

## Steps to apply and write a lease electronically

### Step 1 Provide information:

- Email to: [group@KcHomeValu.com](mailto:group@KcHomeValu.com)
- Full legal name(s) (including middle name). All adults occupying the property must be on the lease
- All adult email addresses
- Proposed lease start date (M-F only) & proposed lease end date
- All pets
  - Breed
  - Gender
  - Pet(s) Name
  - Weight
  - Age

### Step 2 DocuSign application:

- Application(s) will be emailed through DocuSign to all adults over 18 on lease. All complete asap

### Step 3 PayPal link:

- Advantage Homes, LLC will send you a PayPal link for the application fee
- Pay asap
  - PayPal adds 3% convenience fee.
  - \$49 - married couple = \$50.47
  - \$35 - each singles = \$36.75 each

### Step 4 DocuSign Lease Contract:

- DocuSign lease will be emailed to all adults over 18 on lease. All complete asap

### Step 5 Verification Documents:

- *Email any documents you may have to speed up background verification process*
- *Email to: [group@KcHomeValu.com](mailto:group@KcHomeValu.com)*
  - Paycheck stubs (if you have them) or letter of new hire including salary
  - Current tax record if self-employed (if you have it)
  - Letter from current landlord to include dates, address, rent amount if rent paid on time. (if you have it)

### Step 6 Security Deposit:

- Once your lease is approved a PayPal link will be emailed for the security deposit of 1 months' rent + 3% convenience fee. Please pay asap

### When multiple lease offers come in:

All offerees will be notified and can then present "Best & Highest offer" to make your lease offer more attractive to the owner. Your options may include:

- Leave your lease offer the same with no changes
- Write a longer term (2 years or more)
- Offer higher rental price

**Thank you for viewing one of our great rental properties.**

**Advantage Homes, LLC**  
[group@kchomevalu.com](mailto:group@kchomevalu.com)  
913-894-5133 ext 4  
[www.RentKcHomes.com](http://www.RentKcHomes.com)

## Part 1 – PERSONAL INFORMATION

**Emails #1** \_\_\_\_\_ **#2** \_\_\_\_\_  
#1 Tenant Name \_\_\_\_\_ #2 Tenant Name \_\_\_\_\_  
**Mobile Phone #1** \_\_\_\_\_ **Mobile Phone #2** \_\_\_\_\_  
Name \_\_\_\_\_ Name \_\_\_\_\_  
**Work Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_  
Name \_\_\_\_\_ Name \_\_\_\_\_  
 Desired Date of Occupancy \_\_\_\_\_ Address of property: \_\_\_\_\_

# of Adults OVER 18 who will occupy: \_\_\_\_\_ Total # of people who will occupy: \_\_\_\_\_

**A. Applicant Name** \_\_\_\_\_  
Last \_\_\_\_\_ Legal 1st Name \_\_\_\_\_ Nickname \_\_\_\_\_ Middle Name \_\_\_\_\_ (Maiden Name) \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Evictions-Foreclosures-Bankruptcies-criminal charges? \_\_\_\_\_  
Description/In what state/Date? \_\_\_\_\_

**B. Co-Applicant Name** \_\_\_\_\_  
Last \_\_\_\_\_ Legal 1st Name \_\_\_\_\_ Nickname \_\_\_\_\_ Middle Name \_\_\_\_\_ (Maiden Name) \_\_\_\_\_  
 Year married \_\_\_\_\_ (if applicable)  
 Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Evictions-Foreclosures-Bankruptcies-criminal charges? \_\_\_\_\_  
Description/In what state/Date? \_\_\_\_\_

**C. Names of children OVER 18** who will occupy: \_\_\_\_\_  
(Over 18 requires a separate credit application)  
 Any criminal charges? In what state & when? \_\_\_\_\_

