



Brookhaven • Chelsea • Lansdowne • Shorelake

Management Office 820 Malabu Drive • Lexington, KY 40502 • 859.278.7903

Applying for an Apartment Checklist

In order to rent an apartment you will need the following...

- ☐ Application Fee... must be in the form of a money order or cashiers' check.
- ☐ Security Deposit... must be in the form of a money order or cashiers' check.
- * The Application Fee and Security Deposit must be separate money orders or cashiers' checks.
- ☐ Proof of income... this may be the 2 most recent pay stubs, bank statement showing direct deposit, or tax forms if self employed.
- ☐ Rental history... name and phone number of most recent landlord must be provided on application.
- ☐ Rental and Occupancy Criteria Guidelines must be read and signed.
- ☐ Application must be filled out in full and signed.

Once this checklist is completed, we will hold an apartment for you and process your application.

Thank you and we look forward to having you as our next resident!



Rental and Occupancy Criteria Guidelines for Blackburn Properties

Rental applications will be processed for all applicants 18 years of age or older who will be a lease holder or occupant. A non-refundable application fee must be paid for each applicant (\$35) 18 years of age or older. Application fees and applicant deposit must be paid by separate money orders and must be submitted before application is processed.

SALARY AND INCOME

- All residents must show proof of legal and verifiable income.
- Gross monthly income of applicant(s) must be 3 times the amount of rent of the apartment being leased.
- All other sources of income must be verified: sources may include pay stubs, tax returns, bank statements, 1099's, proof of government payments, student loan/grant documents, court orders for child/spousal support, etc.

CREDIT HISTORY

- Applicant's credit history is evaluated by a third-party screening service, Appfolio Tenant Screening.
- FICO score must be 600 or above. If below 600 or not available, an additional deposit and/or co-signer will be required if no rental history can be verified.
- Late payments, collection amounts and other information may be cause for denial, co-signer or additional deposit.

RENTAL HISTORY

- Applicants who have been evicted within the last 5 years will be denied.
- No unpaid rental related debt, including property damage debt and rent due at the time of move out.
- No more than 4 late rental payments and/or 2 insufficient funds checks will be allowed per 12 month lease year.
- No more than 2 written complaints and/or one 14-Day Notice will be allowed per 12 month lease year.
- Applicants with no rental or mortgage history will be required to obtain a co-signer or pay an additional deposit.

CO-SIGNER

- A co-signer and/or additional deposit may be required if any of the above criteria is not met. Co-signer must sign the Guaranty/Co-Signer Agreement.
- Co-signer must meet all of the above criteria and be processed through Appfolio Tenant Screening.

CRIMINAL HISTORY

- A criminal background check will be run for each applicant 18 years of age or older.
- Applicants convicted of a misdemeanor or felony for sex related crimes or any crime requiring the applicant to register as a sex offender during their lifetime will be denied.
- Applicants who have been convicted of a felony for drug-related crimes for possession, manufacturing, trafficking, or distribution of an illegal substance or acts against another person or property within the last 7 years will be denied.
- Applicants who have been convicted of a misdemeanor for drug-related crimes for possession, manufacturing, trafficking or distribution of an illegal substance or acts against another person or property within the last 5 years will be denied.
- For the purposes of this section, "convicted" means having been adjudicated to be guilty or to have entered any guilty plea, Alford plea, no contest plea, or any plea other than "not guilty" in the final determination of any criminal charge.

IDENTIFICATION

- All applicants must show current/valid government issued photo identification before move in.
- Applicants without a social security number will be required to submit USCIS documents for verification.

SECURITY DEPOSIT

- If applicant is not approved, the full deposit amount is refundable.
- If after 72 hours applicant or co-applicants withdraw an application, we will retain all applicant deposits as damages for taking the apartment off the market and the parties will then have no further obligation to each other.

OCCUPANCY

- One bedroom: maximum 2 persons. Two bedroom: maximum 4 persons.
- Exceptions will be made for persons under 12 months of age.

PET POLICY (Breed restrictions)

- Pets will only be permitted to occupy an apartment with management approval. Pet fee and pet rent are required.

FALSE INFORMATION

- Any falsified information on the application will automatically disqualify the applicant and all deposits and application fees will be forfeited. Any lease that is signed as a result of the false information shall be voided or terminated at the option of the Owner.

Signing this document indicates that you have reviewed the resident qualifying criteria. If you do not meet the aforementioned qualifying criteria or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Signature _____

Date _____

BLACKBURN PROPERTIES

Brookhaven · Chelsea · Lansdowne · Shorelake

p 859.278.7903

sherry@blackburnpropertymgmt.com

Applicant Name	First _____	Middle _____	Last _____	Phone # _____
Date of Birth	_____/_____/____		Email Address	_____
Social Security #	_____/_____/____		Driver's License #	_____ State _____
Marital Status	_____		Spouse's Name	_____
Other Occupant(s)				
	Name _____	Age _____	Relationship _____	Name _____ Age _____ Relationship _____
	Name _____	Age _____	Relationship _____	

