



**250 DOUGLAS PLACE**  
 250 W. Douglas • Wichita, Kansas 67202 • (316) 261-5335  
 Office Hours: Mon.-Sat. 10 a.m.-5:30 p.m.  
 e-mail: 250douglasplace@buildersinc.com  
 See our website: http://www.250douglasplace.com

# RENTAL APPLICATION

Complete this application in its entirety and mail to: 250 Douglas Place, 250 W. Douglas, Wichita, KS 67202; if you prefer you may bring in person to our office. All applications must be accompanied by an application fee of \$30.00 per adult applicant and the application must be signed by the Applicant(s) at the bottom.

**NAMES TO APPEAR ON AGREEMENT (All adults must sign agreement as tenants)**

**Applicant #1**     Married     Divorced \_\_\_\_\_     Separated \_\_\_\_\_     Single

Last Name \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Applicant #2**     Married     Divorced \_\_\_\_\_     Separated \_\_\_\_\_     Single

Last Name \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Number of other household members \_\_\_\_\_

Do you have pets?     Yes     No    If yes, what breed: \_\_\_\_\_

**PRESENT ADDRESS**

Present Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Apartment Name or Landlord \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Dates of Occupancy \_\_\_\_\_ To \_\_\_\_\_ Monthly Rent or Payment \$ \_\_\_\_\_

Previous Address: \_\_\_\_\_

Have you ever been evicted or sued? \_\_\_\_\_ Broken a lease? \_\_\_\_\_ Have you ever been convicted of, or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)? \_\_\_\_\_ If yes, specify charge \_\_\_\_\_

**PRESENT EMPLOYER(S) - please include all employers of adult applicants**

Applicant #1 Present Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Applicant #2 Present Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

An application fee of \$30.00 (to defray the expense for administrative processing) must be received with this application and is non-refundable (you will be directed to the payment page upon submitting this application). In addition to the application fee, applicant will be required to deposit an additional amount as a non-interest bearing application deposit (and not as a rental payment) in order to hold the apartment. The application deposit is not now considered a security deposit. In the event the application is approved, and applicant fails or refuses the dwelling unit tendered for any reason not the fault of the owner, and fails or refuses to enter into the contemplated rental agreement with the owner, then applicant agrees to forfeit the said application deposit as liquidated damages and not as a penalty, to cover the cost of reserving and preparing the dwelling unit, and the loss of rental income to owners. If, however, in the event this application is disapproved for any other reason for which the owner is responsible and the rental agreement is not executed, this application deposit will be returned to the applicant. This application is made with the understanding that it is subject to acceptance by the owner and subject to execution by an agent of said owner and delivery of an agreement covering said dwelling unit. The undersigned represents that the above statements are true and complete, and by signing authorizes verification of information and references given, credit reports, criminal records and tenant performance reports.

Applicant #1 Signature \_\_\_\_\_ Applicant #1 Printed Name \_\_\_\_\_

Applicant #2 Signature \_\_\_\_\_ Applicant #2 Printed Name \_\_\_\_\_