

3050 Helmsdale Place Lexington, Kentucky 40509

www.brighton3050.com

859-514-4242 or 859-514-4243 fax

Is Applicant a(n): _____ Lease Holder?
_____ Occupant?
_____ Guarantor?

BRIGHTON 3050 APPLICATION FOR RENTAL

<u>Last Name</u>	<u>First</u>	<u>Middle</u>	<u>Birth date</u>	<u>Driver's License No. & State</u>	<u>SS# or ITIN# or I-20# or DS-20-19#</u>
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<u>E-mail Address</u> *required at move in	<u>Cell / Daytime Phone & Work Phone</u>
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Other / Occupants

(1) _____ Age _____ (2) _____ Age _____
(3) _____ Age _____ (4) _____ Age _____

<u>Expected Move-in Date</u>	<u>Do you have a pet?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Breed, Weight, Gender Info</u>	* a pet fee and owner's consent will be required for move-in
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Will you, your co-applicant or other occupants require any special Accommodations? _____

Part I Resident History

<u>Present Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>How Long?</u>	<u>Applicant (Area Code) Home Phone</u>
<u>Name & Address of Present Landlord or Mortgage Co.</u>				<input type="checkbox"/> Own <input type="checkbox"/> Rent	<u>Landlord Phone</u>
					<u>Monthly Payment</u>
<u>Previous Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>How Long?</u>	<u>Landlord Phone</u>

Have you ever been listed as a resident or occupant with Helmsdale LLC or any of their apartment communities? (circle one) YES NO

please list the address and dates.: Address: _____ Dates: _____

Part II Employment History - Please provide listings for the Past Year

<u>Applicant Employed By</u>	<u>Position Held/Dates</u>	<u>Supervisor's Name</u>	<u>Hours per week</u>
<u>Address</u>	<u>City</u> <u>State</u> <u>Zip</u>	<u>Supervisor Phone</u>	<u>Salary/Wages</u> \$ _____ / _____
<u>Previous Employment</u>	<u>Position Held/Dates</u>	<u>Supervisor's Name & Title</u>	<u>Hours per week</u>
<u>Address</u>	<u>City</u> <u>State</u> <u>Zip</u>	<u>Supervisor Phone</u>	<u>Salary/Wages</u> \$ _____ / _____

Part III Additional/Supplemental Income Information

Additional income such as child support, alimony, or separate maintenance need not be disclosed unless such Additional Income is to be included for qualification hereunder.

Source: _____ Amount of \$ _____ Per _____
Source: _____ Amount of \$ _____ Per _____

Part IV Auto Information

Number of Vehicles on Property	Do you have any recreational vehicles such as vans, boats, motorcycles? (circle one) YES NO
	Please Specify: _____

<u>Auto No. 1 - Description</u>	<u>License Plate No.</u>	<u>State</u>
<u>Auto No. 2 - Description</u>	<u>License Plate No.</u>	<u>State</u>

<u>Emergency contact</u>	<u>e-mail address</u>	<u>(Area code) Phone</u>
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Applicants hereby authorizes verification of any and all information set forth on this application, including release of information by any savings and loan, employer (present and former) and any lender. All such information hereon, and released as authorized above, will be kept confidential. Applicants represents that the information set forth on this application is true and complete. Material misrepresentations on this Application will constitute a default under this Lease or Rental Agreement between both parties.

CREDIT CHECK CHARGE: Applicant has submitted \$40.00 which is a nonrefundable payment for a credit check and processing charge, receipt which is acknowledge by Management. Such sum is not a rental payment or deposit amount. In the event this application is approved or disapproved, this sum will be retained by Management to cover the cost of processing application as furnished by applicant. This application must be signed before is can be processed by Management.

GOOD FAITH HOLDING FEE: I hereby deposit \$ _____ with Management as a good faith holding fee in connection with the rental application. If my application is accepted, I understand this deposit can be applied towards payment of my security deposit of \$ _____ when I take possession of the apartment/home. If for any reason Management decides to decline my application, the Management will refund this good faith holding fee to me in full. I understand if I cancel this application **within 48 hours** of the date here signed and receive a full refund of the good faith holding fee within 30 days of the cancellation. If I cancel **after 48 hours** or refuse to occupy the premises on the agreed upon date, I understand this good faith holding fee will be forfeited.

