

QUALIFICATION LIST OF ITEMS NEEDED TO RENT A PROPERTY MANAGED BY PENNER PROPERTY MANAGEMENT (PPM)

EVERY PERSON HAS THE RIGHT TO COMPLETE AN APPLICATION REGARDLESS OF QUALIFICATION STATUS

The following criteria is a basis of which PPM refers to when reviewing applications. Please note that the home will continue to be shown until your application has been approved and full security deposit has been paid to secure the property. Multiple applications may be accepted and processed. All parties over the age of 18 must apply and qualify.

- Two months of most recent pay-check stubs, if self employed, then two months of most recent bank statements showing sufficient funds to rent the property.
- Current and prior rental/mortgage history. Past evictions or foreclosures could be grounds for denial.
- Satisfactory credit. Delinquent accounts are taken into consideration regardless of credit score. Medical bills and student loans are the only derogatory items we do not count.
- Satisfactory criminal history.
- Two Forms of I.D.- The first form must be a valid State ID. The second form can be one of three items; social security card (preferred), birth certificate, or a passport.
- Photo of pets if applicable- management may request verification from the veterinarian.

THERE IS AN APPLICATION PROCESSING FEE OF \$50 PER ADULT APPLICANT OVER THE AGE 18 YEARS OLD. ALL PROCESSING FEES ARE NON-REFUNDABLE AND DUE IN CERTIFIED FUNDS SUCH AS MONEY ORDER OR CASHIERS CHECK. CASH IS NEVER ACCEPTED. EACH APPLICANT MUST HAVE A VALID STATE OR FEDERAL ID, SOCIAL SECURITY NUMBER OR FEDERAL ITIN . NO UNIT WILL BE HELD FOR MORE THAN 14 DAYS FROM DATE OF APPROVAL, UNLESS OTHERWISE AGREED. THE FULL DEPOSIT MUST BE RECEIVED TO TAKE A PROPERTY OFF THE MARKET UNLESS OTHERWISE AGREED.

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date



MISSOURI BROKER DISCLOSURE FORM



This disclosure is to enable you, a prospective buyer, seller, tenant or landlord of real estate, to make an informed choice BEFORE working with a real estate licensee.

Missouri law allows licensees to work for the interest of one or both of the parties to the transaction. The law also allows the licensee to work in a neutral position. How the licensee works depends on the type of brokerage service agreements involved. Since the sale or lease of real estate can involve several licensees, it is important that you understand what options are available to you regarding representation and to understand the relationships among the parties to any transaction in which you are involved.

Missouri laws require that if you want representation, you must enter into a written agreement. This may or may not require you to pay a commission. You do not need to enter into a written agreement with a transaction broker unless you intend to compensate this licensee. These agreements vary and you may also want to consider an exclusive or nonexclusive type of relationship.

If you choose not to be represented by an agent, the licensee working with you may be working for the other party to the transaction.

Prescribed by the Missouri Real Estate Commission as of January, 2005

Other Agency Relationships

Missouri law does not prohibit written agency agreements which provide for duties exceeding that of a limited agent described in this pamphlet.

This brokerage authorizes the following relationships:

- Seller's Limited Agent
- Landlord's Limited Agent
- Buyer's Limited Agent
- Tenant's Limited Agent
- Sub-Agent
- Disclosed Dual Agent
- Designated Agent
- Transaction Broker
- Other Agency Relationship

Broker or Entity Name and Address

Pennar Property Management, LLC
203 NW Executive Way
Lees Summit, MO 64063

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CHOICES AVAILABLE TO YOU IN MISSOURI

Seller's or Landlord's Limited Agent

Duty to perform the terms of the written agreement made with the seller or landlord, to exercise reasonable skill and care for the seller or landlord, and to promote the interests of the seller or landlord with the utmost good faith, loyalty and fidelity in the sale, lease, or management of property.

Information given by the buyer/tenant to a licensee acting as a Seller's or Landlord's Limited Agent will be disclosed to the seller/landlord.

Buyer's or Tenant's Limited Agent

Duty to perform the terms of the written agreement made with the buyer or tenant, to exercise reasonable skill and care for the buyer or tenant and to promote the interests of the buyer or tenant with the utmost good faith, loyalty and fidelity in the purchase or lease of property.

Information given by the seller/landlord to a licensee acting as a Buyer's or Tenant's Limited Agent will be disclosed to the buyer/tenant.

Sub-Agent (Agent of the Agent)

Owes the same obligations and responsibilities as the Seller's or Landlord's Limited Agent, or Buyer's or Tenant's Limited Agent.

Disclosed Dual Agent

With the written consent of all parties, represents both the seller and the buyer or the landlord and the tenant.

A Disclosed Dual Agent may disclose any information to either party that the licensee gains that is material to the transaction.

