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### Requirements for Occupancy

Thank you for choosing a Kos Apartment Home. We strive to be first in Resident Service. Our service to you begins with the Application Process. Let us help you through the application and approval process. We have **five criteria** for approval of your application.

1. **Income/Employment** – Past two years of employment are required. If the apartment is rented with all utilities included and no garage, the GROSS INCOME MUST BE 2 TIMES THE RENT. GROSS INCOME MUST BE 2 ½ TIMES THE RENT if a utility is paid for and there is no garage. GROSS INCOME MUST BE 3 TIMES THE RENT if a utility is paid for and there is a garage. This includes all LEGAL SOURCES OF INCOME.
2. **Past Landlord and Current Landlord References** for last two years are required. If this will be your 1<sup>st</sup> rental experience, parents or other guardians will be considered as your previous and current housing provider.
3. **Credit History is verified** through a TransUnion Credit Report.
4. **Criminal Background check** using Wisconsin Circuit Court Access, Municipal Court Records, Background USA, National Sex Offender Registries.
5. **You must be authorized to legally reside in the United States**

All occupants must be listed on the application. Occupancy limits are two (2) per bedroom, except where there are non-related adults. In that case 3 adults are allowed in a two bedroom, or 4 adults in a three bedroom.

### WHAT DO YOU NEED TO DO TO COMPLETE THE APPLICATION?

- **Each person over the age of 18 must complete his/her own application, giving all information.**
- **\$100.00 Earnest money must be paid with (1) application.** Should be paid with personal check or blank money order signed.  
\_\_\_\_\_  
**Initial**
- **Credit check fees of \$10.00 per application are to be paid with the application.** Credit Check fees are not refundable; a copy of the report will be given to the applicant/co-signer with photo id and signature. All credit reports must be picked up within 60 days of the application. Credit check fees can be paid for with personal check, or money order.  
\_\_\_\_\_  
**Initial**
- **The above monies MUST be 2 separate transactions.**  
\_\_\_\_\_  
**Initial**

\_\_\_\_\_  
Kos Management Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

Thank you for considering us in your search for housing.  
We are an Equal Opportunity Provider.

*Management with a* / 