I understand the apartment/home will be held for a MAXIMUM of two weeks from the date of vacancy or two weeks from the date of hold, whichever applies. I understand that in the event that the unit does not become available due to circumstances beyond Helmsdale, LLC., control, my holding fee will be fully refunded and Helmsdale, LLC., will not be liable in any way. However, if such as situation should arise Helmsdale, LLC., will make every effort to find another unit which is suitable to my needs.

Applicant's Signature _____ Date _____

Office Use Only

Lease term _____
Move-in Date _____
Rent Amount _____
Hold Date/Time _____
Agents Name _____
Hold Amount _____
Total Deposit _____
Address _____

Updated 03/29/18
JAF

RENTAL QUALIFYING PROCEDURES

Helmsdale, LLC supports The Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, disability, familial status, sexual orientation, and gender identity.

APPLICATION FEES

ANY PERSON OVER THE AGE OF 18 IS REQUIRED TO COMPLETE AN APPLICATION AND PAY A \$40.00 APPLICATION FEE. EACH APPLICANT WILL GO THROUGH A FULL RESIDENT SCREENING PROCESS MEETING THE GUIDELINES.

QUALIFYING GUIDELINES

1. INCOME:

Total combined monthly income of all qualified applicants must be at least three times the amount of the monthly rental rate. Verification required in the form of supervisor and pay stubs. If currently unemployed, last year's tax return indicating income meeting the income requirements and a savings account balance equal to six month's rent is required. If employed less than 6 months, a savings account balance equaling (6) month's rent must be verified. Student loans will be considered as income and will be included to qualify.

2. SELF EMPLOYED/RETIRED/DISABLED:

Applicants must provide either photocopy of tax papers from previous year, financial statement from certified public accountant, photocopies of three most recent bank statements showing proof of ability to pay rent for the term of the lease or meet the income requirements as listed in item #1.

3. EMPLOYMENT:

Applicant must be employed by the same employer for no less than six months. Should a prospect have recently changed employment, they must have six months prior verifiable employment with the same employer, as well as, current verifiable employment. Recent graduates with first full time employment or military personnel will have six month requirement waived.

3. CREDIT:

Credit history is described as, but not limited to the following:

- a. The absence of credit shall not adversely affect an applicant
- b. The address that appears on the credit report must match the rental application or discrepancy verified.
- c. All monies owed to prior landlords must be paid in full.
- d. Medical related credit and/or student loans will be excluded from the credit qualifications.
- e. Personal bankruptcy will require six months' positive credit history re-established after the bankruptcy has been closed, paid or discharged.
- f. Foreclosure of real estate requires a positive payment history prior to the initiation of the foreclosure and a guarantor.
- g. Negative credit exceeding 20% of total reported credit and total collections exceeding \$500.00 will result under automatic denial.
- h. In some cases, an applicant can be approved with a guarantor.
- i. An I-20 or DS-20-19 or ITIN number will be accepted in lieu of a social security number. An occupant with a guest visa and a verifiable rental reference in the United States will be accepted in lieu of a social security number, ITIN, I-20, or DS-20-19. **WRITTEN DOCUMENTATION REQUIRED**

4. RENTAL HISTORY:

- a. Six months verifiable residence history is required.
 - b. First time renters: the absence of rental history or unverifiable rental history, will require a guarantor.
 - c. No negative rental history will be accepted.
 - d. No more than four (4) rental payments in previous twelve (12) months resulted in late pays or NSF's.
 - e. Applicants providing I-20 or DS-20-19 rental history will be waived.
- Note: If you have rented at any of our communities as a resident or occupant and had a forcible detainer filed, lease termination or an unresolved or outstanding balance, your application will be rejected.*

5. GUARANTOR:

A lease guarantor will be accepted for applicants whose income, credit, length of employment, and length of rental history does not meet the qualifications. Guarantors will not be accepted for negative rental history, no verifiable income, or unclosed bankruptcies. Guarantors must meet all eligibility requirements listed herein.