A dual agent may not disclose information that is considered confidential, such as:

- Buyer/Tenant will pay more than the purchase price or lease rate
- Seller/Landlord will accept less than the asking price or lease rate
- Either party will agree to financing terms other than those offered
- Motivating factors for any person buying, selling or leasing the property
- Terms of any prior offers or counter offers made by any party.

Designated Agent

Acts as your specific agent, whether you are a buyer or tenant, or seller or landlord. When the broker makes this appointment, the other real estate licensees in the company do not represent you.

There are two exceptions with both resulting in dual agency:

1. The agent representing you as a buyer or tenant is also the agent who listed the property you may want to buy or lease.
2. The supervising broker of two designated agents becomes involved in the transaction.

Transaction Broker

Does not represent either party, therefore, does not advocate the interest of either party.

A transaction broker is responsible for performing the following:

- Protect the confidences of both parties
- Exercise reasonable skill and care
- Present all written offers in a timely manner
- Keep the parties fully informed
- Account for all money and property received
- Assist the parties in complying with the terms and conditions of the contract
- Disclose to each party of the transaction any adverse material facts known by the licensee
- Suggest that the parties obtain expert advice.

A transaction broker shall not disclose:

- Buyer/Tenant will pay more than the purchase or lease price
- Seller/Landlord will accept less than the asking or lease price
- Motivating factors of the parties
- Seller/Buyer will accept financing terms other than those offered.

A transaction broker has no duty to:

- conduct an independent inspection of, or discover any defects in, the property for the benefit of either party
- conduct an independent investigation of the buyer's financial condition.

PENNER PROPERTY MANAGEMENT LLC
203 NW EXECUTIVE WAY LEES SUMMIT, MO 64063 | O:816.400.8380

AUTHORIZATION & CONSENT FOR RELEASE OF INFORMATION- PLEASE READ CAREFULLY

Penner Property Management LLC will run a background check which will include, but is not limited to, credit report, criminal record, employment verification, rental/mortgage verification. By signing below, you authorize us to do so as well as contact any of the above sources for verification purposes. **It is important that the information on the application be accurate and complete.**

This application is made for the purpose of procuring rental of the following premises _____ and for the credit check and clearance. It is further understood that any and all background checks will be sourced to a third party. By signing below, you understand and agree the report and a portion of the verification will be issued by AmRent PO Box 3027 Pittsburgh, PA 15230. Their contact number is 888-898-6196. In addition, I hereby authorize the release of any record of criminal history pertaining to me. Should your application to rent be declined, you will receive a written notice of Adverse Action stating the reason. **Should the reason be due to credit issues, you will need to notify the credit agency directly to obtain a copy of your credit report free of charge within 60 days, not AmRent.** There are three (3) different reporting agencies and contact information of agencies will be included on said notice.

Everything I have stated in this application is believed to be true to the best of my knowledge and I understand Penner Property Management LLC will retain this application regardless of approval/denial. Should any of my information change during my tenancy, I agree to immediately notify Penner Property Management LLC of all changes.

I acknowledge and agree that all information obtained during the processing of this application, may be shared directly with the Landlord.

Your signature on this form indicates that you have read, understand and agree to all terms. If you do not understand, please seek legal advice prior to paying the application fee or security deposits.

Applicant Signature Date

Applicant Signature Date

Applicants Signature Date

Applicants Signature Date

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RENTAL APPLICATION

The \$50 application fee, per adult applicant (any occupant 18 years or older), is non-refundable and payable via certified funds at the time of submitting your application for the following address: _____

To ensure prompt response, please fill out all required information. **Incomplete applications will not be processed.** Application process takes approximately 2-3 business days. During that time period, you may be notified if more information is needed or for approval or denial of the application.

Applicants are fully aware the multiple applications may come in and be reviewed. The Landlord reserves the right to seek the most qualified applicant.

Upon approval, the security deposit will be due immediately to secure the premises. All move in charges/fees are due either by the online portal or by certified funds, no personal checks will be accepted for initial move in fees. **Once the security deposit has been paid, that will hold the property for applicant for no longer than two (2) weeks, beginning on date of approval.** Should the applicant decide to no longer rent the premises after the deposit has been paid and a hold has been placed on the property, applicant will be liable for pro-rated expenses for time off the market. Landlord reserves the right to charge additional deposits and/or pet fees due to background check results.

Pets may be considered on a case by case basis unless otherwise permitted by law. Final approval of pets are required by the Landlord and any advertisement that states "pets considered" shall not be deemed as automatic approval of pets. Pet fees are non-refundable and are not considered to be a deposit.

Proof of renters insurance is required prior to receiving possession of the premises with Landlord and Penner Property Management LLC listed as additional interest and a minimum of \$100,000 liability coverage is required.

