

FIRST PLACE PROPERTIES

Application Processing Procedures

All household members 18 years old or older must complete an application.

- ❖ In order to process the application, we MUST have a valid social security number for each household member 18 years old or older. We must also obtain a copy of each applicant's Driver's License.
- ❖ A credit report will be obtained through a credit reporting agency. We primarily look at negative credit within the past 12 months. This includes collection accounts, trade accounts that are either delinquent or paid late, outstanding utility bills, balances owed to a former landlord, and/or forcible detainers. We do not count medical bills, bills included in a bankruptcy or bills that are a result of a divorce.
- ❖ A multi-state wide criminal history report will be obtained. Rejectable items include drug charges, felonies that affect the health and safety of others and two or more misdemeanors within the past three years. Pending charges will cause an applicant to be passed over pending resolution of the charges.
- ❖ Landlord references will be verified if applicable. Any negative comments will be considered a basis for rejection. Negative comments include non-payment of rent, noise violations, property damage, etc.
- ❖ A Guarantor is required for each household member. (See attached Guarantor Information Sheet).
- ❖ Lease approval is subject to credit approval, Security deposit will be refunded if Lease is not approved.
- ❖ Pets are allowed. Pet deposit is \$300, non-refundable, and pet rent is \$25 per month. Some restrictions may apply.

Copies of the complete Tenant Selection Plan can be viewed at the First Place Properties office.

FIRST PLACE PROPERTIES

www.myUKapt.com
1969 Cambridge Drive, Suite #2
Lexington, Kentucky 40504
(859) 252-4656 Ph (859) 252-3656 Fax

SEPARATE APPLICATION REQUIRED FROM EACH APPLICANT 18 OR OLDER

ADDRESS OF PROPERTY TO BE RENTED: _____

MONTHLY RENT \$ _____
SECURITY DEPOSIT \$ _____
APPLICATION FEE \$ 35.00 (NON-REFUNDABLE)

APPLICANT

FULL NAME---INCLUDE ALL NAMES YOU USE _____
CELL PHONE: () _____ WORK PHONE: () _____
SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____
DRIVERS LICENCE NUMBER: _____
E-MAIL ADDRESS _____
VEHICLE MAKE: _____ MODEL: _____ COLOR: _____ YEAR: _____
LICENSE PLATE NUMBER/STATE: _____
VIN #: _____
OTHER VEHICLES: _____

LIST EVERYONE WHO WILL LIVE WITH YOU

FULL NAME	RELATION SHIP TO APPLICANT	CO-SIGNER ON LEASE (YES/NO)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

RENTAL HISTORY

CURRENT ADDRESS: _____ CITY _____ STATE _____ ZIP _____
DATES LIVED AT ADDRESS: _____ REASON FOR LEAVING: _____
LANDLORD/MANAGER: _____ LANDLORD/MANAGER PHONE: () _____
IF YOU CURRENTLY RESIDE IN UNIVERSITY HOUSING, DORMS OR FRATERNITY/SORORITY HOUSE, PLEASE LIST YOUR BUILDING AND ROOM NUMBER. FOR YOUR LANDLORD, PLEASE LIST YOUR RA'S CONTACT INFORMATION.

PREVIOUS ADDRESS: _____ CITY _____ STATE _____ ZIP _____
DATES LIVED AT ADDRESS: _____ REASON FOR LEAVING: _____
LANDLORD/MANAGER: _____ LANDLORD/MANAGER PHONE: () _____

PREVIOUS ADDRESS: _____ CITY _____ STATE _____ ZIP _____
DATES LIVED AT ADDRESS: _____ REASON FOR LEAVING: _____
LANDLORD/MANAGER: _____ LANDLORD/MANAGER PHONE: () _____

EMPLOYMENT HISTORY

NAME AND ADDRESS OF CURRENT EMPLOYER: _____
_____ PHONE: () _____

NAME OF SUPERVISOR: _____ SUPERVISOR'S PHONE: () _____

HOW LONG WITH THIS EMPLOYER: _____ POSITION OR TITLE: _____

IF YOU ARE A FULL-TIME STUDENT, PLEASE WRITE **STUDENT** UNDER CURRENT EMPLOYER.

INCOME INFORMATION

1. YOUR GROSS MONTHLY EMPLOYMENT INCOME: \$ _____

2. AVERAGE MONTHLY AMOUNTS OF OTHER INCOME (SPECIFY SOURCES): \$ _____

3. TOTAL MONTHLY HOUSEHOLD INCOME (SUM OF 2 ITEMS ABOVE): \$ _____

IF YOU RECEIVE ASSISTANCE FROM YOUR PARENT/GUARDIAN OR GRANTS/SCHOLARSHIPS TO COVER HOUSING, PLEASE INCLUDE THOSE AMOUNTS AS PART OF YOUR INCOME.