6. INFESTATION:

Applicant agrees that if current or previous residence had a bedbug or other vermin infestation that all personal property (including furniture, clothing and other belongings) has been treated by a licensed pest control professional and agrees such items are free of further infestations.

7. OCCUPANCY STANDARDS:

One Bedroom-no more than three (3) persons -Two (2) Vehicles
Two Bedroom-no more than five (5) persons - Two (2) Vehicles
Three Bedroom-no more than nine (7) persons - Three (3) Vehicles
Four Bedroom-no more than nine (9) persons- Four (4) Vehicles
NOTE: We offer no assigned parking. Front door or close proximity parking can't be guaranteed.

8. PETS:

Up to two pets with no weight limit (excluding non-domestic animals) per rental unit will be accepted with a \$200.00 non-refundable pet fee (1-pet) \$100.00 (2-pets) plus \$20.00 monthly pet rent per pet. Breed restrictions listed on Pet Policies. Management has the right to deny any pet at their discretion.

10. CRIMINAL HISTORY:

We will conduct a criminal background check on each person who intends to occupy the premises. The application will be rejected if the records show a history of any of the following. For the purposes of this application, a "conviction" includes any conviction, guilty plea, Alford plea, no contest plea, or any final adjudication other than "not guilty".

- a. Any drug-related conviction for manufacturing, trafficking, or distribution of an illegal substance during the past seven (7) years unless documentation can be provided from a private or public agency of complete rehabilitation for at least two (2) years;
- b. Any felony conviction during the past seven (7) years involving property damage, injury to persons, or failure to pay amounts owed for which restitution has not been made;
- c. Any misdemeanor convictions during the past five (5) years involving property damage, injuries to persons, or failure to pay amounts owed for which restitution has not been made.

"Please note-this property may be within 1,000 feet of a school, publicly owned daycare or licensed daycare facility. If you believe you may be restricted from residing in such proximity to one of these facilities, please consult with the appropriate authority prior to submitting an application or signing a lease.

Our decisions are based on the information provided by a third party verification service at the time of application. We are not responsible for inaccurate information obtained.

I have read, understand, and received a copy of the Statement of Rental Qualifying Procedures.

Signature _____ Date _____

Utility Requirement: Electric and water service must be established in resident's name on or before move-in date.



Brighton 3050 Apartment Rental Verification Form

Return To _____
Fax : 859-514-4243

*Note to Applicant: Please provide information for 1st section ONLY. Signature is required for completion.

Applicant's FULL Name: _____

Address of apartment/house rented: _____

Name of Property Supervisor: _____ Phone: _____

Dates applicant rented from you: **From:** _____ **To:** _____ What is/was applicant's rental payment amount? _____

Has applicant given proper notice to vacate? **YES NO** (circle one) Will applicant be breaking their lease agreement? **YES NO** (circle one)

How many people reside/resided with applicant? _____

1. Rent Payment:

- a. Is resident currently up-to-date with rental payment? **YES NO** (circle one)
- b. Has applicant ever been late paying rent? **YES NO** (circle one) **If YES, how often?** _____
- c. Did applicant ever have NSF/returned payment? **YES NO** (circle one)
- d. Have you ever begun eviction proceedings for non-payment? **YES NO** (circle one)

2. Caring for the Unit:

- a. Does/Did the resident have pets? **YES NO** (circle one) **How Many?** _____ **Pet Violations?** _____
- b. Has applicant ever damaged the rental home? **YES NO** (circle one) **If YES, did applicant pay for the damages? YES NO** (circle one)
- c. Will/Did you keep any of the security deposit? **YES NO** (circle one) **Why/Why Not?** _____
- d. Does/Did the resident have any insect infestation? **YES NO** (circle one) **If YES, was there completion of extermination? YES NO** (circle one)

3. General:

- a. Does/Did applicant permit persons other than those on the lease to live in the unit? **YES NO** (circle one)
- b. Does/Did applicant interfere with the rights and quiet enjoyment of other residents? **YES NO** (circle one)
- c. Does/Did applicant create any physical or social hazards to the unit or to other residents? **YES NO** (circle one)
- d. Has applicant ever given you any false information? **YES NO** (circle one) **If YES, explain:** _____
- e. Would you rent to this applicant again **YES NO** (circle one) **If NO, explain:** _____

COMMENTS:

Signature of Landlord

Date

Phone number

I hereby authorize and request my landlord to furnish the above information which is necessary in determining eligibility for housing.

