



**TO: PROSPECTIVE TENANTS OR REAL ESTATE AGENCIES WISHING TO
SUBMIT APPLICATIONS FOR KIBEL COMPANY APARTMENT RENTALS**

Applications for apartments will not be considered unless they are accompanied by the following reference materials.

1. **EMPLOYMENT REFERENCE** (on Company letterhead) which states the nature of applicant's work, income and length of time employed, **PLUS two or three current paystubs**. In a case where the applicant is **self-employed**, a letter from his/her accountant (CPA) on letterhead which states the nature of applicant's business or income holdings, the amount of annual income expected for the current and coming year, and the amount of annual personal income the applicant takes from the business. **PLEASE DO NOT SUBMIT TAX RETURNS.**

2. **BANK REFERENCE** Applicant will obtain a letter from his/her bank which indicates when the account was opened and if they are maintained in a satisfactory manner. While specific figures are not absolutely necessary, at the very least we would expect balance designations such as "low 5 figures", "high 4 figures", "low 4 figures", etc. **PLEASE DO NOT SUBMIT BANK STATEMENTS.**

3. **LANDLORD REFERENCE** A letter from applicant's current landlord (letterhead preferable) which states monthly rent, length of occupancy and quality of rent payment record and tenancy. If the applicant is a **home owner** we would expect an acknowledgement of the satisfactory maintenance of his/her **mortgage account** as part of his/her bank reference. If the applicant has just sold his/her home, the attorney who handled the closing may attest (on his/her letterhead) to the date of the closing, the selling price, and the amounts of proceeds received by the applicant. Presumably such funds would be reflected in bank references.

4. **PHOTO ID** You must submitted some form of photo identification, such as driver's license, passport, school ID for all persons who will occupy the apartment.

The Kibel Companies, LLC will **NOT** make phone inquiries regarding information requested above. **Guarantors**, if required, must supply all of the above references. Reference letters may be **faxed but original letters must be submitted** prior to or at the signing of the Lease. Submission of complete application package will insure a quick response for prospective tenant. Thank you for your cooperation.

**LEASING DEPARTMENT
ANNE CAUVIN - SUPERVISOR
TED LECOUR**



THE KIBEL COMPANY

NO PETS ALLOWED

Application for Occupancy Building _____ Apt. No. _____ Size _____ Monthly Rent _____
 Lease Start Date _____ Lease Term _____
 Applicant Name: _____ Telephone _____
 Social Security No: _____ Date of Birth: _____
 Current Address: _____ Apt. No: _____ City: _____ State _____ Zip: _____
 No of Years at Current Address: _____ Monthly Rent/Mortgage Payment: _____
 Landlord Name _____ Telephone: _____
 Landlord Address _____ City: _____ State _____ Zip _____
 Former Address: _____ Apt. No. _____ City _____ State _____ Zip _____
 Former Landlord Name _____ Telephone _____
 Former Landlord Address _____ City: _____ State _____ Zip _____
 Employer: _____ Telephone _____
 Employer Address _____ City: _____ State _____ Zip _____
 Length of Employment _____ Position Held: _____ Monthly Income _____
 Other Income: _____ Source: _____
 Bank Reference: _____ Account Type: _____ Account No: _____
 Bank Reference: _____ Account Type: _____ Account No: _____
 Name of Person to Notify in Case of Emergency: _____ Telephone _____

Co-Applicant Name: _____ Telephone _____
 Social Security No: _____ Date of Birth: _____
 Current Address: _____ Apt. No: _____ City: _____ State _____ Zip: _____
 E-Mail Address _____
 No of Years at Current Address: _____ Monthly Rent/Mortgage Payment: _____
 Landlord Name _____ Telephone: _____
 Former Address: _____ Apt. No. _____ City _____ State _____ Zip _____
 Former Landlord Name _____ Telephone _____
 Former Landlord Address _____ City: _____ State _____ Zip _____
 Employer: _____ Telephone _____
 Employer Address _____ City: _____ State _____ Zip _____
 Length of Employment _____ Position Held: _____ Monthly Income _____
 Other Income: _____ Source: _____
 Name of Person to Notify in Case of Emergency: _____ Telephone _____

Personal Reference Name: _____ Telephone _____
 Reference Address _____ City: _____ State _____ Zip _____
 Business Reference Name: _____ Telephone _____
 Reference Address _____ City: _____ State _____ Zip _____

Others Who Will Occupy Apartment:

Name: _____ Relationship: _____ Sex: _____ Age: _____
 Name: _____ Relationship: _____ Sex: _____ Age: _____
 Automobile: _____ Make: _____ Year: _____ Model: _____ License: _____

THIS APPLICATION MUST BE SIGNED BY ALL ADULTS WHO WILL OCCUPY THE APARTMENT BEFORE IT CAN BE CONSIDERED BY THE LANDLORD. ACCEPTANCE OF APPLICATION, AND ANY MONIES DEPOSITED HERewith, IS NOT BINDING UPON THE LANDLORD UNTIL APPROVED BY THE LANDLORD IN WRITING. IF APPROVED, ALL DEPOSIT MONEY WITH THIS APPLICATION WILL BE HELD AS A DEPOSIT TO BE EITHER RETURNED TO APPLICANT, OR CREDITED TOWARD DEPOSIT WHICH MAY BE REQUIRED OF APPLICANT AT THE TIME A RENTAL AGREEMENT IS EXECUTED. IF APPLICANT WITHDRAWS THE APPLICATION, A FEE OF \$50.00 PER PERSON WILL BE RETAINED BY LANDLORD. IF THE APARTMENT IS HELD FOR APPLICANT FOR MORE THAN 5 DAYS, ALL MONIES DEPOSITED WILL BE FORFEITED TO LANDLORD. PROCESSING FEE OF \$50.00 PER PERSON IS NON-REFUNDABLE. I AUTHORIZE THE KIBEL COMPANY TO MAKE INQUIRIES CONCERNING MY INCOME, RESIDENCE, FAMILY COMPOSITION, CHARACTER, AND CREDIT HISTORY FOR THE PURPOSE OF VERIFYING INFORMATION PROVIDED ON THIS APPLICATION. I UNDERSTAND THAT A FULL DISCLOSURE OF PERMANENT FACTS MAY BE MADE BY THE LANDLORD AND ANY MISREPRESENTATION BY ME MAY BE CAUSE FOR REJECTION BY THE DEVELOPMENT.

SIGNATURE OF APPLICANT _____ DATE _____ SIGNATURE OF CO-APPLICANT _____