**D. Names of children UNDER 18** who will occupy: \_\_\_\_\_

**E. Pets** \_\_\_\_\_ How Many \_\_\_\_\_ Age(s) \_\_\_\_\_  
Breeds, weight & names

**F. In case of emergency, notify:** \_\_\_\_\_

## Part 2 – RESIDENCE HISTORY

**A. Present address-Own/Rent (circle one)** \_\_\_\_\_  
 Street, City, State & Zip \_\_\_\_\_  
 Current Home Phone# \_\_\_\_\_ Dates Occupied \_\_\_\_\_ Rent/Mrtg Payment \_\_\_\_\_  
 Present Landlord/Mortgage Company \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
(Circle one) Landlord email address \_\_\_\_\_

**B. Present address-Own/Rent (circle one)** \_\_\_\_\_  
 Street, City, State & Zip \_\_\_\_\_  
 Current Home Phone# \_\_\_\_\_ Dates Occupied \_\_\_\_\_ Rent/Mrtg Payment \_\_\_\_\_  
 Present Landlord/Mortgage Company \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
(Circle one) Landlord email address \_\_\_\_\_

## Part 3 – BANK REFERENCES

**A. Bank Name** \_\_\_\_\_ **Account No.** \_\_\_\_\_  
Checking or Savings

**Part 4 – EMPLOYMENT**

Applicant:

A. **Currently Employed By** \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_ Approx Mthly Income \_\_\_\_\_

B. **Previously Employed By** \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_ Approx Mthly Income \_\_\_\_\_

Co-Applicant/Spouse

C. **Currently Employed By** \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_ Approx Mthly Income \_\_\_\_\_

D. **Previously Employed By** \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Address \_\_\_\_\_ Position \_\_\_\_\_ Approx Mthly Income \_\_\_\_\_

E. Other Income (indicate source and amount) \_\_\_\_\_

**Part 5 – CHARACTER REFERENCES**

Name; \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name; \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**Part 6 – NUMBER OF CARS (Including Company Cars) \_\_\_\_\_**

A. Applicant Driver's License # \_\_\_\_\_ State \_\_\_\_\_

B. Co-applicant Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate # \_\_\_\_\_

Financed by \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate # \_\_\_\_\_

Financed by \_\_\_\_\_

**How did you find Advantage Homes for Lease** \_\_\_\_\_

AGENCY DISCLOSURE: Renter understands and agrees that Advantage Homes, LLC, its salespersons and brokers, and any cooperating salespersons and brokers, act as agents of landlord only and not as agents of Renter, that any commission received by them will be paid by Landlord and that any information given by Renter may be disclosed to Landlord. By signing below, Renter acknowledges having discussed this disclosure with the undersigned salesperson at the time personal or financial information was first obtained.

Applicant(s) certify that I/we made no misrepresentations in this application or in any related documents; that all information is true and complete and that I/we did not omit any important information. By signing the applicant(s) recognize that the Landlord or the agent is authorized to verify with other parties and to make any investigation of my/our credit, employment status and the other information supplied by the applicant, either directly or through any agency employed by Advantage Homes, LLC for that purpose. A full disclosure of pertinent facts may be made to the Landlord.

**Page 1 Remains with the Applicant and Applicant acknowledges receiving a copy of page 1.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
APPLICANT

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Co-APPLICANT

***Please complete entire application as fully as possible. APPLICATION FEE IS NON – REFUNDABLE  
Electronic payments may include additional charges.***



PO Box 874  
Olathe KS 66051

913-894-5133

group@kchomevalu.com  
www.RentKcHomes.com

**AUTHORIZATION FOR RELEASE OF INFORMATION**

**CONSENT**

I/we authorize and direct any federal, state or local agency, organization, business or individual to release to Advantage Homes, LLC (AHLLC) any information or materials needed to verify and/or complete my application for: housing, verify my income to qualify for housing, and/or continued qualification under:

- |                               |  |
|-------------------------------|--|
| Conventional Housing Programs | Rental Assistance Payment (RAP)              |
| Low Income Tax Credits        | Section 236                                  |
| Rent Supplement               | Section 8 Housing Assistance Payment Program |

I/we give my/our consent for the release also for the minor children in my care, who live with me or not. I/we understand and agree that this authorization of information obtained with its use may be given to and used by AHLLC to administer and enforce program rules and policies.

