

Special Offered

MOVE IN ADDRESS _____
DATE _____ TIME _____

Co-Signer Needed ___ Date ___ Initial ___
APPROVED - Yes ___ No ___
By _____ Date _____
Date Called _____ Initial _____
Labels _____

(**ALL SPECIALS SUBJECT TO CHANGE**)
Appt. Date _____ Appt. Time _____
App Initial _____ Agents Initial _____
RENTAL AGENT _____

KOS MANAGEMENT APPLICATION FOR RESIDENCY

****How did you hear about us? _____ If Referral, Name _____ Address _____****

PROPERTY APPLIED FOR :

1ST Choice Address _____ 2nd Choice Address _____
Rent: \$ _____ Lease Term: _____ Rent: \$ _____ Lease Term: _____
Security _____ Key _____ GDO _____ Security _____ Key _____ GDO _____
Utilities paid by owner _____ Utilities paid by owner _____
Utilities paid by Resident _____ /Phone & Cable Utilities paid by Resident _____ /Phone & Cable

Rent Washer/Dryer: N/A _____ Yes _____ No _____ \$ _____
W/D in the Apartment: N/A _____ Yes _____ No _____ MO # if yes and not renting _____
Pets: Yes ___ No ___ Type _____ # of Pets _____ (limit 2) Mo. Fee \$20/cat/month Sec. Dep. \$200/cat \$50/bird & hamster

PERSONS TO OCCUPY APARTMENT (First Name, Middle Initial, Last Name)	Birth Date	Soc. Sec. No.	Relationship	Driver's License
1. _____	_____	_____	SELF	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

CONTACT INFO: Cell Number: _____ Your Home Number: _____ E-Mail: _____
Work Number: _____ Can we contact you at work? Yes _____ No _____

AUTOMOBILES

1. Make of Vehicle _____ Year _____ Plate No. _____ Color _____
2. Make of Vehicle _____ Year _____ Plate No. _____ Color _____

IN CASE OF AN EMERGENCY PLEASE NOTIFY (not roommate): Name _____ Relationship _____
Phone No. _____ Address _____
City _____ State _____ Zip Code _____

HOUSING REFERENCES - TWO (2) YEARS REQUIRED

1. Present Address: _____ City: _____ State: _____ Zip: _____
How long? _____ Landlord Name _____ LL Ph # _____
Reason for leaving? _____ Rent Paid _____
2. Previous Address: _____ City: _____ State: _____ Zip: _____
How long? _____ Landlord Name _____ LL Ph # _____
Reason for leaving? _____ Rent Paid _____
Have you ever been evicted or broken a lease? _____ If so, why? _____

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www.kosmanagement.com

We subscribe to all federal, state and local fair housing laws.



EMPLOYMENT – TWO (2) YEARS REQUIRED

****A copy of current paystub or last year’s tax return is required.**

1. Present Employer/s _____ Phone No. _____
 Length of Employment _____ Position _____ Supervisor _____
 Hourly wage _____ # of Hrs per week _____ Annual Salary _____
 2. Previous Employer _____ Phone No. _____
 Length of Employment _____ Position _____ Supervisor _____
 Hourly _____ # of Hrs per week _____ Annual Salary _____
- If more than 2 employers in the last two years, please write them on a different piece of paper.

OTHER LEGAL SOURCES OF INCOME

SOURCE: _____ AMT _____ (proof of income is required)
 SOURCE: _____ AMT _____ (proof of income is required)

STUDENT

Are you a student? _____ If yes, part-time? _____ full-time? _____
 Do you have student loans or grant money to help with rent? _____ Amount? _____ (proof of money is required)

CREDIT REFERENCES

Have you ever declared Bankruptcy? _____ If So What Year _____

Applicant Acknowledges:

- _____ A receipt for the earnest money will be given to the applicant upon completion of this application.
Initial _____ See blue requirement sheet on how monies should be paid.
- _____ Copies of the proposed lease, rules, non-standard lease provisions, or lease addendum of the landlord have
Initial _____ been made available to applicant for inspection.
- _____ That applicant has been advised of name and address of person authorized to receive rent, manage and
Initial _____ maintain premises who can be readily contacted, and an owner or agent and address within the state who is authorized to receive rent, make receipt for notice and demands, and at which process can be made in person.
- _____ That applicant has been advised that residents have seven days after beginning of tenancy to inspect the
Initial _____ dwelling unit and notify landlord of any damages or defects existing prior to beginning of tenancy.
- _____ That applicant has been advised of utility charges not included in the rent;
Initial _____
- _____ Being advised of the following uncorrected building and housing code violations for which the landlord has
Initial _____ received notice from code enforcement authorities and which affect the dwelling unit and common areas:

- _____ Being advised that the premises contain the following conditions adversely affecting habitability:
Initial _____

- _____ Applicant is advised that after beginning of tenancy resident has a right to request in writing an itemized list
Initial _____ of physical damages or defaults for which deductions were made from Security Deposit of previous resident.
- _____ Applicant has been advised that security deposits may be withheld for tenant damage, waste or neglect of
Initial _____ premises or nonpayment of rent, utility service or mobile home parking fees for which landlord becomes liable and other reasons specifically and separately negotiated and agreed to in writing by tenant other than in form provision as follows: _____
- _____ False or incomplete information can result in denial of application.
Initial _____

FOR OFFICE USE ONLY

Address _____
 Residents _____

ALL RESIDENTS NEED TO BE CALLED!!

Rent: _____ Washer/Dryer Rent: _____ Pet Rent: _____ Extra Garage Rent: _____
 Term: _____

1. Will all residents be at move-in? Yes _____ No _____
2. Do they have co-signor/s? Yes _____ No _____
 Will co-signor/s be at move-in? Yes _____ No _____
 If no, do we have the original notarized papers in the office? Yes _____ No _____
3. Were all resident/s told lease needs to be read by everyone before move-in?
 Yes _____ No _____
4. Do they plan to rent washer & dryer from KOS? Yes _____ No _____
5. A copy of the certificate of renter's insurance should be brought in with them at move-in.
6. Remember to let them know they need to come to the office and NOT the apartment.
7. When free rent is involved, they will only need to pay security at the move-in. Rent amounts due will be gone over with them at move-in.

Every adult resident and **every** co-signor must receive a complete set of copies of lease forms.

<u>FORMS</u>	<u>NUMBER OF COPIES</u>
Lease	_____
Addendums	1
Credit Check copies w/release	_____

Notes: _____

Lease Start Date: _____
 No. of Keys _____ Opener _____
 WPS Changed Gas _____ Elect. _____ Rep. _____ Date _____

How much escrow money was paid? _____

Apt. Rent Due	\$ _____	Security Deposit	\$ _____
Washer/Dryer	\$ _____	Key Deposit	\$ _____
Extra Garage Rent	\$ _____	Garage Opener Dep.	\$ _____
Pet Rent	\$ _____	Pet Deposit	\$ _____
Total Rent Due	\$ _____	Total Security Dep. Due	\$ _____
Escrow Paid	\$ _____		

Rent Due: _____ By: _____
 Rent Due: _____ By: _____

Date Pd _____
 Initials _____