



**P.O. BOX 1251 CONWAY, AR 72033**

[kellerjohnson@conwaycorp.net](mailto:kellerjohnson@conwaycorp.net)



OFFICE: 327-4458

CELL:514-5819

FAX: 327-5154

## Rental Application Criteria

The following information will be taken into consideration as we process all information for your rental application. Please be sure to provide all information so that we may insure timely and accurate processing. Each applicant must provide government photo identification and allow it to be photocopied. Thank you for giving us the opportunity to assist your needs. There is a non-refundable application fee due at this time: \$30.00 per applicant. This fee is payable in cash, money order or cashier's check.

### RESIDENT HISTORY

One year of verifiable residency will be required so that we may review the history. Please be sure to provide all resident history consecutively with all the months included. We will need all appropriate phone numbers to contact past landlord(s). If resident history is questionable, depending on the severity, we may require co-signer or application may be denied. \*\*If there is an eviction or you owe a prior landlord, the application will be denied.

### BACKGROUND CHECK

A criminal background check is performed on each applicant and guarantor. Any violent or sexually related convictions will result in a denied application. Any criminal convictions against applicant could result in a denied application, depending on severity of the offenses.

# GUARANTOR/CO-SIGNER

Applicants who are first-time renters or who do not have sufficient income may qualify by having the lease guaranteed by a co-signer/guarantor. The co-signer/guarantor must have an excellent credit rating, with a gross monthly income of five (5) times the rental amount, to be considered. The co-signer/guarantor must complete and sign a lease agreement. The co-signer/guarantor will be held responsible for the entire rent and other costs, such as damages, as long as you live at this property, even if you have roommates. An application fee will be required.

# REASONS FOR DENIED OCCUPANCY

An applicant (s) may be but are not limited to denial of occupancy for the following reasons:

- Falsification of application by applicant
- Incomplete application by applicant
- Insufficient income (total of all applicants)
- Criminal conviction history of violent or sexual offenses
- Poor credit history of any applicant
- Poor rental profile of any applicant. Rental history of:
  - Non-payment or frequent payment of rent
  - Eviction
  - Drug Use
  - Poor Housekeeping/Poor supervision
  - Unruly or destructive behavior
  - Violence to persons or property

# SECURITY DEPOSIT

A security deposit is required for all properties. The Security Deposit is given by Lessee as evidence of Lessee's good faith to honor and comply with the terms and conditions of this Lease Agreement and may be held by the Lessor in an interest bearing account. The Lessor may sustain the Security Deposit after Lessee is no longer occupying the property if (1) the Lessee has not paid rent on time, (2) labor and/or materials are required to clean the Property including exterior yard, fence, and driveway. (3) the residence requires repainting and/or redecorating the Property, (4) the residence requires the cost of repairing and/or replacing any portion of the Property that may have been defaced, injured, destroyed, altered, and/or removed in any manner, (5) administrative costs, advertising, redecoration, and/or any

other costs similar to those outlined in this paragraph that the Lessor may incur while the tenant was occupying the property, (6) any portion of said lease was not in compliance such as but not limited to no smoking in garages, carports or enclosed areas, etc., (7) utilities were not switched per criteria in lease agreement (8) unpaid balance for late fee's for the lease fee are unpaid, (9) unpaid maintenance is owed due to negligence or destruction of the lessee were not paid during the terms of said lease

The security deposit shall be retained in full if lessee does not fulfill the terms of said lease and lessee will be billed for all charges for repairs/damages listed above in addition to the retainage of the deposit.

Lessee will be responsible for the monthly lease fee in the event the terms of the lease are not fulfilled until the house is released or the lease expires whichever comes first.

## PET FEE

A pet fee is to be paid to have pet in the apartment/home. This fee is non-refundable. The additional fee is \$1,000 or more based on management's discretion and size/type of animals There is a two (2) pet limit per apartment/house. No exceptions. If pets are kept at property without knowledge of the lessor and paid pet deposit, lessee will be billed \$25 per day until pet deposit is paid or pet is removed from the property. This includes indoor and outdoor pets.

## MOVE-IN

We will schedule a lease signing with you previous to your move-in date, at this time you will sign your lease, pay deposit and pet fee( if applicable) and schedule your day to pick up your keys and pay your first month's rent . You will need to take a copy of your signed lease to Conway Corp and schedule for your utilities to be transferred to your name on the date of you move-in. After 2 days, if the utilities are not transferred, a \$15 per day fee will be charged to you by the leasing company as well as the utilities will be scheduled to be turned off as per the lease contract. Please let us know if you have any questions regarding the transfer of utilities.

**THANK YOU FOR CHOOSING KELLER JOHNSON COMPANIES FOR YOUR LEASING  
NEEDS! WE LOOK FORWARD TO WORKING WITH YOU!**

I acknowledge that I had the opportunity to review the property's rental criteria, which includes reasons why my application may be denied, such as criminal and credit history, current income, and rental history. I understand that if I do not meet the property's rental selection criteria or if I fail to answer any questions or give false information, the property may reject the application, retain all application fees, administrative fees, and deposits as liquidated damages for its time and expense, and terminate my right of occupancy.

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Applicant

Date

Applicant

Date

Applicant

Date

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Representative

Date

We do not discriminate on the basis of race, color, creed, religion, sex, gender, sexual orientation, national origin, disability, or family status.

This is an official document of Keller Johnson Companies and any attempt to falsify this document could result in lease termination, deposit forfeiture and/or fines. It is the resident's responsibility to request, sign and submit the correct form to management by the deadline specified in writing by management or the lease. It is the resident's responsibility to request and retain a copy of this form for personal records.