

We can only hold a specific unit for 3 days from the date of your deposit. If you do not move in within 3 days, your deposit will go towards the next available unit.

RESIDENT SELECTION POLICY

We do business in accordance with Federal, Kentucky and local Fair Housing Laws. We utilize a thorough screening process to maintain the quality of the neighborhood, and try to make sure that people do not use our rental units for illegal activity. Please review our application criteria. If you meet the criteria, please apply. If you meet the criteria and are accepted, you will have the peace of mind of knowing that the others living here have been screened with equal care.

General Requirements for Applications

All adults to occupy the units must complete an application. All applications must be filled out completely. If any section is not and not explained, the application will not be considered. A photo ID (government issued) and a second form of ID are required for each adult and must be presented with the application.

Income Requirements

The total household income must be 3 times the amount of the monthly rent. If a co-signer is required, they must make 4 times the amount of the monthly rent.

Employment

Prospective residents must be employed by the same employer for at least six months and must have at least two years of continuous employment history. Should a prospect be recently transferred or relocated they should have at least six months with their previous employer. We must be able to verify the amount and stability of your income. For example, pay stubs, contact with employer or tax records. If you are self-employed, a business license, tax records and bank records are required.

Credit Reports

Landlord is entitled to a credit check on each individual over 18 years of age. The credit score of the applicant will determine the amount of the deposit which can be up to full months' rent. If the applicant is deemed high risk, we reserve the right to require a prepayment of three to six months' rent in advance.

The application will be rejected if the credit reports reveal any of the following:

- _ An open bankruptcy. Any Bankruptcy must be discharged for at least 12 months.
- _ Any amount still owed to utility companies (cable, internet and telephone services will also be considered a utility).
- _ A history of late payments to utility companies.
- _ An outstanding balance owed to another landlord or mortgage holder.
- _ Any evictions that you may have in the past regardless of how old, if not paid in full will deny you.

Criminal History

In order to make sure that none of the residents at our community have a history of criminal activity that would be considered a threat to property or peaceful enjoyment of the premises by other residents, we will review the arrest records of each person to occupy the apartment. The application will be rejected for any of the following:

-Any felony convictions during the past 7 years.

_Any charges sexual in nature during your lifetime.

_Two or more misdemeanor convictions, or any violent crime misdemeanor, during the past five years.

Traffic violations are not included, unless they involve property damage or injuries to persons for which restitution has not been paid.

Rental History

If you are related by blood or marriage to one of the previous landlords you list on the application, or if your rental history does not include at least two years of rental history and at least two previous landlords or home ownership, we may require a qualified co-signer for your rental agreement.

It is your responsibility to provide us with the information to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we were unable to contact your past landlords to verify acceptable history. The following are unacceptable for application approval:

_A history of any social nuisance or physical hazard for other residents at a property

_A history of damage and/or poor housekeeping habits

_ A history of failure to pay rent in a timely manner

_ A history of applicant interfering with the peaceful enjoyment of others

_ A balance owed at move-out to previous landlord

_Allowing unauthorized persons/pets to live in the unit

_ A history of failing to cooperate with or harassment of landlord or its employees

_ A history of eviction

_False information on application

If any false or missing information is found after a rental agreement has been signed, the lease will be terminated and all occupants will be evicted.

APPLICATION FOR APARTMENT LEASE

APPLICANT'S FULL NAME _____

OTHER NAMES USED DURING THE PAST 7 YEARS _____

DATE OF BIRTH _____ S.S.# _____

DRIVER'S LICENSE # _____ STATE ISSUED _____

PHONE# _____ EMAIL _____

MARITAL STATUS _____

LIST ALL OTHERS THAT WILL BE OCCUPYING THE APARTMENT REGARDLESS OF AGE:

<u>NAME</u>	<u>DATE OF BIRTH</u>	<u>S.S.#</u>	<u>RELATIONSHIP</u>
-------------	----------------------	--------------	---------------------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

