

M & K PROPERTY MANAGEMENT
APPLICATION POLICY

1. An application is needed for each adult occupant over the age of 18. Each applicant must qualify on the basis of:
 1. Income
 2. Credit History
 3. Prior Landlord References
2. Applicants must return all completed applications and co-signer applications, if necessary, in a timely manner. **Applicants must turn in the security deposit with their completed applications to hold an apartment.**
3. Please include a copy of your most recent payroll stub(s) with your completed application to verify employment income listed on the application as some employers do not verify this information over the phone due to the Privacy of Information Ruling.
4. Upon receipt of all completed applications, Management will begin verification. Within 1 to 3 days, Management will notify applicant if applications have been approved or declined.
5. Once approved, an applicant will be scheduled for the new resident(s) to sign the Rental Agreement. An apartment will not be held if the approved applicant does not sign the Rental Agreement within 3 days. The security deposit will be processed the day the Rental Agreement is signed. An appointment will also be scheduled to perform a check-in inspection of the apartment on the first day of the Rental Agreement is signed. The first month's rent will be collected upon completion of the check-in inspection.
6. **AN APPLICATION FEE OF \$25.00 WILL BE CHARGED IF THE APPROVED APPLICANT WITHDRAWS PRIOR TO MOVE-IN.**

M & K Properties
1037 Village Lane
Chico, Ca. 95926
(530) 891-5907