Dear Prospective Tenant:

Thank you for your interest in our rental property. Our goal is to make the application process as seamless as possible for you, so please carefully read the following Application Instructions and Rental Guidelines info below.

Before we can review and consider any application for approval, the following must be provided in a timely manner (usually within 24 to 48 hours), and additional information may be required upon review.

Please understand that time is of the essence for you and the property owners’ we represent. We reserve the right to sign a lease with any approved applicant, at any time. So, it’s important that you provide all necessary information (see Application Process) immediately upon submitting your application online.  If you have any questions about the leasing process, or how leases work, please email us back.

Thank you, again, for your interest.

Regards, The NPM Group

**Application Instructions.** This is a simple 5 step process including:

**1. Submit Application Information**:

[https://npmgroup.managebuilding.com](https://npmgroup.managebuilding.com/)  
**2. Pay for the background check** with your application

($35 per adult-non refundable once the report has been run)  
**3. Submit your credit and background-check request**.

* This question and answer form will be emailed from MySmartMove/Transunion and will come from a 'donotreply' email address.
* If you don't see it within 24 hours please check your spam filter
* Trans-union is one of the three major credit bureaus in the US and Mysmartmove.com is a division Trans-union.

**4. Provide rental history**(see attached form)

**5. Provide employment verification** (letter of intent from a new employer, last two years tax returns if self-employed, or copies (pdf files, pictures emailed from your hone, screenshots of your check stub if paid online) of your last two check stubs.  Email [info@keypartnerspm.com](mailto:info@keypartnerspm.com) or Fax to [913-766-2191](tel:913-766-2191) (efax).

* Attached are two brochures explaining "Agency" for both states.  Even though we are not selling or assisting you in buying a home, any real estate transaction requires you to have this information.  These will be signed when the contract docs are presented to you.

We will need an application for each adult; <https://npmgroup.managebuilding.com/Resident/apps/rentalapp/>

Here is the link: [Application Link](https://npmgroup.managebuilding.com/Resident/apps/rentalapp/)

* Attached to this email is the rental history request form. Please sign and submit it to your current landlord.
* We will also need pictures, copies, faxes, or scans of the last two pay stubs to confirm employment.  Please attach those to your application

For step by step instructions of the application and lease processing, paying first month’s rent and deposit go to our website, click the Renters tab, click the drop down menu for Application Instructions or click here:  [Kansas City Renters Application and Lease Process info](http://kansascity.national-property-management-group.com/kansas-city-renters/application-information/)

***Note: Please be aware that all homes will continue to be shown to prospective tenants and applications accepted until the owner approves a lease offer, a deposit has been paid and a lease signed by all parties.  Application fees are non-refundable.***

* Rush move in fee is $50. (anything under 4 days between lease signing and move in)
* After Hours Move in: $50  (Key availability/move-in times are Mon-Friday 9 to 5 pm.)  We will have different options available to you for key pick up.
* Changing the move in date $25.00
* (The reason for the extra fee is that any changes require extra administrative time and/or overtime costs)
* Pet deposit is $350 per pet and fully refundable.  Pets must be approved by owner and there is a $10 per month pet fee.  (per month, per pet). No pets under one year of age are allowed.
* Pet Insurance is required.
* Renters liability Insurance is required and is $14.75 per month (see details in the application form and application instructions)

Key Partners Property Management (formerly National Property Management ( KPPM or NPMG, LLC) SCREENING CRITERIA AND DISCLOSURE

\*All applicants will be charged a $35.00 application fee per adult (18 or older)

\*THE APPLICATION FEE OF $35.00 PER ADULT IS NON-REFUNDABLE \*

\*It is not unusual for a home to have more than one rental lease offer or applicant the same time.  If this happens, we will notify you\*

Each adult over 18 has to complete a separate application form. It would be in your best interest to confirm that your rental requirements are not outside of our tenant criteria with multiple adult roommates, eviction history, foreclosures, bankruptcies, job loss, minimal income, low credit scores (below 600), unusual pets, large pets, multiple pets, multiple families, or anything that would cause your application to be rejected. \*Wanting to offer less than list price for the home will cause your application to be delayed.  We encourage you to apply if you meet the below criteria: WHEN THE ON LINE APPLICATION IS COMPLETED, WE WILL PROCESS YOUR APPLICATION – CHARGING THE $35 APPLICATION FEE. This application, background information, credit scores, rental history, criminal history, and employment verification will be viewed by NPMG’s authorized employees and possibly the property owner. \*\*\*Multiple Applications May Be Reviewed in Choosing a Tenant. \*\*\*

 Lease Criteria in Applying for a Home: Before you apply for a home, read the following information concerning the approval process. If you have any questions contact our office.

 Application Process & Screening Criteria: KPPM is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age. We also comply with all state and local fair housing laws. We offer application forms to everyone who requests one. Each occupant over the age of 18 must complete an application and pay the $35.00 application fee.