AGENCY DISCLOSURE: Penner Property Management LLC is the agent for the Landlord under a separate management agreement. As for the owner, we have a fiduciary duty and obligation of trust and loyalty to work in the Landlord's best interest. As Licensed Realtors we will treat all parties to this transaction honestly and fairly at all times.

Applicants Initials

RENTAL APPLICATION



Application is not complete until page 4 is signed. Unless this application is initialed on each page it will not be processed. (If more than two persons are applying, use additional applications.)

REQUIRED TO SUBMIT:
(Cash, MO, CC)
Application (Non-Refundable)
Fee \$ _____
Deposit to Hold \$ _____
Act. Received \$ _____

PROPERTY ADDRESS _____

CITY, STATE, ZIP _____

MOVE-IN DATE _____

(NON-REFUNDABLE) APPLICATION FEE \$ _____ RENT \$ _____ SECURITY DEPOSIT \$ _____

PET DEPOSIT \$ _____ (NON-REFUNDABLE) PROCESSING FEE \$ _____

KEY DEPOSIT \$ _____ CLEANING FEE \$ _____ OTHER \$ _____

EVIDENCE BY: CASH _____ CHECK _____ CASHIER'S CHECK _____ MONEY ORDER _____

APPLICANT: _____

HOME PHONE # _____ OTHER PHONE _____

EMAIL _____ SSN# _____

DL# _____ STATE _____ BIRTH DATE _____

CURRENT ADDRESS: _____

CITY, STATE, ZIP _____

LANDLORD NAME / MORTGAGE HOLDER: _____ PAYMENT: _____

PHONE # _____ HOW LONG? _____ (PLEASE CHECK ONE) OWNED OR RENT

REASON FOR LEAVING _____

PRIOR STREET ADDRESS: _____

CITY, STATE, ZIP _____

LANDLORD NAME / MORTGAGE HOLDER: _____

PHONE # _____ HOW LONG? _____ (PLEASE CHECK ONE) OWNED OR RENT

REASON FOR LEAVING _____

CURRENT EMPLOYER: _____

HOW LONG? _____ EMPLOYED AS _____

ADDRESS: _____

CITY, STATE, ZIP _____

PHONE # _____ TAX# _____

Rental Application Rev. _____ Page 1 of 4 Applicants Initials: [_____] [_____]

SALARY: \$ _____ PER/MO SUPERVISOR: _____
 OTHER INCOME: SOURCE _____ AMOUNT: \$ _____
 PRIOR EMPLOYER (IF LESS THAN 3 YEARS): _____ PHONE # _____
 HOW LONG? _____ EMPLOYED AS _____
 SALARY: \$ _____ PER/MO SUPERVISOR: _____
 CREDIT REFERENCES: BANK _____ ACCT # _____
 ADDRESS _____
 CO-APPLICANT: _____
 SSN # _____ DL# _____ STATE _____ BIRTH DATE _____
 PHONE # _____ EMAIL _____
 CURRENT ADDRESS: _____
 CITY, STATE, ZIP _____
 LANDLORD NAME / MORTGAGE HOLDER: _____ PAYMENT: _____
 PHONE # _____ HOW LONG? _____ (PLEASE CHECK ONE) OWNED OR RENT
 PRIOR EMPLOYER ADDRESS: _____
 CITY, STATE, ZIP _____
 LANDLORD NAME / MORTGAGE HOLDER: _____
 PHONE # _____ HOW LONG? _____ (PLEASE CHECK ONE) OWNED OR RENT
 REASON FOR LEAVING _____
 CURRENT EMPLOYER: _____
 HOW LONG? _____ EMPLOYED AS _____
 ADDRESS: _____
 CITY, STATE, ZIP _____
 PHONE # _____ FAX# _____
 SALARY: \$ _____ PER/MO SUPERVISOR: _____
 OTHER INCOME: SOURCE _____
 AMOUNT: \$ _____
 PRIOR EMPLOYER (IF LESS THAN 3 YEARS): _____ PHONE # _____
 HOW LONG? _____ EMPLOYED AS _____
 SALARY: \$ _____ PER/MO SUPERVISOR: _____

~~CRUISE TRAVEL~~ BANK _____ ACCT# _____

ADDRESS _____

XX

AUTOMOBILES:

MAKE _____ MODEL _____ LIC# _____ STATE _____ YR _____ COLOR _____

MAKE _____ MODEL _____ LIC# _____ STATE _____ YR _____ COLOR _____

MAKE _____ MODEL _____ LIC# _____ STATE _____ YR _____ COLOR _____

XX

IN ADDITION TO APPLICANT(S), OTHER PERSONS TO BE AT PREMISES:

NAME	RELATIONSHIP	AGE	OCCUPATION

PETS? (Y/N) _____ HOW MANY? Cats _____ Dogs _____ Other _____

Name	Cat or Dog?	Breed	Weight	Spayed or Neutered?

