

Thank you for Choosing Glasford Square as your new home. We look forward to having you as our newest resident.

Please complete the following Application and attach a check for \$40.00, per application, payable to Glasford Square. Additionally, a holding deposit of \$500.00 payable to Glasford Square is required to hold a NEW townhome.

Your application will be processed by rmLEXINGTON/Glasford Square's office located at 3600 Winthrop Court off a Man-O-War. You will be contact by this office once your application is completed and to schedule your move-in.

Once again, thank you for choosing Glasford Square. It's our pleasure to serve you

rmLEXINGTON and Glasford Square
3600 Winthrop Drive
Lexington KY. 40514
859-223-3600
859-223-3633 fax

3600 Winthrop Drive Lexington, Kentucky 40514

www.Glasfordsquare.com

859-223-3600 or 859-223-3633 fax

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

Townhomes at Glasford Square 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 Ball Realty 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 Glasford Square Partners, LLC., control, my holding fee will be fully refunded and Glasford Square Partners, LLC., will not be liable in any way. However, if such as situation should arise Glasford Square Partners, LLC., will make every effort to find another unit which is suitable to my needs.

Applicant's Signature _____ Date _____

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

RENTAL QUALIFYING PROCEDURES

Glasford Square Partners, 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:

Two Bedroom-no more than five (4) persons - Two (2) Vehicles
Three Bedroom-no more than six (6) persons - Three (3) 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 \$150.00 non-refundable pet fee (1-pet) \$250.00 (2-pets) plus \$10.00 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, gas and water service must be established in resident's name on or before move-in date.



Townhomes at Glasford Square Rental Verification Form

*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



Townhomes at Glasford Square Employment Verification Form

Return Form
Fax: 859-223-3633
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 _____

Updated 03/29/18



Townhomes at Glasford Square Pet Application

Please Provide all information below. Signature is required for completion

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				
<u>Pets Name</u>	<u>Breed Description</u>	<u>Is this a Mixed Breed?</u>	<u>Age</u>	<u>License or I.D. #</u>
1.)		Yes No		
2.)		Yes No		

Resident's Previous Address *REQUIRED*

Name of Landlord or resident manager: _____

Address: _____ Phone: _____

Pet Reference *REQUIRED*

Name of Landlord or resident manager: _____

Address: _____ Phone: _____

Pet Insurance

Name of Insurance Company/Agent: _____

Address: _____ Phone: _____

Pet Emergency Caretaker

Name and Relationship to owner: _____

Address: _____ Phone: _____

By signing below, I confirm that the information provided is TRUE, and hereby authorize verification of any and all information listed: I 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.

Signature of pet owner _____ Date: _____

Accepted by: _____ Date: _____

Townhomes at Glasford Square Pet Policies

Owner/Management agrees to allow two pets within a leased property, providing the resident and pet owner agree to meet the following terms and conditions, without exception:

A. Screening/Registration

Pet owners must complete a Pet Application and Registration form before occupying the apartment. No application will be approved by the Owner, without a clear, current photograph of each pet, attached. Management has the option to deny any pet at their discretion, based on application information, and photograph provided.

B. Permissible Pets

1. Only the pet(s) listed and described below on the Pet Application is authorized under this agreement.
2. **The following breeds, and any pet sharing a bloodline (mixed) with the following breeds, are strictly prohibited:**

American Pit Bull	Staffordshire Terrier	American Bulldog	Doberman Pinscher
Rottweiler	Chow Chow	Great Dane	Presa Canario
Akita	Alaskan Malamute	German Shepherd	Siberian Husky
Any Mastiff Breed	Amstaff Bulldog	Wolf Hybrid	

**** PLEASE COMPLETE ALL BREED INFORMATION, IN FULL, AS REQUESTED ON APPLICATION PAGE ****

3. Snakes, Ferrets, Chickens, Rats, Pigs, and Rabbits are strictly prohibited.
4. Only two domestic pets will be allowed per home.