Signature of Applicant

DATE



Brighton 3050 Apartments Employment Verification Form

Return Form
Fax: 859-514-4243
Attention: _____

***Note to Applicant:** Please sign and Date the Bottom of this form ONLY

Applicants FULL Name: _____

Applicant's Employer: _____

Supervisor Name: _____

Supervisor Contact #: _____

Applicant's Position: _____

Length of employment: _____

Salary: \$ _____ / MONTH YEAR (circle one)

Length of Time Holding Current Title: _____

Is this position full-time or part-time? **Full-time** **Part-time**

If part-time, how many hours per week? _____

Is this position temporary? _____

Other Remarks: _____

Signature of employer _____

Date _____

Phone Number _____

Address _____

City _____ State _____ Zip _____

I hereby authorize and request my employer to furnish the above information, which is necessary in determining eligibility for housing.

Signature of Applicant _____

Date _____



Brighton 3050 Pet Application

Please Provide all information below. Signature is required for completion

FULL Name of Pet Owner _____

Apartment/Unit number _____

Home Telephone number _____

Work Telephone number _____

Required

Please attach photo here

*Photo must be of the FACE/HEAD
and must be clear

Pet Information				
Pet's Name	Is this a Mixed Breed? Yes or No	Breed Description	Age	License or I.D. #

Pet Veterinarian Information

Name of Veterinarian/Office: _____

Address: _____ Phone: _____

Pet Emergency Caretaker

Full Name: _____ Relationship: _____

Address: _____

Daytime Phone: _____ Email: _____

<p>By signing below I confirm that the information provided is TRUE, and hereby authorize verification of any and all information listed: I further understand; and agree to, the provisions and rules determined by PET POLICIES portion of my application packet. I further understand and agree that management reserves the right to approve or deny any pet at their discretion.</p>

Signature of Pet Owner _____ Date: _____

Accepted By : _____ Date: _____

BRIGHTON 3050 WAITLIST APPLICATION POLICY

The Waitlist is for applicants who want to put a rental home on hold and are willing to wait for the next available unit, or pre-leasing for a later time.

Rental rates are subject to change, but you will be locked into the current rate for up to 3 months from your application date; After that period you will be subject to any rate increases.

Applicant must submit a completed application, a \$40.00 application fee, and a \$100.00 hold fee to be placed on the Waitlist. The hold fee will go toward your security deposit at move in. The application fee(s) are non-refundable.

If your application is not approved, the \$100.00 hold fee will be refunded, and your name will be removed from the Waitlist.

Applicant must provide an estimated time for their move in and floor level (if applicable):

_____ Floor level: 1 2 3 Any
(earliest MI date-latest MI date) (please circle one)

We will attempt to meet all specifications and locations per your request, however we cannot **guarantee** that a rental home will be made available in your time frame. The \$100.00 hold fee is non-refundable if a unit **SIZE & level** becomes available within your specified time frame, and you decline to accept.

Up to 3 attempts will be made to meet your preferences and time frame. Declining on the 3rd attempt will result in the \$100.00 hold fee being forfeited and your name removed from the Waitlist. If you choose to remain on the Waitlist for a later time frame, a new \$100.00 hold fee will be required and you will be placed at the bottom of the list.

Once assigned to a rental home, your name will be removed from the Waitlist. The \$100.00 hold fee will be forfeited if you fail to occupy the assigned unit on the assigned date. If you choose to remain on the Waitlist for a later time frame, a new \$100.00 hold fee will be required and you will be placed at the bottom of the list.

If we cannot assign you to a unit of your desired floor plan and level preference, within three weeks of your estimated time of move in, the \$100.00 hold fee will be refunded. Once you are assigned to a unit, the \$100.00 hold fee is not refundable nor transferrable.

Should your assigned move in date fall 3 months after your original application date, your application will be re-screened/verified prior to permanent placement. No additional application fee is required.

By signing below, I understand and agree to the On Site WaitList policies

Signature

Print

Date

Time

Signature

Print

Date

Time

Brighton 3050