Approval is based on SEVEN factors:

• Credit History

• Employment Verification and History

• Income Verification

• Rental Verification and History

• Criminal Background Check

• Terrorist Database Search

• Animal Criteria

 Standard Animal Fees and Deposits: Monthly: $10.00 Animal Administration Fee.

         No Aquariums larger than 20 Gallons allowed.

         No ferrets, reptiles or rodents of any kind are permitted.

         Tenants may be evicted for misrepresenting any of the above type of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise unauthorized animal. Our animal policies are strictly enforced and can be grounds for eviction. Special consideration is given to “Service Animals” that assist a tenant with special medical needs (proper and current documentation needed for verification). We require with your application, a picture of each animal that will be on the property. Please email a picture of your pet to [info@keypartnerspm.com](mailto:info@keypartnerspm.com)

 Identification: Each applicant is required to provide a copy of a legible Government issued photo identification card. **A photo of your identification card needs to be attached to your application.**

 Income Verification: Income should be at least three (3) times the monthly rent and verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by applicant. Applicants who do not meet the above employment or income requirements must submit Savings Account statements showing a minimum average balance equal to 8 months of rental payments, for the last 6 months. Employment: We require verifiable employment history for at least the past three (3) years. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant’s ability to pay the rent. If military, we need a current copy of your LES. If you are active-duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease.  **This documentation needs to be attached to your application.**

 Residence History: We require verifiable residence history for at least three (3) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 3-5 years. Rental history must be verified from unbiased sources. Home ownership will be verified. We can accept base housing as rental history. Any evictions within the previous 5 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.

 Credit History: We will obtain a copy of your tenant credit score from TransUnion. You cannot provide this to us, we will obtain this ourselves. Credit history should show that the resident has paid bills on time and does not have a history of debt “write-offs” or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial.

 Errors & Omissions: Every effort has been made to provide applicants with reliable and accurate information regarding the home you are applying for – however, changes can and do take place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable pets, expected features, or any HOA concerns prior to signing a lease agreement. Any information posted in an advertisement does NOT constitute a written agreement or guarantee of the facts stated.

 Criminal, Sex Offense, and Terrorist Database Check: We will check these databases for all occupants over 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, sex offenses, domestic violence and/or involving the possession/distribution of weapons or illegal substances are all grounds for denial of an application. An exception may be made for type and or age of offense, please provide details to the Property Manager.

Notice to all applicants: NO SMOKING is permitted inside the home or garage.

Disabled Accessibility: Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

REASONS FOR DENIAL OF APPLICATIONS: • If you failed to give proper notice when vacating a property. • If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), your pets, or any animal on the property during your tenancy. • If you have had three or more late payments of rent within the last 12 months. • If you have an unpaid collection filed against you by a Property Management Company. • If an unlawful detainer action or eviction has occurred within the past five (5) years. • If you have recently received a 3-day notice to vacate. • If you have less than a 620 credit score and refuse to abide by the additional Risk Mitigation fee as outlined above. • If you have had two (2) or more NSF checks within the last 12 months • If you have allowed any person(s), not on the lease, to reside on the premises. • If we are unable to verify your information, we must deny the application. • No Businesses operated from property. If you have a home based Business that you think we might approve please let the Property Manager know. • If you violate any of our terms of service during this application process.

Start of Lease:

Vacant Homes --- KPPM has a policy that all leases on vacant homes must begin within 21 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.

 Occupied Homes --- KPPM will typically advertise a first available date with all of the homes we manage. In some cases, those dates will need to change due to circumstances beyond our control. We ask the approved incoming tenant be flexible in some cases. We understand the burden this can create and strive to advertise a solid date so incoming tenants can plan accordingly. Site Un-Seen Application and Approval. It is possible to apply for the home, be approved, and sign a lease agreement without ever seeing one of our homes in person. In such a scenario, we require an incoming approved tenant to sign a Site Un-Seen Addendum to the Lease Agreement. In that form, we ask you name a “Trusted Advisor” outside of KPPM who has offered you their opinion of the condition of the home.

A KEY POINTS TO SUMMARIZE FROM THIS DISCLOSURE:

1) The $35.00 application fee per adult is NON-REFUNDABLE.

2) Your application can be cancelled – WITHOUT REFUND – for failing to abide by the above guidelines and terms as stated above.

 3) You may apply and rent this home Site Un-Seen with certain stipulations.

4) All animals must be disclosed on the application and put into the Lease Agreement.

7) All OCCUPANTS must be disclosed on the application.

8) School Enrollment concerns are the responsibility of the Applicant.

10) Home Owners Association concerns are the responsibility of the Applicant.

11) There is NO SMOKING inside any of the homes, basements or garages.

12) RLL-Tenant Liability Insurance is REQUIRED and is obtained through KPPM for $14.75 per month, per home.

\*we have recently expanded the business and in the process, changed our name from National Property Management to Key Partners.  As we transition to the new name completely, you will see both names used interchangeably.  Thanks!  The KPPM Team