughter, murder, terrorism; illegal resident status; organized crime; or dangerous dogs.

PETS

Certain owners do not permit pets at all, and pet policies and deposits vary from home to home. Applicants with pets should inquire about the policy and deposit for the home for which he/she is applying. Pet ownership must comply with City or County Codes. Tenants will be evicted for failure to clean up after their pets, misrepresenting the breed of their dog or for the possession of dangerous, exotic, wild or illegal animals or endangered species.

Applicants must submit a photo of each pet with the application.

The following breeds of dog are not allowed unless special permission or consideration has been granted: Staffordshire Terrier (aka pit bulls), Doberman Pincher, Rottweiler, Akita, Chow, Tosu Inu, Presa Canario. Dogo Argentino, Ban Dog, Malamute. Livestock, poultry, ferrets, reptiles and rodents are not allowed. Fish tanks and aquariums must be 10 gallons or smaller. Birds must be confined to cages at all times.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF RENTAL AND SCREENING CRITERIA

I acknowledge the opportunity to review the landlord’s Rental and Screening Criteria which includes factors such as my/our criminal, credit and rental history and income. If applicants do not meet the criteria or provide false, misleading or incomplete information, the application will be denied and the application fees will not be refunded.

Signature _____ Date _____

Signature _____ Date _____

RENTAL APPLICATION ADDITIONAL INFORMATION:

Please provide any additional information or documentation that you believe may be important in determining the status or acceptance of your application.
