



3915 S. Seneca  
Wichita, KS 67217  
PH: 316-522-1298  
FAX: 316-522-5314

[huntington@hunts-landing.com](mailto:huntington@hunts-landing.com)  
[www.hunts-landing.com](http://www.hunts-landing.com)

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Thank you for your interest in Huntington Place Apartments.

For your convenience we have provided a downloadable Rental Application form that can be printed and mailed to us. Please complete the application as thoroughly as possible and note that the application cannot be processed unless it has been signed and dated. The Rental Verification form does not need to be filled out but does require the applicant's signature at the bottom of the page.

Along with the completed and signed Rental Application form each applicant (including co-signers) must provide the following:

- Color copy of photo ID
- Color copy of Social Security card
- Proof of income – acceptable documentation includes:
  - Two (2) most recent pay stubs
  - Letter from current employer on **company letterhead** indicating monthly income; any employment verification letters not on company letterhead **must** be notarized by an authorized Notary Public.
- \$30 application fee for each adult applicant including co-signers. Fee must be paid by check or money order; DO NOT SEND CASH. Application fees are non-refundable.

If you need further information about our requirements and qualifications or require assistance with the application please email us at [huntington@hunts-landing.com](mailto:huntington@hunts-landing.com) or call 316.522.1298.

Please mail completed applications with the accompanying documentation to:

Huntington Place Apartments  
3915 S Seneca  
Wichita, KS 67217



**APARTMENT RENTAL APPLICATION**

Date \_\_\_\_\_

**APPLICANT #1** Married Divorced Separated Single (Circle One)

Name \_\_\_\_\_ Phone# \_\_\_\_\_

SS # \_\_\_\_\_ D.O.B. \_\_\_\_\_ DL# \_\_\_\_\_  
State & Number

Present Address \_\_\_\_\_  
Street City, State, Zip Code

Landlord or Finance Company \_\_\_\_\_  
Name Phone Number

How long at this address \_\_\_\_\_ Rent or Own Monthly Payments \_\_\_\_\_  
Circle One

Previous address: \_\_\_\_\_  
Street City, State Zip Code

Landlord or Finance Company \_\_\_\_\_  
Name Phone Number

How Long at this Address \_\_\_\_\_ Have you ever been evicted or sued? \_\_\_\_\_ Broken a lease? \_\_\_\_\_

Have you ever been charged with, convicted of, or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)? \_\_\_\_\_ Please explain: \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Length of time \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Gross Wages \_\_\_\_\_ Other Income \$ \_\_\_\_\_ Source \_\_\_\_\_

**REFERENCES**

Landlord Reference \_\_\_\_\_  
Name Phone Number

Personal Reference \_\_\_\_\_  
Name Phone Number

**OUTSTANDING DEBTS**

Creditor	Original Debt	Present Balance	Monthly Pymt
_____	_____	_____	_____
_____	_____	_____	_____





**APPLICANT #2** Married Divorced Separated Single (Circle One)

Name \_\_\_\_\_ Phone# \_\_\_\_\_

SS # \_\_\_\_\_ D.O.B. \_\_\_\_\_ DL# \_\_\_\_\_  
State & Number

Present Address \_\_\_\_\_  
Street City, State, Zip Code

Landlord or Finance Company \_\_\_\_\_  
Name Phone Number

How long at this address \_\_\_\_\_ Rent or Own Monthly Payments \_\_\_\_\_  
Circle One

Previous address: \_\_\_\_\_  
Street City, State Zip Code

Landlord or Finance Company \_\_\_\_\_  
Name Phone Number

How Long at this Address \_\_\_\_\_ Have you ever been evicted or sued? \_\_\_\_\_ Broken a lease? \_\_\_\_\_

Have you ever been charged with, convicted of, or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)? \_\_\_\_\_ Please explain: \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Length of time \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Gross Wages \_\_\_\_\_ Other Income \$ \_\_\_\_\_ Source \_\_\_\_\_

**REFERENCES**

Landlord Reference \_\_\_\_\_  
Name Phone Number

Personal Reference \_\_\_\_\_  
Name Phone Number

**OUTSTANDING DEBTS**

Creditor	Original Debt	Present Balance	Monthly Pymt
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_____	_____	_____	_____
_____	_____	_____	_____





**OTHER HOUSEHOLD MEMBERS**

List names of all other persons who will be living in the home. Any other residents can be accepted only by separate application and approval.

Name	D.O.B.	SS #	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**VEHICLES**

Car Year \_\_\_\_\_ Make/Model \_\_\_\_\_ Tag \_\_\_\_\_ Color \_\_\_\_\_  
(state & number)

Car Year \_\_\_\_\_ Make/Model \_\_\_\_\_ Tag \_\_\_\_\_ Color \_\_\_\_\_  
(state & number)

Do you own a motorcycle \_\_\_\_\_ Boat \_\_\_\_\_ Motor Home/Camper \_\_\_\_\_

**EMERGENCY INFORMATION**

In Case of an emergency, please notify

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

The information and statements above are true and correct to the best of my knowledge. Authorization is hereby given to check my credit record, to verify my credit, employment and references, and to obtain such other information deemed necessary as a prerequisite for apartment rental and residency. Information may be given to credit reporting agencies and others regarding your credit experience with me.

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

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





### RENTAL VERIFICATION

Please provide the information requested below and fax back to 316-522-5314

Please verify rental history for: \_\_\_\_\_

SS#: \_\_\_\_\_

Former Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

Lease Dates: \_\_\_\_\_  
Commencement Expiration

Move Out Date: \_\_\_\_\_ Rent Amount: \_\_\_\_\_

Number of Late Payments: \_\_\_\_\_ Number of NSF's: \_\_\_\_\_

Proper Notice Given? Yes \_\_\_\_\_ No \_\_\_\_\_ Roommate?: Yes \_\_\_\_\_ No \_\_\_\_\_

Any Problems/Violations?: \_\_\_\_\_

Apartment Left Clean?: \_\_\_\_\_

Pets?: \_\_\_\_\_

Was Deposit Refunded?: \_\_\_\_\_

Would You Lease Again?: \_\_\_\_\_

Above information verified by: \_\_\_\_\_

Title: \_\_\_\_\_

**Feel free to contact us at 316-522-1298 should you require any additional information.**

**Authorization:** I, or we, authorize **Huntington Place Apartments** through its designated agent and employees, to verify the above information on matters relating to my previous and current rental. This information will solely be used for verification purposes in regards to our rental screening criteria.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

