

RGB PROPERTY MANAGEMENT
1722 S. GLENSTONE AVE
BLDG. W. ST 101
SPRINGFIELD, MO 65804

417-889-5122

TENANT QUALIFICATION GUIDELINES

- #1... MONTHLY RENT CAN BE NO MORE THAN 30% OF TENANTS MONTHLY INCOME.
- #2... IF MORE THAN ONE SINGLE TENANT OCCUPIES THE PROPERTY EACH MUST BE QUALIFIED TO PAY THE TOTAL RENT.
- #3... APPLICANTS MUST HAVE BEEN ON THEIR JOB NO LESS THAN SIX (6) MONTHS.
- #4... SELF EMPLOYED APPLICANTS WILL BE REQUIRED TO PROVIDE PROOF OF INCOME.(TAX RETURNS,ETC.)
- #5... APPLICANTS MUST RECEIVE A FAVORABLE RECOMMENDATION FROM PRESENT AND PAST LANDLORD FOR THE PREVIOUS TWO (2) YEARS.
- #6... APPLICANTS MUST HAVE GOOD CREDIT(600 +) NO EVICTIONS.
- #7... RGB PROPERTY MANAGEMENT WILL HAVE THE RIGHT TO CHECK CREDIT,DRIVERS LICENSE,SS CARD,AND CONDUCT A CRIMINAL BACKGROUND CHECK.
- #8... OCCUPANCY GUIDELINES (HUD) 2 BR... 4 OCCUPANTS
3 BR... 6 OCCUPANTS
4 BR... 8 OCCUPANTS

#9... WE HAVE A *50 APPLICATION FEE* *25 WILL BE CREDITED BACK TO YOU IF YOU ARE APPROVED AND SIGN A ONE YEAR LEASE.
PAYMENT POLICY

ALL RENTS ARE DUE ON THE FIRST(1ST) DAY OF THE MONTH
RENT IS LATE IF NOT PAID BY THE FIFTH(5TH) OF THE MONTH.
LATE CHARGES ARE \$25.00 + ONE(1) % OF THE RENT PER DAY.

APPLICATION TO RENT

ADDRESS APPLYING FOR: _____

INSTRUCTIONS: Please complete ALL sections below and on back. Any questions that do not apply, place N/A in the space provided. If applicants are NOT married, each applicant must complete a separate application.

If accepted, this application is to become a part of the Rental Agreement. Any misstatements of facts or omitted information in this application are justification for immediate termination of tenancy. Thank you for your interest.

PERSONAL INFORMATION:

APPLICANT'S FULL NAME: _____ HOME PHONE # _____

DATE OF BIRTH _____ AGE _____ SS# _____ CELL PHONE # _____

DRIVER'S LICENSE # _____ MARITAL STATUS _____

SPOUSE'S FULL NAME: _____ HOME PHONE # _____

DATE OF BIRTH _____ AGE _____ SS# _____ CELL PHONE # _____

DRIVER'S LICENSE # _____ MARITAL STATUS _____

<u>OTHER RESIDENTS</u>	<u>RELATIONSHIP</u>	<u>AGE</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

IN CASE OF EMERGENCY CONTACT _____ RELATIONSHIP _____

ADDRESS, CITY, & STATE _____ TELEPHONE # _____

RESIDENTIAL HISTORY:

PRESENT ADDRESS _____ LANDLORD/MORTGAGOR _____

CITY/STATE _____ ZIP CODE _____ LANDLORD TELEPHONE # _____

MONTHLY PAYMENT _____ LENGTH OF TIME _____ REASON FOR LEAVING _____

PREVIOUS ADDRESS _____ LANDLORD/MORTGAGOR _____

CITY/STATE _____ ZIP CODE _____ LANDLORD TELEPHONE # _____

MONTHLY PAYMENT _____ LENGTH OF TIME _____ REASON FOR LEAVING _____

EMPLOYMENT HISTORY:

APPLICANT'S EMPLOYER _____ POSITION _____ SALARY _____

LENGTH OF TIME _____ ADDRESS, CITY, & STATE _____ TELEPHONE # _____

PREVIOUS EMPLOYER _____ POSITION _____ SALARY _____

LENGTH OF TIME _____ ADDRESS, CITY, & STATE _____ TELEPHONE # _____

SPOUSE'S EMPLOYER _____ POSITION _____ SALARY _____

LENGTH OF TIME _____ ADDRESS, CITY, & STATE _____ TELEPHONE # _____

PREVIOUS EMPLOYER _____ POSITION _____ SALARY _____

LENGTH OF TIME _____ ADDRESS, CITY, & STATE _____ TELEPHONE # _____

PETS: TYPE _____ BREED _____ AGE _____

TYPE _____ BREED _____ AGE _____

REFERENCES:

BANK _____ ADDRESS, CITY, & STATE _____

CHECKING ACCOUNT # _____ SAVINGS ACCOUNT # _____

CREDIT REFERENCE _____ ACCOUNT # _____

DATE STARTED _____ ADDRESS, CITY, & STATE _____

LOANS:

INSTITUTION ADDRESS MONTHLY PAYMENT BALANCE

1. _____

2. _____

OTHER INFORMATION:

AUTOMOBILE(S):

MAKE _____ YEAR _____ COLOR _____ LIC. # _____ STATE _____

MAKE _____ YEAR _____ COLOR _____ LIC. # _____ STATE _____

HOW DID YOU HEAR ABOUT RGB PROPERTY MGMT.?

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO MY KNOWLEDGE AND I UNDERSTAND THAT THIS APPLICATION MAY BE REVOKED IF ANY INFORMATION FURNISHED ON THIS APPLICATION IS FOUND TO BE INCORRECT. I AUTHORIZE YOU TO CONTACT ANY REFERENCES LISTED ON THIS APPLICATION.

