

# Keystone Property Management

308 SE Greenville Blvd.

PO Box 2039

Greenville, NC 27836

252-355-8884

252-353-4314 (fax)

[www.kpm1.com](http://www.kpm1.com)

## Rental Application Packet

Attached are all the necessary documents a prospective renter will need to read and complete to initiate the application process.

Please read and understand “all” the enclosed documents listed below.

If you do not understand all the information provided in this packet, please “**STOP**” and ask a Keystone representative to explain the documents before you sign any form.

### Documents Enclosed

1. **Keystone Property Management Application Process**
2. **Rental Qualifications**
3. **Rental Application Approval and Fee Disclosure**
4. **Rental Fees Explanation**
5. **Rental Application**

In an effort to keep all our clients **fully informed** before they make any decisions pertaining to leasing a property, Keystone Property Management has prepared the attached documents for your review.

Please read all the attached documents and let us know if you do not understand all the terms and conditions associated with leasing a property from Keystone.

Our staff is available to review and explain the process and procedures upon request.

Thank you for considering Keystone as your source for property management.

# Keystone Property Management Application Process

Once you have selected a property to rent, you will be required to complete the Application Process.

You will be given an Application Package to complete including the following documents.

## 1. Rental Qualifications

The Rental Qualifications form outlines the criteria Keystone will use to assist us in approving or denying an application for rental property.

We use this form as a “guideline” only to help us make the best decision possible for both the tenants and landlords. Keystone understands there may be extenuating circumstances to consider.

We have found this process to work effectively in producing healthy and successful lease agreements.

## 2. Rental Application Approval and Fee Disclosure

This document outlines the fees associated with the Application, Property Reservation and Lease Processing and Administration.

**Each applicant should read, understand and sign this form at the time they submit the application to Keystone for consideration of a lease.**

**If you do not understand or agree to the terms outlined in the Rental Application Approval and Fee Disclosure form – do not sign the document.**

**Application Fee:** \$40 per applicant / non-refundable –fee due upon receipt of an application to be considered for approval.

**Property Reservation Fee:** Once your Rental Application has been approved, you will be required to submit a **non-refundable** Property Reservation Fee to hold the property off the market for a specified period of time in which you will be required to execute a lease.

**The Property Reservation Fee will be converted into a Security Deposit at the time you execute your lease.**

If you fail to execute your lease by the date and time listed on the Rental Application Approval and Fee Disclosure form, **you will forfeit your Property Reservation Fee.**

**Lease Processing and Administrative Fee:** A non-refundable Lease Processing and Administrative fee of **\$75 per applicant** will be due at the time you sign and execute your lease.

**This fee is a processing and administrative fee and will not be applied to rent or the security deposit.**

**Please be sure you have read and understand the rental application process and associated fees.**

**If you do not understand the application process and associated fees “STOP” and do not sign any documents. Ask a Keystone representative to explain the process before going forward.**

## Rental Qualifications

Thank you for choosing Keystone Property Management to assist you in finding your new home. Our applicants are required to meet certain criteria before residing in one of our rental units. **Below is a list of our current qualifications we use as a part of the approval process.** Prior to completing the application, please carefully review the following criteria to determine your eligibility.

- ✓ Each applicant must be at least 18 years of age.
- ✓ Students must have a Parental Guarantee form signed by a parent or legal guardian and notarized.
- ✓ A non-refundable application fee of \$40.00 (for each applicant) is required for each applicant. All roommates must fill out a separate application.
- ✓ We must be able to verify a minimum of 6 months employment. Self-employed applicants must provide either a financial statement (bank statement, CPA document, etc.) or tax returns from the previous year.
- ✓ Your gross income must be equal to at least three (3) times the amount of your monthly rent. A recent bank statement verifying funds equivalent to twelve (12) months of rent **may** be accepted. Other forms guaranteeing income (social security benefits, alimony, disability, etc.) will also be considered.
- ✓ Each applicant must have positive rental references from current and former landlords. Applicants with prior evictions will not be accepted. A co-signer may be accepted on applicants with no rental history. A co-signer must be a parent, guardian, or relative and must meet all rental qualifications. Co-signer will be responsible for all financial liabilities incurred by the lessee.
- ✓ Your established credit references must be in good and current standing for at least six (6) months. You should pay any judgments or collections prior to submitting the application. Any rating other than R1 or R2 must not reflect a past-due balance. In the case of bankruptcy, court records showing all included accounts may be required. The bankruptcy must be over two (2) years old. Also, you must have at least one new current account established that is at least six months old. \*Exceptions reviewed by management.
- ✓ Keystone Property Management complies with the Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, disability or familial status.
- ✓ A property will in not be reserved until a non-refundable Property Reservation Fee is paid. Once application is approved and a Reservation Fee is paid, Keystone will hold a property off the market for a specified period (usually 2-3 weeks).



