



**SOTO Property Solutions** screens all prospective tenants. The screenings consist of rental history, employment verification, criminal background check, and credit check.

Applicants must meet the following criteria:

**Rental history** – Applicants must have a rental history with no evictions and must have positive feedback from previous landlords regarding giving notice to vacate, completion of lease, and condition of property. Absent of a rental history, applicant must have a co-signor (co-signor must complete an application and meet employment and credit criteria), or applicant must have owned their own home.

**Employment verification** – Applicants need to supply their most recent pay check stub as employment verification. Stub must show pay rate and year to date totals. Self-employed applicants must present previous year tax return. Unemployed or retired applicants must provide written proof of either government assistance or retirement income.

**Credit - SOTO Property Solutions** will not rent to any applicant who has multiple accounts in collection, multiple accounts past due, or shows monthly payments in excess of 40% of monthly gross income. An exception is made for medical accounts.

**EXCEPTIONS TO THE ABOVE CRITERIA MAY BE MADE AT THE SOLE DISCRETION OF SOTO Property Management. ADDITIONAL SECURITY DEPOSIT MAY BE REQUIRED.**

**Criminal - SOTO Property Solutions** will not rent to any applicant who has recently been convicted of a crime against persons or property, has been recently convicted of drug related offense, or is a registered sex offender. Criminal background will be reviewed on a case by case basis.

**Identification** – All applicants must present a government issued photo ID.

If applicant cannot meet one or more criteria (except criminal and ID), applicant may use a co-signor. Co-signor must complete an application and meet employment and credit criteria.

The application form should be completed in its entirety. Missing data will cause delays in the approval process.

An application is required for each adult (18 years of age or older) who will occupy the property.

There is a \$30 application fee per applicant, or \$40 application fee for married couples with the same last name. Co-signor application fee is \$15. Applications will not be processed without application fee.

Application fees are non-refundable.

I have read and understand the screening criteria. Initial \_\_\_\_\_

**SOTOPROPERTYSOLUTIONS.COM**

1213 N. Kingshighway, Suite 200 • Cape Girardeau, MO 63701 • Office (573)332-7686 • Fax (573)334-4468



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There is a \$30 application fee per applicant, or \$40 application fee for married couples with the same last name. Co-signor application fee is \$15. Applications will not be processed without application fee.

Application fees will only be accepted by cash, cashiers check, or money order and are non refundable.

I have read and understand the screening criteria. Initial\_\_\_\_\_

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Please fill out completely. Missing information will delay approval process. This is a 2 page application.

<input type="text"/> Property Address Applying For	<input type="text"/> City	<input type="text"/> Rent Amount	<input type="text"/> Application Date
<input type="text"/> Requested Move in Date	Do you have pets? Yes <input type="radio"/> No <input type="radio"/>		<i>Keeping of pets requires a pet deposit, increased rent and owner's consent</i>

### Applicant Information

<input type="text"/> First Name	<input type="text"/> Middle Name	<input type="text"/> Last Name
<input type="text"/> Social Security Number	<input type="text"/> Date of Birth	<input type="text"/> Drivers License Number
<input type="text"/> Phone Number	<input type="text"/> Alternate Phone Number	<input type="text"/> Email Address

### Spouse Information

<input type="text"/> First Name	<input type="text"/> Middle Name	<input type="text"/> Last Name
<input type="text"/> Social Security Number	<input type="text"/> Date of Birth	<input type="text"/> Drivers License Number
<input type="text"/> Phone Number	<input type="text"/> Alternate Phone Number	<input type="text"/> Email Address

### Residence/Rental History

Current Residence  
Rent  Own

<input type="text"/> Current Address	<input type="text"/> City	<input type="text"/> State	<input type="text"/> Zip
<input type="text"/> Landlord Name	<input type="text"/> Landlord Phone Number		
<input type="text"/> Lease Start Date	<input type="text"/> Lease End Date		
<input type="text"/> Monthly Rent	<input type="text"/> Reason for Leaving		

Prior Residence  
Rent  Own

<input type="text"/> Prior Address	<input type="text"/> City	<input type="text"/> State	<input type="text"/> Zip
<input type="text"/> Landlord Name	<input type="text"/> Landlord Phone Number		
<input type="text"/> Lease Start Date	<input type="text"/> Lease End Date		
<input type="text"/> Monthly Rent	<input type="text"/> Reason for Leaving		

Continued on next page

**Employment**

**Applicant**

Employer	Supervisor Name	Employers Phone Number
Employment Start Date	Monthly Gross Pay	
Position	Any Additional Income	Source of Additional Income

**Spouse**

Employer	Supervisor Name	Employers Phone Number
Employment Start Date	Monthly Gross Pay	
Position	Any Additional Income	Source of Additional Income

**Emergency Contacts**

Primary

First Name	Middle Name	Last Name
Address	City	State Zip
Phone Number	Alternate Phone Number	

Alternate Contact

First Name	Middle Name	Last Name
Address	City	State Zip
Phone Number	Alternate Phone Number	

I understand that I acquire no rights to the property in which I am applying for until I sign a lease agreement and pay the first months rent plus full security deposit. I also understand that falsification of any information on this application will be considered a breach of contract which may lead to eviction from property and loss of security deposit.

*(Optional)*

In consideration for SOTO Property Management holding the property, I am making a deposit of \$  . If this application is approved, this deposit shall be applied toward the security deposit, and in the event I choose not to enter into the agreement applied for, deposit shall be retained by SOTO Property Management as liquidated damages. If application is denied, deposit shall be refunded in full.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Spouse Signature

\_\_\_\_\_  
Date

SOTO Property Management does business in accordance with federal fair housing laws and does not discriminate against any person because of race, color, religion, sex, handicap, family status, or national origin.





**APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF  
INFORMATION**

This release and authorization acknowledges that **SOTO Property Management** may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under **SOTO Property Management** tenant policies.

I authorize **Background Info USA** and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative **SOTO Property Management**

**I have read and understand this release and consent, and I authorize the background verification.** I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide **Background Info USA** with all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name Clearly

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Print Name Clearly

Date: \_\_\_\_\_