RESIDENT HISTORY

Current Address	Street _____	Apt # _____	City _____	State _____	Zip _____
Current Landlord	Name _____	Phone # _____	Date From/To	_____/____/____	
Monthly Payment	\$ _____	Reason for Moving	_____		
Previous Address	Street _____	Apt # _____	City _____	State _____	Zip _____
Previous Landlord	Name _____	Phone # _____	Date From/To	_____/____/____	
Monthly Payment	\$ _____	Reason for Moving	_____		

EMPLOYMENT

Current Employer	_____		Position _____	Date From/To	_____/____/____
Employer Address	Street _____	City _____	State _____	Zip _____	
Gross Income	\$ _____	Supervisor _____	Phone # _____		
Previous Employer	_____		Position _____	Date From/To	_____/____/____
Employer Address	Street _____	City _____	State _____	Zip _____	
Gross Income	\$ _____	Supervisor _____	Phone # _____		

VEHICLE INFORMATION

Make _____	Model _____	Color _____	License _____	Year _____
List Any Additional Vehicles	_____			

OTHER INFORMATION

In Case of Emergency Notify	Name _____	Address _____	Phone# _____	Relationship _____
Have you ever:	Been Evicted or asked to move out?	____Y____N	Been sued for non-payment of rent?	____Y____N
	Broken a rental or lease agreement?	____Y____N	Been sued for damage of property?	____Y____N
	Declared Bankruptcy?	____Y____N	Been convicted of a Felony?	____Y____N
	Been convicted an/or have any current/pending indictments for crimes related to drugs, theft, prostitution, or crimes against another person? ____Y____N			

APPLICATION DEPOSIT AGREEMENT: Applicant has deposited the sum of \$_____ (hereafter referred to as "applicant deposit") in consideration for Owner taking the dwelling unit off the market while considering approval of this application. If applicant is approved by and the contemplated lease is entered into, "application deposit" shall be credited to the required security deposit. If Applicant fails to notify the Owner within 72 hours that Applicant wishes to withdraw this application for rental, or if Applicant is approved, but fails to promptly enter into the contemplated lease within 30 days, the application deposit shall be forfeited to Owner. This application deposit will be refunded only if Applicant is NOT approved. Keys will be furnished only after contemplated lease and other rental documents have been properly executed by all parties, and only after applicable rentals and security deposits have been paid. This application is preliminary only and does not obligate the Owner or Owner's agent to execute a lease or deliver possession of the proposed premises.

PROCESSING FEE: Applicant has paid the sum of **\$35** as a non-refundable fee for owner's cost of processing the application.

I hereby give Blackburn Property Management consent to run a Consumer Credit Report, verify my employment and income, verify my mortgage or rental history, and run a criminal background and eviction check through Appfolio Resident Screening. This report and information will only be used to determine my qualifications as a prospective resident.

Applicant Signature _____	Date _____/_____/____
Agent Signature _____	Date _____/_____/____

BLACKBURN PROPERTIES

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Phone 859.278.7903 · Fax 859.245.1370 · Email sherry@blackburnpropertymgmt.com

RESIDENT NAME: _____

Guarantor Name _____ Phone Number (____) _____
First Middle Last

Date of Birth ____/____/____ Email Address _____

Social Security # ____-____-____ Driver's License # _____ State _____

Present Address _____
Street Apt. # City State Zip

Dates: From/To ____/____/____

Present Employer _____ Position _____ Date of Hire ____/____/____

Gross Monthly Salary \$ _____ Employer Address _____
Street City State Zip

Supervisor _____ Supervisor Phone _____ Additional Income \$ _____

The undersigned _____ ("Guarantor") and Blackburn Property Management ("Landlord") agree to enter into a lease and any subsequent modification, renewal, or extension thereof (collectively "the Lease"), hereby guarantees each and all of Resident's duties under the lease, including the duty to pay rent. Landlord would not enter into the Lease without this Guarantee. Landlord may proceed directly against Guarantor without first proceeding against Resident or exhausting any remedies against Resident. No modification, renewal, extension, forbearance or leniency extended by Landlord to Resident shall discharge Guarantor, and Guarantor agrees that at all times Guarantor will be liable notwithstanding any modification, renewal, extension, forbearance or leniency and notwithstanding the fact that Guarantor has had no notice of any such modification, renewal, extension, forbearance or leniency. Landlord and Resident, without notice or consent by Guarantor, may at any time enter into modifications, renewals, or extensions of the Lease without this Guarantee being released or affected and Guarantor shall continue as Guarantor with respect to the Lease as so modified, renewed, or extended. Neither the Guarantor's guarantee nor any remedy for the enforcement thereof shall be impaired, released or limited in any manner whatsoever by any change, release, or limitation of the liability of Resident or its trustee or receiver in bankruptcy or of any remedy for the enforcement thereof resulting from the Federal Bankruptcy Act or any other federal or state statute from the decision of any court. Guarantor further agrees to be bound, jointly and severally, with the same force and effect as if Guarantor was named as the Resident in the Lease.

PROCESSING FEE: Applicant has paid the sum of \$35 as a non-refundable fee for owner's cost of processing the application.

I hereby give Blackburn Property Management consent to run a Consumer Credit Report, verify my employment and income, verify my mortgage or rental history, and run a criminal background and eviction check through Appfolio Resident Screening. This report and information will only be used to determine my qualifications as a prospective guarantor.

Applicant's Signature _____ Date ____/____/____

Property Management _____ Date ____/____/____

