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Dear Prospective Tenant:

Thank you for inquiring about housing with us. Attached is an application, with verification forms attached. There is a \$10 application fee which can be paid when you return the completed application. Please fill in all blanks on the application. If a certain item does not apply to your situation, please either mark through it or write "NA" on the line.

For Social Security income, the award letter is needed to verify the income. We can't accept a copy of your bank statement for verification of monthly amount since there may be certain types of deductions (Medicare premiums, child support, prior overpayments, etc.) from the award amount. For any child under the age of 18 living in your household that has a parent/legal guardian not living in the same household, complete the Child Support Verification form so that we can look up your child support history.

We provide stove and refrigerator in each unit. The McPherson complexes have laundry facilities on-site. The Moundridge complex has washer/dryer hook-ups. All McPherson complexes have playgrounds. Pets are allowed. At the back of the application is an information sheet that will need to be completed by you and reviewed/approved by management. Some pets do require a 'pet deposit.' The type and size of your pet determine if a 'pet deposit' will be required. Service/comfort animals are allowed with proper verification that they are medically necessary and do not require any deposit regardless of type or size.

We require a co-signer (guarantor) for every new tenant. The co-signer will have to sign the enclosed form in front of myself, our site manager or a notary public so the co-signer's identity can be confirmed. We also require a security deposit and one (1) year lease. If you rent from us and decide to move before the end of the initial lease term of one year, you may give thirty(30) day notice on or before the 1<sup>st</sup> of the month to terminate the lease. There will be an early move out penalty in the amount of the required security deposit. After the first year, the lease automatically renews unless written notice is received or given.

You may return this application by mailing, faxing or e-mailing. If you e-mail the application, please print the pages that need to be signed then scan them with the signature(s) and attach those pages to the email. We cannot process the application without signatures.

If you have any questions, comments or suggestions about any of these matters, please do not hesitate to contact our office.

Very Truly,

Daniel Curtis II  
Site Mgr