



**PARKWAYPROPERTIES**  
LAWRENCE, KANSAS

## **APPLICATION REQUIREMENTS**

Welcome to Parkway Properties. Please review the following information, complete the attached application, and return it to the leasing office.

**Each applicant on the lease or joining the lease must meet these requirements, due to the fact that the lease is held in severalty, as well as jointly:**

- A. Each applicant must complete an application.
- B. Each applicant must provide resident history for the last two (2) years.
- C. Combined gross monthly income must equal three (3) times the amount of rent due monthly.
- D. Each applicant must pay a non-refundable application fee in the amount of \$20.

**A “Co-Signer Guaranty” will be required for the following applicant:**

- A. Applicant cannot fulfill requirement “C” above.
- B. Applicant is currently a student or plans to be a student during the term of the lease.
- C. Applicant has been employed at the current place of employment for less than 12 months or in the same field for less than 24 months.

**The security deposit is due once the applicant is approved and upon lease signing. The security deposit reserves the apartment, the application does not. You will be notified of your approval status within (3) working days after the receipt of the complete application and Co-Signer Guaranty.**

PARKWAY PROPERTIES, L.L.C.  
APPLICANT SCREENING

PROPERTY APPLYING FOR: (PLEASE CIRCLE ONE)

AVALON    LOUISIANA PLACE    PARKWAY TERRACE    RED OAK    SEAGULL

APARTMENT SIZE: (PLEASE CIRCLE ONE)

STUDIO    1 BDRM    2BDRM

PREFERRED MOVE-IN DATE:

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OTHER PREFERENCES:

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- 1) Applicant agrees to pay a **NON-REFUNDABLE** application fee of \$20.00 per applicant.
- 2) Applicant hereby grants permission to landlord or any Tenant Screening service contracted by landlord to contact employers, personal references, current and previous landlords as well as permission to obtain a credit report. Landlord will also check criminal background locally and nationally for all applicants.
- 3) Landlord reserves the right not to disclose information obtained to the applicant.

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Applicant Signature

Date

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Print Name

# PARKWAY PROPERTIES RENTAL APPLICATION

Please return to: 2340 Murphy Dr. Lawrence, KS 66046

**A TWENTY DOLLAR (\$20) NON-REFUNDABLE APPLICATION FEE IS REQUIRED**

## PERSONAL INFORMATION:

Full Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Other Phone Number: \_\_\_\_\_

Pets? \_\_\_\_\_

Name of Roommate(s)/ dependants: \_\_\_\_\_

A non-refundable pet fee of \$250.00 is required.

Email Address: \_\_\_\_\_

In Case of Emergency, Notify: \_\_\_\_\_ Phone: \_\_\_\_\_

**Are you a student?** Full Part-Time \*\*Co-signer required for all students

How did you hear about Parkway Properties? \_\_\_\_\_

## VEHICLE INFORMATION:

Driver's License #: \_\_\_\_\_ Make/Model/Color: \_\_\_\_\_ Tag: \_\_\_\_\_

## RESIDENCE HISTORY- PROVIDE TWO YEARS HISTORY:

1) Present Address: \_\_\_\_\_ Move In/Out Dates: \_\_\_\_\_  
City State Zip

Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

2) Previous Address: \_\_\_\_\_ Move In/Out Dates: \_\_\_\_\_  
City State Zip

Landlord: \_\_\_\_\_ Landlord Phone: \_\_\_\_\_

3) **Permanent Address:** \_\_\_\_\_  
City State Zip Phone: \_\_\_\_\_

## EMPLOYMENT/BANK REFERNCES:

1) Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

2) Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_  
Dates Employed: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

3) **Bank/Branch:** \_\_\_\_\_ Phone: \_\_\_\_\_  
**Type of Account:** Checking Savings Both  
How long? \_\_\_\_\_

4) **Other Income (parents, scholarships, etc):** \_\_\_\_\_

## HAVE YOU EVER...

Been evicted from tenancy? Yes \_\_\_\_\_ No \_\_\_\_\_ Been Convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

The above information, to the best of my knowledge, is true and correct. I hereby authorize you to process this application for the purpose of obtaining a Lease Agreement with this property. Additionally, I authorize all corporations, companies, and law enforcement agencies, academic institutions and employers to release information they may have about me and release the landlord, leasing agent, their officers, employees, and agents and any person so furnishing information, from any and all liability of every nature and kind arising out of the investigation or the furnishing or inspection of such documents, records, and other information. A photographic or faxed copy of this authorization shall be as valid as the original.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_