



Preleasing Criteria & Privacy Policy Acknowledgement

Property Address: _____
Unit: _____

Dear Applicant(s),

The following overview of terms relating to the leasing of property from Kline Properties has been provided for your acknowledgement and signature.

FEES:

- Deposits on properties are equal to one FULL month's rent unless stated otherwise. The application deposit does not at anytime apply to rental payments due.
- Kline Properties Application Fee is \$45 per applicant (including guarantor if applicable). Application fees are non-refundable and do not at anytime apply to rental payments due.
- All application deposits will be credited to security deposits on the date the lease agreement is signed by all parties.

APPLICATION:

- Applicants must provide us with a valid picture ID with the signed lease contract.
- All applications must be submitted with guarantors and will be considered approved at the time of application, pending approval of a criminal history/ background check of the applicant. All felonies will result in the automatic declination of the application.
- Kline Properties requires that Lease Guarantor forms be notarized.
- All guarantors must be able to provide a valid social security number.
- International applicants will need to complete a supplemental application for international residents. In addition to the application a valid passport and visa must be presented to Kline Properties management. These documents may not expire within the dates of the lease contract. Expired passports and visas will result in automatic declination of the application.
- In the event the Lease Guaranties are not provided within one week (7 days) of the date of the submitted application(s), the application(s) will be considered cancelled and the application deposit and any other monies tendered by applicant(s) shall be retained by owner or owner's agent as liquidated damages and the applicant(s) shall have no further recourse against the owner or the owner's agent.
- In the event the Lease is not executed by all parties or if any applicant or co-applicant withdraws an application after approval or within one week (7 days) of the date of the submitted application(s), the application(s) will be considered cancelled and the application deposit and any other monies tendered by applicant(s) shall be retained by owner or owner's agent as liquidated damages

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- The first FULL month's rent payment is due upon signing of the lease contract.
- If You Withdraw: The application fee and application deposit will be retained as liquidated damages.
- If Your Application is Declined: The application fee will be retained and the application deposit will be returned to you within 30 days of the date of notification of denial.
- Lease Agreement: If you or any co-applicant withdraws from the lease agreement subsequent to execution, but prior to commencement, we are entitled to retain, as liquidated damages, all application deposits and other monies tendered. Additionally, you will be financially liable for the entire term of the withdrawn lease, for any and all losses in revenue suffered by the owner, as owner or as owner's agent, as a result of the differences in the terms contracted for in the withdrawn lease and the terms of any lease executed subsequent to the withdrawn lease.

PRIVACY POLICY

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

How information is collected: You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application, guarantor forms, or other documents that you provide to us or to an apartment locator service.

How and when information is used: We may use this information in the process of verifying statements made on your rental application, such as your rental, credit, and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

How the information is protected and who has access: Only authorized persons will have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic versions of the information to authorized persons only.

How the information is disposed of: After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it.



Locator/Agent services: If you found us through a locator service or a agent, please be aware that locator services or agents are independent contractors and are not our employees, even though they may initially process rental applications and fill out lease forms. You should require any locator services or agents you use to furnish you their privacy policies as well.

Acknowledged and agreed by applicant(s) on _____ day of _____, 20__

Applicant

Applicant

Applicant

Applicant

Applicant

Applicant

Applicant

Applicant

Owner's representative