

DONGES PROPERTIES, LLC

Mailing and Office address

Deer Grove RV Park
2873 SE US Hwy 54
El Dorado, KS 67042

Cell phone

(316) 322-5476– only call during business hours M-F 8 to 5

Fax

(316) 322-7785

Email Address

dongespropertiesllc@hotmail.com

Website

eldoradorentals.com

RENTAL APPLICATION FOR APARTMENT/HOUSE

(Read before filling out application)

Donges Properties, LLC, the owner of the property you are applying for, requests information to determine whether you qualify for the property. By completing this application, you represent and agree that: (A) the information provided by you in this application is true and correct; (B) the information provided by you is complete and includes all places you have lived or worked during the last three (5) years; and (C) Donges Properties, LLC may rely on this application in deciding whether or not to rent an apartment to you. If any of the information provided by you is determined to be false or misleading, we will have the right to reject your application or evict you if a lease has been signed. Your application is subject to our review and approval. We may check your credit, criminal background, income, rental history, and other information prior to approving or rejecting your application. We are an equal opportunity business. Each occupant including any spouse or partner must complete a separate application.

Donges Properties, LLC charges a non-refundable application fee of \$40.00 per applicant (except couples of with same credit history). It is policy of Donges Properties, LLC that the security deposit is due with the application submission. Applicant has 10 days to start paying rent on property after acceptance. (Unless agreed otherwise between parties).

This application is due back within 1 business day of being issued unless otherwise agreed. You may mail, fax, scan and email, or bring them to the office. Make sure that you sign all pages of the application.

All parties need to provide a copy of their Valid Driver's License or Valid State ID.

Credit references that can be used are: insurance, city or rural water dept., banks (local home town banks), cell phones, loans. I will need account numbers and their phone numbers to reach them. Please keep in mind that big institutions either do not respond or take several weeks. Try to use your locals. If you have any questions on what I'm after, just call me.

Whoever will be on the application with the applicant must have gainful full-time, garnish-able employment. I do employment verifications. Use the human resources number as the contact. You will need to provide a current pay stub.

If you or your co-applicant owns their home, then write that down. If you have rented in the past 5 years, please put that down for both applicant and co-applicant.

As stated in the application, please do not use relatives or your best friend as your personal references. Use a co-worker, coach, teacher, minister, boss, etc.

Lead Base Disclosure is not applicable to Shannon Plaza Apartments.

The apartment/house that you are applying for was built before 1978. Please read the information before applying for this property. The EPA and KDHE require that all landlords disclose this information to you so that you are informed on how to maintain your home in the probability that it contains lead. Donges Properties, LLC staff have had the proper training to help prevent any spreading of Lead Based Paint while completing repairs to any property built before 1978.

Disclosure of Information on lead-based paint and/or lead based paint hazards:

Lead Warning Statement: Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention (The pamphlet will be given to you after acceptance or upon request).

Lessor has no knowledge or no reports of lead-based paint and/or lead-based hazards in the above referenced housing.

By signing the application, lessee acknowledges having read this agreement in its entirety including the **Disclosure of Information on lead-based paint and/or lead-based paint hazards.**

Full Legal Name			Birth Date	Social Security #	Driver's License or State issued photo ID #	Issuing state
First	Full Middle Name	Last				
Any other names used in the past (married, maiden, nick name)			Cell phone	Home / Alternate Phone		
Email address:						
All other proposed occupants at property – Name(s)			Birth Date	Relationship to applicant		

Rental / Residence History (last 5 years)

	Current Residence	Previous Residence	Prior Residence
Street Address			
City			
State & Zip Code			
Property Owner / Manager (Name)			
Property contact phone #			
Monthly rent / Mortgage Amount			
Is / Was rent paid in full?			
Received any late rent notices?			
Did you give proper written notice?			
Were you asked to move?			
Did you Rent, Own or live with family?			
How many occupants?			
Was your name on the lease?			
Name(s) in which your utilities are currently billed:			
	From / To	From / To	From / To
Dates of residency			

Employment History (last 5 years) – applicant must provide current pay stub

	Current Employment	Previous Employment	Prior Employment
Employed By			
Address			
City			
State & Zip Code			
Employer's phone # (HR Dept.)			
Occupation			
Name of Supervisor			
Monthly Gross Pay			
	From / To	From / To	From / To
Dates of Employment			

By signing the application, lessee acknowledges having read the Lead Base Paint Warning in its entirety including the **Disclosure of Information on lead-based paint and/or lead-based paint hazards**. By signing this application, you agree that DONGES PROPERTIES, LLC or it's representative is authorized to contact credit bureaus, employers, landlords, criminal background screening agencies to obtain additional information and to verify the accuracy of the information provided by you; and authorizes the release of all information requested by Donges Properties, LLC in connection with your application. By signing below, applicant(s) understand that if the application is withdrawn after the application is accepted, Donges Properties LLC has the right to retain as damages the deposit of all parties.