**INFORMATION COVERED**

I/we understand that depending on the program policies and requirements, previous or current information regarding me or my household may be needed. Verifications and inquires that may be requested include, but are not limited to:

- |                                  |                                |                              |
|----------------------------------|--------------------------------|------------------------------|
| Identity and Martial status      | Employment, Income and Assets  | Credit and Criminal Activity |
| Medical or Child Care Allowances | Residences and Rental Activity | Social Security Number       |

I/we understand that this information cannot be used to obtain any information about me that is not pertinent to my eligibility for and continued participation in the rental of housing.

**GROUPS OR INDIVIDUALS THAT MAY BE ASKED**

The groups or individuals that may be asked to release the information (depending on the program requirements) include, but are limited to:

- |   |  |   |
|---|--|---|
| Current and/or Previous Landlords<br>(Includes Personal Housing Agencies) | Past and Present Employers<br>Welfare Agencies<br>Schools & Colleges | Support and Alimony Providers<br>Courts and Post Offices<br>Credit Providers & Credit Bureaus |
| Banks and Financial Institutions  | Medical & Child Care Providers                                       | Retirement Systems  |
| Veteran's Administrations   | Utility Companies  | Social Security Administration  |
| State Unemployment Agencies   |  |   |
| Law Enforcement Agencies  |  |   |

**COMPUTER MATCHING NOTICE AND CONSENT**

I/we understand and agree that AHLLC may conduct computer matching programs to verify the information supplied for my application or recertification. If a computer matching is done, I/we understand that I/we have the right to notification of any adverse information found, and a chance to disprove that information AHLLC may in the course of its duties exchange such automated information with other Federal, State or local agencies, including but not limited to: State Employment Security Agencies, Department of Defense, Office of Personal Management, The US Postal Service, Social Security Agency, State Welfare, and Food Stamp agencies. **CONDITIONS**

I/we agree that a photo or a duplicate copy of this original authorization may be used for the purpose stated above. This authorization will stay in effect for 365 days from the date signed. I/we give permission to the Owner/Management, and/or the Agent and Assignee(s) listed on this form to give and receive information about me/us to and from any country or government human service agency. I/we know my/our records are protected by State and Federal Privacy laws. I/we must give written consent before records can be released or disclosed, unless the law allows it. I/we know I/we do not have to consent to this release.

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Renter understands and agrees that AHLLC, its salespersons and brokers, and any cooperating salespersons and brokers, act as agents of landlord only and not as agents of Renter, that any commission received by them will be paid by Landlord and that any information given by Renter may be disclosed to Landlord. By signing below, Renter acknowledges having discussed this disclosure with the undersigned salesperson at the time personal or financial information was first obtained.

Applicant(s) certify that I/we made no misrepresentations in this application or in any related documents; that all information is true and complete and that I/we did not omit any important information. By signing the applicant(s) recognize that the Landlord or the agent is authorized to verify with other parties and to make any investigation of my/our credit, employment status and the other information supplied by the applicant, either directly or through any agency employed by AHLLC for that purpose. A full disclosure of pertinent facts may be made to the Landlord.

Printed Name _____	Signature _____	Date _____
APPLICANT		
Printed Name _____	Signature _____	Date _____
SPOUSE		
Printed Name <u>Advantage Homes,LLC</u>	Signature _____	Date _____
COMPANY	AGENT	



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### Low Credit Scores

**If** you believe your credit score is under 625 FICO, or if you have had financial difficulties; **please write a brief explanation that we can present to the Owner of this property.**

If you believe your credit score is under 600, **you may be required to pay:**

- MO security deposit = to TWO month's rent
- KS last month's rent up front

Name(s) \_\_\_\_\_

Property Address: \_\_\_\_\_

Explanation:

*(please be as detailed as possible for the owner of the property to make an accurate decision)*

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

APPLICANT

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Co- APPLICANT