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Greenville, NC 27858  
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## **Rental Fees Explanation**

### **Application Fee**

Keystone Property Management will charge an application fee of \$40 per applicant. This fee is **non-refundable** and is associated with processing a Rental Application.

Below are some of the costs associated with processing a rental application.

1. Costs to obtain a Credit Report on each applicant
2. Costs to obtain a Criminal Background check on each applicant
3. Verifying employment and income on each applicant
4. Verifying previous rental history on each applicant
5. Time involved in preparing the application for the decision process

**The Application Fee is collected at the time the application is submitted to Keystone for consideration.**

### **Property Reservation Fee**

If your application is approved AND you wish to Reserve or Hold the Apartment for a future date, you will be required to remit a **NON-REFUNDABLE PROPERTY RESERVATION FEE** in the amount of 1 month's rent. This fee must be paid with certified funds in the form of a bank cashier's check or a Money Order made payable to Keystone Property Management.

Once this fee is collected, Keystone will take the property off the market and hold it for a specific period of time as outlined on the Rental Application Approval and Fee Disclosure form.

**You must properly sign and execute your lease agreement by a specific date and time or YOU WILL FORFEIT the Property Reservation fee.**

**The PROPERTY RESERVATION FEE will be converted and applied to your SECURITY DEPOSIT once the lease is properly signed and executed.**

### **Lease Processing and Administrative Fee**

**Keystone Property Management will charge each applicant a non-refundable \$75.00 Lease processing and Administrative Fee at the time you sign your lease to help offset the costs of preparing the lease.**

The Lease Processing and Administration Fee is used to help offset the costs associated with preparing documents associated with the lease package and administrative costs involved with executing the lease.

This fee is not a part of any other fee or deposit and is non-refundable upon executing the lease agreement.

**The Lease Processing and Administrative Fee will be due and collected at the time you sign your lease.**

# Keystone Property Management

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Greenville, NC 27858

Phone: 252-355-8884 | Fax: 252-353-4314

Nonrefundable Application Fee Required for Processing: \$40.00 per applicant.  
Please complete application in full. Incomplete applications will cause a the process to be delayed.

<b>Office Use Only</b>
Application Fee Paid: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Paid: _____
Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash <input type="checkbox"/>
Photo ID Attached _____

Date: \_\_\_\_\_

Address Requested: \_\_\_\_\_

Requested Date of Occupancy: \_\_\_\_\_

Pet(s): Yes  No  How Many? \_\_\_\_\_

Type(s) & Breed(s): \_\_\_\_\_

Weight of Pet(s): \_\_\_\_\_

<b>Office Use Only</b>
Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>
Rent Amount _____
Criminal Background _____
Reason for disapproval: _____

## Applicant Information

Name: \_\_\_\_\_  
(first) (middle) (last)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

How long at this address? \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Landlord/Owner/Manager: \_\_\_\_\_ Landlord Phone Number: \_\_\_\_\_

## Employment & Income

Current Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ How long have you worked here? \_\_\_\_\_

Position: \_\_\_\_\_ Salary/Pay: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Other Income: \_\_\_\_\_

## Additional Occupants

Name(s) & Age(s): \_\_\_\_\_

\_\_\_\_\_

## Spousal Information

Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_  
Current Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_ How long  
has he/she worked here? \_\_\_\_\_ Position: \_\_\_\_\_  
Salary/Pay: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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## STUDENTS ONLY

**NOTE:** All Students will be required to have a Parental Guarantee Signed and Notarized

Parent/Guardian Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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## References

Bank: \_\_\_\_\_ Checking  Savings   
Credit: \_\_\_\_\_

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## Vehicle Information

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag: \_\_\_\_\_

Have you ever forfeited (or lost) a security deposit to a past Landlord? Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

Have you ever been evicted? Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

Has a judgment ever been filed against you for non-payment of debts or rent? Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

Have you or a family member that will be living with you ever been convicted of a felony? Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

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## Acknowledgement

By signing, I understand that this application is preliminary only and involves no obligation of the owner or Keystone Property Management to approve this application or to deliver occupancy of the proposed premises. If this application is approved by Keystone Property Management and I decide to take possession of the premises, a non-refundable **Property Reservation Fee** (cashier's check or money order) is required to hold the property off the market. **This fee is nonrefundable if a lease is not signed and executed within the specified date and time.**

**Authorization & Representation:** Applicant authorizes Landlord's agent, at any time before, during, or after any tenancy, to: (1) obtain a copy of Applicant's credit report; (2) obtain a criminal background check related to Applicant and any occupant; and (3) verify any rental, employment, or criminal history or verify any other information related to this application with persons knowledgeable of such information. Applicant represents that the statements in this application are true and complete. Applicant understands that providing false or inaccurate information is grounds for rejection and a breach of any lease.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date