Applicant Signature _____

Date _____

Other Income

List any verifiable sources and amounts of income you wish to have considered (optional):

--

Credit History (NO relatives or friends) (3 references needed) (reference cover page for more information)

3 references needed	Bank / Business Name and Account Number	Location	Phone #	Fax #
Savings Account				
Checking Account				
Current Loan				
2nd Credit Reference				
3rd Credit Reference				

Vehicles

Make	Model	Color	Year	License Plate #	State tagged in

Personal References (NO relatives or best friends)

	Reference # 1	Reference # 2
Name		
Street Address		
City		
State & Zip Code		
Phone #		

Emergency Contact

Must have 2 contacts – no exceptions	Parent or closest living relative other than co-applicant	Other Contact Close friend or relative	Relationship:
Name			
Street Address			
City			
State & Zip Code			
Phone #			

General Information – If additional space is needed, write on back of page.

Do any of the people who would be living at the apartment / property smoke?		Yes / No	If so who						
Have you ever filed for bankruptcy?	Yes / No	Type of bankruptcy:		State:		County:		Year:	
Have you been convicted of a felony?	Yes / No	Type of offense:		State:		County:		Year:	
Have you been convicted of a crime?	Yes / No	Type of offense:		State:		County:		Year:	
Ever been served an eviction notice?	Yes / No	By whom:		State:		County:		Year:	
Have you had any reoccurring problems with your current landlord? If yes, please explain:									
Why are you moving from your current address?									
Have you been a party to a lawsuit in the past? If yes, please explain why:									
We will run a credit check and a criminal background check. Is there anything negative we will find that you want to comment on?							Yes / No		

Applicant Signature

Date

Pet Information - pets are to be preapproved by management [limit 2 pets per property (Shannon Plaza Apts. allows only 1 pet) with a \$200 per pet additional deposit] - Pet reference required from prior landlord. Pets are not allowed at all properties.

	Cat # 1	Cat # 2	Dog # 1	Dog # 2	Other animal:
Breed					
Color					
Weight					
Age					
Neutered / Spayed	Yes / No	Yes / No	Yes / No	Yes / No	N / A
Cats only: Declawed	Yes / No	Yes / No	N / A	N / A	N / A
Litter box trained?	Yes / No	Yes / No	N / A	N / A	N / A
Living quarters	Indoor/Outdoor/Both	Indoor/Outdoor/Both	Indoor/Outdoor/Both	Indoor/Outdoor/Both	Indoor/Outdoor/Both

Pest Control Information

Have you ever had a Pest control issue?		Yes / No	Where?	Date:
What kind of Pest Control issue was it? (Example: Bedbugs, Cockroaches, Etc.)?				
Was the Pest Control Issue remedied?	Yes / No	Date completed:		
Was the Pest Control issue remedied by a licensed professional?	Yes / No	Who completed the Pest Control?		

_____ Applicant Signature _____ Date

For Office Use Only:	Was \$40 application fee per applicant paid?	Yes / No
Address applying for::		
Accepted / Denied		Date
Reason for Denial		

CONFIDENTIAL

**CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK IN COMPLIANCE
WITH THE FCRA (Fair Credit Reporting Act)**

Date:	Driver's License#:	Driver's License State:
Last Name:	First Name:	Middle Initial:
Current Address:		
City*	County*	State*
Date of Birth**	Social Security Number**	
Previous Address:		

This authorization and consent for release of personal information acknowledges that DONGES PROPERTIES, LLC (Hereafter referred to as "Company") and/or its agent, American Background Screening, LLC, may now, or at any time during the duration of lease, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous rental history, personal and professional references, mode of living, social networking, employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the U.S. Veterans' Administration; criminal history information of file in local, state or federal agencies; National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to American Background Screening, LLC the following information and/or copies of documents from my military service record: DD214, service record, and any disciplinary records.

I understand that these searches will be used to determine eligibility of lease, under the company's leasing policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the company. In addition, I release and discharge the company and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to receive, upon written request, a disclosure of the background report. I also understand that I may request within a reasonable period, a copy of the report from American Background Screening, LLC, PO Box 140046, Broken Arrow, OK 74014 at telephone number 800-319-7734. After reading this document, I fully understand its contents and authorize the background verification.

My signature below also indicates that I have received a Summary of Rights in accordance with the Fair Credit Reporting Act.

Are you applying for a lease in California, Minnesota or Oklahoma? YES NO
if so, do you want a copy of the Consumer Report prepared concerning you? YES NO

Signature

Date

***AS SHOWN ON THE ORIGINAL APPLICATION**

****TO BE USED ONLY FOR CRIMINAL HISTORY SEARCHES, AND NOT A PART OF THE PERSONNEL FILE.**

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.
 In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-0PTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "NA" appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) PO Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051