C. Restrictions

1. Resident warrants that the pet(s) is housebroken. Resident also warrants that the pet(s) has no history of causing physical harm to persons or property, such as biting, scratching, gnawing, etc., and further warrants that the pet(s) has no vicious history or tendencies.
2. Pets shall not be kept, bred or used for any commercial purpose.
3. Pets must be confined to the pet owner's apartment, must not be allowed to roam free and may not be tied unattended in any common area.
4. Pets in transit are to be carried, restrained by a leash or placed in an animal carrier. **NO EXCEPTIONS**
5. Persons who walk pets are responsible for immediately cleaning up after their animals, and discarding **securely bagged** pet droppings. **NO EXCEPTIONS**
6. Cat litter may not be disposed of in toilets. Nor may any pet waste be dropped down trash chutes unless securely bagged.
7. Pet owners are responsible for any damage to the common elements caused by their pets. Any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of each pet owner.
8. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior for the purpose of this paragraph are:
 - a. Personal injury or property damage caused by unruly behavior.
 - b. Pets that make noise continuously and/or incessantly for a period of 10 minutes or intermittently for ½ hour or more to the disturbance of any person at any time of day or night.
 - c. Pets in common areas who are not under the complete control of a responsible human companion, and on a short hand-held leash or in a pet carrier.
 - d. Animals that relieve themselves on walls or floors of common areas.
 - e. Animals who exhibit aggressive or vicious behavior.
 - f. Pets that are conspicuously unclean or parasite-infested.
9. Feeding, caring for, or otherwise aiding stray animals is prohibited. Injured or stray animals shall be reported to the local animal control authority for pick-up.
10. All Residents on attached lease shall indemnify, hold harmless, and defend Owner, and agents against all loss or liability, judgments, expense (including attorney's fees), or claims by third parties for any injury to any persons or damage of any kind whatsoever caused from Resident pet(s).
11. Birds must be caged properly. Fish aquariums are limited to 50-gallon capacity. Damage caused by leaky aquariums will not become Glasford Square Partners LLC, responsibility. A limit of (2) two caged birds is permitted. Birds and fish are excluded from the pet fees and pet rent.
12. Resident will provide adequate and regular veterinary care of pet(s), ample food and water, and will not leave unattended for any undue length of time. Resident will diligently maintain cleanliness of sleeping and feeding areas.
13. It is further understood and agreed that if efforts to contact the Resident are unsuccessful, the Landlord or Landlord's agents may enter Residents home if reasonable cause to believe an emergency situation exist with respect to the pet. Example: include abuse, abandonment, or any prolonged disturbance. If it becomes necessary for the pet to be put out to board, any and all cost will be the Residents sole responsibility.
14. Resident agrees to permit Landlord to professionally fumigate the premises including grounds (if any) for fleas, and ticks and clean carpet during occupancy or post occupancy if necessary at a competitive price at the Residents expense.

D. Enforcement

1. There will be a **non-refundable** pet fee upon the animal's move-in, as follows: \$150.00 for first pet, \$100.00 for second pet.
**** Please be aware that the non-refundable pet fee in no way limits tenant's liability for damages.**
Monthly Pet Rent: \$10.00 per month, per pet.
**** The monthly pet rent does not apply towards any damages; it is a fee and is not a deposit.**
2. Any owner, resident or managing agent personnel observing an infraction of any of these rules shall discuss the infraction in a neighborly fashion with the pet owner in an effort to secure voluntary compliance.
3. Management also has the authority to assess and collect fines for violations of the house rules pertaining to pets, and to assess and collect the amount(s) necessary to repair, or replace, damaged areas or objects.
4. Damages to the exterior or interior of the premises including, but not limited to: grounds, flooring, walls, trim, finish, tiles, carpeting or any other fixture; caused by pet, will be the full responsibility of the Resident to pay for the full cost involved to repair or replace to its original condition.

Should a non-approved or unaccounted for pet be discovered, whether permanent, temporary, or visiting, the resident is subject to an immediate \$300.00 penalty fee, per pet. Additionally, \$20.00 pet rent will be added to your monthly rent total, for each pet found.

*Management has the right to deny any pet at their discretion. Should non-documented pets be found, they are still subject to approval and RESIDENT may be asked to remove the pet(s).

Resident does hereby agree and understand to meet the above standards and conditions. It is understood that if negligence is found, owner/management reserves the right to revoke all agreements regarding pets.

The undersigned hereby agree to the Pet Policies, and assure that NO PET will reside, or visit, leased residence.

_____ initial

_____ initial

_____ initial

_____ initial

_____ initial

_____ initial

_____ initial

GLASFORD SQUARE 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:

(earliest MI date-latest MI date)

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** 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 Glasford Square Wait List Policies

Signature

Print

Date

Time

Signature

Print

Date

Time

Property/Grouping