RENTAL/MORTGAGE INFORMATION

YOU MUST HAVE TWO YEARS OF CONTINUOUS HISTORY

PRESENT ADDRESS _____

PRESENT LANDLORD NAME AND PHONE# _____

MONTHLY RENT _____ DATES OF RESIDENCY _____

IS LANDLORD A RELATIVE _____ REASON FOR MOVING _____

IS THE LEASE IN ANY OTHER NAME? IF YES PROVIDE NAME _____

PREVIOUS ADDRESS _____

PREVIOUS LANDLORD NAME & PHONE# _____

MONTHLY RENT _____ DATES OF RESIDENCY _____

IS LANDLORD A RELATIVE _____ REASON FOR MOVING _____

IS THE LEASE IN ANY OTHER NAME? IF YES, PROVIDE NAME _____

HAVE YOU EVER BEEN EVICTED OR ASKED TO MOVE? _____

NAMES AND NUMBERS OF TWO FRIENDS OR RELATIVES WE MAY CONTACT IF WE ARE UNABLE TO REACH YOU:

NAME _____ PHONE # _____

NAME _____ PHONE # _____

EMPLOYMENT INFORMATION

YOU MUST HAVE TWO YEARS OF CONTINUOUS HISTORY

PRESENT EMPLOYER & JOB TITLE _____

ADDRESS _____

PHONE NUMBER & SUPERVISORS NAME _____

DATES OF EMPLOYMENT _____ MONTHLY INCOME\$ _____

PREVIOUS EMPLOYER & JOB TITLE _____

ADDRESS _____

PHONE NUMBER & SUPERVISORS NAME _____

DATES OF EMPLOYMENT _____ MONTHLY INCOME\$ _____

OTHER SOURCES OF INCOME

SOURCE _____ MONTHLY AMOUNT \$ _____

SOURCE _____ MONTHLY AMOUNT \$ _____

BACKGROUND INFORMATION

WE REJECT APPLICANTS WITH A CRIMINAL HISTORY THAT DOES NOT COMPLY WITH OUR RESIDENT SELECTION CRITERIA LISTED ABOVE.

HAVE YOU EVER BEEN CONVICTED OF A FELONY? IF YES, PROVIDE OFFENSE, COUNTY, DATE AND PENALTY _____

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR? IF YES, PROVIDE OFFENSE, COUNTY, DATE AND PENALTY _____

ARE YOU CURRENTLY OR HAVE YOU EVER BEEN INVOLVED IN A LAWSUIT? IF YES, EXPLAIN _____

MISCELLANEOUS INFORMATION

HOW MANY AUTOMOBILES WOULD YOU KEEP AT THIS ADDRESS? _____

MAKE MODEL YEAR COLOR PLATE NUMBER AND STATE _____

1) _____

2) _____

PETS? _____ DESCRIPTION _____

IN CASE OF EMERGENCY, NOTIFY:

NAME _____ RELATIONSHIP _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

DESIRED MOVE-IN DATE _____ LEASE TERM _____

I CERTIFY THAT ALL INFORMATION I HAVE GIVEN IS TRUE AND COMPLETE

APPLICANT'S SIGNATURE

DATE

APPLICANT'S SIGNATURE

DATE

PROPERTY MANAGER/ AGENT

DATE

If approved and not moved in within a 30 day period and wish to move in at a later date, you will need to reapply and pay the application fee and the deposit again.

CONSENT TO OBTAIN APPLICANT INFORMATION

I, _____ give Springridge Apartments

Consent to run a **CONSUMER CREDIT REPORT**, verify my **EMPLOYMENT INCOME**,
MORTGAGE OR RENTAL HISTORY, and conduct a **CRIMINAL BACKGROUND CHECK**.
This information will only be used to determine my qualifications as a prospective resident.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S SIGNATURE

DATE

PROPERTY MANAGER

DATE

WE FOLLOW ALL FAIR HOUSING GUIDELINES.