MISCELLANEOUS

DESCRIBE WHAT TYPE OF PET YOU WANT TO HAVE IN THE RENTAL PROPERTY.

DESCRIBE WATER-FILLED FURNITURE YOU WANT TO HAVE IN THE RENTAL PROPERTY.

REFERENCE AND EMERGENCY CONTACT

PERSONAL REFERENCE: _____ RELATIONSHIP: _____
ADDRESS: _____ PHONE: () _____

PERSONAL REFERENCE: _____ RELATIONSHIP: _____
ADDRESS: _____ PHONE: () _____

CONTACT IN EMERGENCY: _____ RELATIONSHIP: _____
ADDRESS: _____ PHONE: () _____

YOUR EMERGENCY CONTACT CAN BE THE SAME AS ONE OF YOUR PERSONAL REFERENCES.

I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT AND UNDERSTAND THAT MY LEASE AGREEMENT MAY BE TERMINATED IF I HAVE MADE A MISREPRESENTATION IN THIS APPLICATION. I AUTHORIZE VERIFICATION OF ANY OF THE INFORMATION AND REFERENCES PROVIDED IN THIS APPLICATION. IN ADDITION TO ALL SUMS DUE PRIOR TO OCCUPANCY, I AGREE TO PAY A NON-REFUNDABLE CREDIT-APPLICATION FEE OF \$35.00, WHICH SHALL BE USED TO OBTAIN A REPORT ON MY CREDIT FROM A CREDIT-REPORTING AGENCY AND A MULTI-STATE CRIMINAL HISTORY REPORT.

DATE: _____ SIGNED: _____

How did you hear about us? _____

FIRST PLACE PROPERTIES

1969 Cambridge Drive Suite 2
Lexington, Kentucky 40504
(859) 252-4656 ph (859) 252-3656 fax

GUARANTOR SHEET

UNIT: _____
RESIDENT: _____

GUARANTOR'S NAME _____ SOCIAL SECURITY # _____
DATE OF BIRTH _____ PHONE (WORK) _____ (FAX) _____
RELATIONSHIP TO APPLICANT _____

SPOUSE'S NAME _____ SOCIAL SECURITY# _____
DATE OF BIRTH _____ PHONE (WORK) _____ (FAX) _____
RELATIONSHIP TO APPLICANT _____

HOME ADDRESS _____ HOW LONG? _____
CITY/STATE/ZIP _____ PHONE _____

EMPLOYED BY _____ POSITION _____ HOW LONG? _____
BUSINESS ADDRESS _____ ZIP _____
GROSS MONTHLY INCOME _____

SPOUSE EMPLOYED BY _____ POSITION _____ HOW LONG? _____
BUSINESS ADDRESS _____ ZIP _____ GROSS MONTHLY INCOME _____
OTHER SOURCE OF INCOME _____ GROSS MONTHLY INCOME _____

NAME OF BANKING INSTITUTION:

CHECKING _____

SAVINGS _____

CREDIT REFERENCE _____

AUTO: MAKE _____ MODEL _____ YEAR _____ PLATE _____

AUTHORIZATION TO RELEASE INFORMATION

I HEREBY AUTHORIZE THE PROPERTY OWNER OR ITS AGENTS TO VERIFY THE ATTACHED
INFORMATION AND OBTAIN A CONSUMER CREDIT REPORT.

DATE _____
DATE _____

FIRST PLACE PROPERTIES

1969 Cambridge Drive Suite 2
Lexington, Kentucky 40504
Phone (859) 252-4656 Fax (859) 252-3656

PERSONAL GUARANTY

In order to induce First Place Properties as Landlord, to enter into the Lease Agreement for the property of _____, and incorporated by reference herein (the "Lease"), with

(the "Tenant"), the undersigned, _____
(collectively referred to as "Guarantor"), hereby jointly and severally unconditionally guarantees the payment of all Rent, as defined in the Lease, in the amount not to exceed \$_____, to be paid on the part of Tenant and the prompt performance by Tenant of all other terms and conditions of the Lease, including, but not limited to, late fees, pet fee, and maintenance charges.

This Guarantee shall be binding upon Guarantor during the original term of the Lease and any renewals or extensions thereof. This Guaranty shall terminate except for any ongoing obligation to pay unpaid rent and damages, upon termination of the Lease. Guarantor agrees that it shall not be necessary for Landlord to resort to or exhaust its remedies against Tenant before calling upon Guarantor for payment or performance of any obligation hereby guaranteed.

Guarantor hereby agrees that it waives notice of any and all defaults under the Lease and waives all notice to which Guarantor might otherwise be entitled by law. This Guarantee shall inure to the benefit of the Landlord named in this Lease, its successors and assigns.

In Witness Whereof, the undersigned has caused this Guarantee to be executed on this _____ day of _____, 20__.

GUARANTOR:

Print Name: _____

Print Name: _____

Witness