If Other, please explain

HAS ANY APPLICANT EVER FILED BANKRUPTCY? _____ GIVE DETAILS _____

HAS ANY APPLICANT EVER BEEN EVICTED? _____ EXPLAIN _____

HAS ANY APPLICANT EVER WILLFULLY REFUSED TO PAY RENT WHEN DUE? _____ EXPLAIN _____

HAS ANY APPLICANT OR OCCUPANT EVER BEEN CONVICTED OF A GROSS MISDEMEANOR OR FELONY?

YES OR NO IF YES PLEASE EXPLAIN _____

HOW LONG DOES APPLICANT PLAN TO LIVE HERE? DOES APPLICANT PLAN TO USE LIQUID FILLED FURNITURE? TYPE DOES ANYTHING IN THIS HOUSING IS SHARED WITH APPLICANT IN CASE OF EMERGENCY PERSON TO NOTIFY RELATIONSHIP PHONE # THE APPLICANT IN CASE OF EMERGENCY PERSON TO NOTIFY RELATIONSHIP PHONE #

DISCLOSURE
DEMAND FOR CREDIBILITY RECORD SIGNING

1. APPLICANT UNDERSTANDS THAT Pratt Property Management, LLC IS THE LEASING AGENT AND REPRESENTATIVE FOR THE LANDLORD OF THE PREMISES LOCATED AT A MONTHLY RENT OF \$.....
2. APPLICANT DECLARES THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT, AND APPLICANT AUTHORIZES AN EMPLOYMENT CHECK, CRIMINAL RECORDS CHECK, CREDIT CHECK, VERIFICATION OF REFERENCES AND CURRENT AND PREVIOUS LANDLORDS.
3. APPLICANT HEREBY PAYS \$..... AS A NON-REFUNDABLE APPLICATION FEE AND \$..... AS HOLDING DEPOSIT. IF APPLICANT IS DECLINED, HOLDING DEPOSIT SHALL BE REFUNDED WITHIN BUSINESS DAYS. IF, AFTER APPROVAL, APPLICANT DECIDES NOT TO FULFILL THIS AGREEMENT BY COMPLETING LEASE AND PAYING FIRST MONTHS RENT AND REMAINING SECURITY DEPOSIT, HOLDING DEPOSIT SHALL BE RETAINED BY LANDLORD TO COVER ADMINISTRATIVE EXPENSES.
4. APPLICANT AGREES TO EXECUTE A RENTAL AGREEMENT BEFORE POSSESSION IS GIVEN AND TO PAY THE RENT AND SECURITY DEPOSIT WITHIN BUSINESS DAYS AFTER BEING NOTIFIED OF ACCEPTANCE OF THIS APPLICANT.
5. LANDLORD AND AGENT WILL NOT BE BOUND BY ANY REPRESENTATIONS, AGREEMENTS OR PROMISES, WRITTEN OR ORAL, MADE BY LANDLORD OR AGENT UNLESS CONTAINED IN THE RENTAL AGREEMENT SIGNED BY LANDLORD OR LANDLORD'S AGENT.
6. APPLICANT DOES HEREBY RELEASE LANDLORD, AGENT AND THIS COMPANY FROM ANY AND ALL DAMAGES OR LIABILITIES WHICH MIGHT RESULT FROM THE ABOVE INFORMATION. APPLICANT RELEASES PRESENT LANDLORD AND ALL PREVIOUS LANDLORDS FROM ANY AND ALL LIABILITY FOR ANY DAMAGE OR INJURY WHATSOEVER CAUSED BY PROVIDING INFORMATION TO LANDLORD OR AGENT REGARDING APPLICANT.
7. APPLICANT UNDERSTANDS AND ACKNOWLEDGES THAT A FALSE STATEMENT MADE HEREIN IS GROUNDS FOR DENIAL OF RENTAL TO APPLICANT. ANY STATEMENT HEREIN MAY BE CONSTRUED AS A CONDITION PRECEDENT TO ANY BINDING RENTAL AGREEMENT OR CONTRACT BETWEEN APPLICANT AND LANDLORD.
8. APPROVAL FOR RESIDENCY IS MADE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR HANDICAP.
9. APPLICANT UNDERSTANDS THAT APPLICANT ACQUIRES NO RIGHTS TO PREMISES UNTIL EXECUTION OF A RENTAL AGREEMENT IN THE FORM SUBMITTED AND DEPOSIT OF RENT AND SECURITY DESCRIBED ABOVE.

SIGNATURE OF APPLICANT..... DATE..... TIME.....

SIGNATURE OF CO-APPLICANT..... DATE..... TIME.....

OFFICE USE ONLY:
 REFERRAL COMPANY..... MLS #..... DATE PAID.....
 AGENT..... R.L.D. #..... LICENSE #.....