RGB RETAINS THE RIGHT TO OBTAIN A CREDIT REPORT FOR THE PURPOSE OF SCREENING AND COLLECTIONS.

APPLICANT _____ DATE _____

SPOUSE _____ DATE _____

OFFICE USE ONLY

PAST LANDLORD COMMENTS _____

PAST LANDLORD COMMENTS _____

EMPLOYER COMMENTS _____

MISSOURI BROKER DISCLOSURE FORM



This disclosure is to enable you, a prospective buyer, seller, tenant or landlord of real estate, to make an informed choice BEFORE working with a real estate licensee.

Missouri law allows licensees to work for the interest of one or both of the parties to the transaction. The law also allows the licensee to work in a neutral position. How the licensee works depends on the type of brokerage service agreements involved. Since the sale or lease of real estate can involve several licensees it is important that you understand what options are available to you regarding representation and to understand the relationships among the parties to any transaction in which you are involved.

Missouri laws require that if you want representation, you must enter into a written agreement. This may or may not require you to pay a commission. You do not need to enter into a written agreement with a transaction broker unless you intend to compensate this licensee. These agreements vary and you may also want to consider an exclusive or nonexclusive type of relationship.

If you choose not to be represented by an agent, the licensee working with you may be working for the other party to the transaction.

CHOICES AVAILABLE TO YOU IN MISSOURI

Seller's or Landlord's Limited Agent

Duty to perform the terms of the written agreement made with the seller or landlord, *to exercise reasonable skill and care for the seller or landlord, and to promote the interests of the seller or landlord* with the utmost good faith, loyalty and fidelity in the sale, lease, or management of property.

Information given by the buyer/tenant to a licensee acting as a Seller's or Landlord's Limited Agent will be disclosed to the seller/landlord.

Buyer's or Tenant's Limited Agent

Duty to perform the terms of the written agreement made with the buyer or tenant, *to exercise reasonable skill and care for the buyer or tenant and to promote the interests of the buyer or tenant* with the utmost good faith, loyalty and fidelity in the purchase or lease of property.

Information given by the seller/landlord to a licensee acting as a Buyer's or Tenant's Limited Agent will be disclosed to the buyer/tenant.

Sub-Agent (Agent of the Agent)

Owes the same obligations and responsibilities as the Seller's or Landlord's Limited Agent, or Buyer's or Tenant's Limited Agent.

Disclosed Dual Agent

With the written consent of all parties, represents both the seller and the buyer or the landlord and the tenant.

A Disclosed Dual Agent may disclose any information to either party that the licensee gains that is material to the transaction.

A dual agent may not disclose information that is considered confidential, such as:

- Buyer/Tenant will pay more than the purchase price or lease rate
- Seller/Landlord will accept less than the asking price or lease rate

- Either party will agree to financing terms other than those offered
- Motivating factors for any person buying, selling or leasing the property
- Terms of any prior offers or counter offers made by any party.

Designated Agent

Acts as your specific agent, whether you are a buyer or tenant, or seller or landlord. When the broker makes this appointment, the other real estate licensees in the company do not represent you.

There are two exceptions with both resulting in dual agency or transaction brokerage:

1. The agent representing you as a buyer or tenant is also the agent who listed the property you may want to buy or lease.
2. The supervising broker of two designated agents becomes involved in the transaction.

Transaction Broker

Does not represent either party, therefore, does not advocate the interest of either party.

A transaction broker is responsible for performing the following:

- Protect the confidences of both parties
- Exercise reasonable skill and care
- Present all written offers in a timely manner
- Keep the parties fully informed
- Account for all money and property received
- Assist the parties in complying with the terms and conditions of the contract
- Disclose to each party of the transaction any adverse material facts known by the licensee
- Suggest that the parties obtain expert advice.

A transaction broker shall not disclose:

- Buyer/Tenant will pay more than the purchase or lease price
- Seller/Landlord will accept less than the asking or lease price
- Motivating factors of the parties
- Seller/Buyer will accept financing terms other than those offered.

A transaction broker has no duty to:

- Conduct an independent inspection of, or discover any defects in, the property for the benefit of either party
- Conduct an independent investigation of the buyer's financial condition.

Other Agency Relationships

Missouri law does not prohibit written agency agreements which provide for duties exceeding that of a limited agent described in this pamphlet.

This brokerage authorizes the following relationships:

- Seller's Limited Agent
- Landlord's Limited Agent
- Buyer's Limited Agent
- Tenant's Limited Agent
- Sub-Agent
- Disclosed Dual Agent
- Designated Agent
- Transaction Broker
- Other Agency Relationship

Broker or Entity Name and Address

*HAMMILL PROPERTIES INC
 dba RGS PROPERTY MANAGEMENT
 1722 S. GLENSTONE AVE., W-101
 SPRINGFIELD, MO 65804*

RGB PROPERTY MANAGEMENT
P. O. BOX 4566
SPRINGFIELD, MO. 65808
(417) 889-5122

I/WE ARE MAKING APPLICATION FOR A RENTAL UNIT LOCATED AT

I/WE HEREBY AUTHORIZE RON BENCH, BROKER OR RGB PROPERTY MANAGEMENT TO CONDUCT AN EMPLOYMENT, CREDIT AND OR A CRIMINAL BACKGROUND CHECK AND TO VERIFY OUR REFERENCES AS GIVEN ON OUR APPLICATION.

WE FURTHER DECLARE THAT ALL INFORMATION GIVEN IS TRUE AND CORRECT.

SIGNED BY APPLICANT _____ DATE _____

SIGNED BY APPLICANT _____ DATE _____

SIGNED BY LEASING AGENT _____ DATE _____