



Application Checklist

Thank you for applying for a home with Oz Accommodations! Upon approval, your application is valid for up to 30 days and may be used toward other homes (pending minimum scoring requirements are met). We look forward to quickly processing your application; typical time for an applicant to receive results is 1-2 business days. You can expect to receive an email with your results as soon as determined. Please email us to homes@aplacelikehome.com throughout the application process, and please check for emails from us.

To assist us in quickly processing your application, please return the following to us within one business day. Items may be submitted via fax, email, or office (see contact info at the bottom of the page).

Items to Complete/Submit to receive maximum total Applicant Score on our Applicant Scoring System:

- **Application.** Thoroughly complete Application (online application preferred) for each potential resident 18 years of age and older. Please include: **1. All information in the first portion of the application; 2. Employment history for at least the past 3 years; 3. Rental or mortgage history for the past 4 years; 4. Pet information; all other information on the application. Applications must be completed thoroughly with payment submitted before we will process the application.**
- **Tenant Rental Offer.** Please complete the Tenant Rental Offer after viewing the home and submit to us ASAP. **When considering your move-in date, please remember that we do not "hold" homes for more than 2 weeks from the date of their availability. Your "Move-In Date" is the date you will take possession of the home and have utilities on in your name. (Utility Confirmation information must be provided and verified by our office prior to the release of keys. Keys will not be released prior to 9am. Our office opens at 9am Monday through Friday. Please keep this in mind when scheduling your movers as well.*
- **Pet Application.** Please complete the Pet Application and also provide up-to-date shot records with breed declaration and a full-body photo of your pet. This may be submitted prior to completing an application for the home if you wish to make sure your pet will be accepted by the Owner.
- **Paystubs.** Please provide Paystubs for the past month for all applicants 18 and older whose income is to be considered for meeting the minimum requirement of at least 2.5 times the amount of the monthly rent for total gross monthly income. Self-employed applicants may provide filed Profit and Loss Statement for business income for up to the past 3 years or 1099s, if applicable. All income must be taxable/verifiable.
- **Proof of Other Income.** Please provide proof of any other income (court documentation for child support or alimony; Social Security Benefits Awards Letter with date benefits started and either monthly or yearly benefits amounts; VA Benefits Awards Letters)
- **Employment Verification Request Form.** Please **ONLY SIGN AND DATE** the Employment Verification Request Form. Please do not complete any other information on this form. Please **DO NOT** deliver this form to your employer. In order to be valid, this form must be sent directly between us and your employer. Thank you for your cooperation.
- **W-2s.** If your employer uses The Work Number and you wish to expedite the processing of this portion of your application then you may provide your **W-2s for up to the past 3 years.**
- **Rental History Request Form.** Please **ONLY SIGN AND DATE** the Rental History Request Form. Please do not complete any other information on this form. Please **DO NOT** deliver this form to your landlord. In order to be valid, this form must be sent directly between us and your landlord. Thank you for your cooperation.
- **Agent's Acceptance/Counter Offer.** You should expect to receive our Agent's Acceptance/Counter Offer to your Tenant Rental Offer within 1 business day of submitting your Offer. Please review, sign and return if you wish to accept. Leases are created accordingly. You will receive an email with the results of your application as soon as all verifications are received. Please keep in mind that our application process is competitive. Leases are not offered on a "first come, first served" basis. The applicant with the highest score and favorable Tenant Rental Offer will be offered the lease first.



Application Checklist is continued onto next page

If You Are Approved:

If you are approved for a home and offered a lease then you will need to do the following:

- **Accept the Agent's Counter Offer** (if not already completed).
- **Schedule a time to sign the lease and to pay the Security Deposit** (typically within 24 hours maximum from time of being offered the lease). If there are any conflicting arrangements which make it difficult for all applicants to be at the office at the same time/same day for the lease signing then please discuss with your leasing consultant. **(Security Deposits are made payable to Oz Accommodations in the form of a cashier's check or money order. Security Deposits are equal to one month's rent.)**
- **Review your lease and ask questions.** If time allows, we will send the lease to you via email for your review prior to your lease signing appointment. You may email questions, and we will get a response to you ASAP.
- **Please arrive for your lease signing appointment at our office at 7925 Bond, Lenexa, KS 66214. Bring cashier's check or money order for your Security Deposit.** We will have a copy of the lease and any additional documents ready for you to sign. Please schedule your Move-In Appointment while in our office. If you are leasing a home prior to all work being completed at the home then please schedule your walk-thru of your new home as well. We would like for you to inspect the home about 3 days prior to your move-in. We will confirm this appointment one business day prior to your inspection.
- **If you are signing your lease and moving in on the same day then please bring your first month's rent and any pet deposits/fees as well (payable via cashier's check or money order).** You must also submit the **Utilities Confirmation Form** ASAP for utilities to be verified prior to your appointment if possible.
- **If your Move-In is on a different date, please remember to bring your first month's rent and any pet deposits/fees as well (payable via cashier's check or money order).** You must also submit the **Utilities Confirmation Form** ASAP for utilities to be verified at least 3 business days prior to your appointment if possible.
- **Submit your Move-In Checklist within 7 days of move-in date.** This will serve as documentation of the condition of the home upon your move-in. You may submit a photo CD as well by mailing it to our office. Please note we do have an inspection report on file prior to your move-in.
- **After move-in, please report any maintenance issues by emailing fixit@aplacelikehome.com.** Feel free to email applicable photos.

Thank you for choosing a home with Oz Accommodations! We look forward to having you as a resident!