## **APPLICATION PROCESS & APPLICATION**

- 1. Each adult over the age of 18 planning to occupy the property must submit a completed application.
- 2. If applicant is a student or not employed, a guarantor must be secured. Verification of income will need to be submitted.
- 3. A completed application will not be looked at until the application fee has been paid.
- \*NOTE: Applicants will NOT be accepted on 'A FIRST COME FIRST SERVE BASIS' BUT ON A BEST QUALIFIED BASIS. LANDLORD WILL ASSISIT ALL PERSONS WITHOUT REGARD TO RACE, COLOR, CREED, SEX, RELIGION, NATIONAL ORIGIN, MARITAL STATUS, HANDICAP, OR ANCESTRY. PLEASE BE SURE YOUR APPLICATION IS COMPLETE AND LIGIBLE
- 4. Once your completed application and application fee is received, including all information listed above, is received, we will do the following this is typically done in a few business days, or less depending on the number of applicants at one time.
- 5. If you are accepted for Tenancy, you will be notified. A payment in the amount of twice the first's month rent (in cash or cashiers check) is due when the contract is signed or prior to. The house will remain on the open market until these monies are received.

#### **SUBMITTING AN APPLICATION**

- 1. Online- visit www.nkyrentalhomes.com or www.859Rent.com (click on 'apply online')
- 2. Fax- Rental Application Fax- 888-204-1693 (find form on website above) 'documents' section
- 3. Email- scan and email to- rent@potterhousegroup.com
- \*You can download and print as many applications needed by going to www.nkyrentalhomes.com and going to 'DOCUMENTS' section and clicking on 'Application'

#### **Application Fee**

There is a \$35.00 non-refundable application fee for each applicant over 18 years old (if married you can fill out one application as the applicant and co-applicant \*Note, must have same last name). It is important to fill out the application in its entirety. Each additional applicant will be charged \$15.00

3 ways to pay application fee (if not paying online, call us to let us know)

- 1. Online- When online application is filled out, you can pay online at that time by debit card
- 2. Mail Money Order & filled out application to- PHB Properties LLC, PO Box 905, Florence KY 41022
- 3. Drop Off- Money Order & filled out application to 189 Weber Lane, Florence KY 41042

We strongly encourage all potential tenants to visit the property in which they are interested prior to the application process. **For** the fastest service, please apply on our website @ www.nkyrentalhomes.com

#### **Pet Policy**

Pets are allowed upon the discretion of the Landlord. Landlord has the right NOT to accept pets at any time at any property. If a pet is allowed, a non-refundable **pet fee of a minimum of \$250 will be charged** + an additional rent in the amount of \$25 / pet.

- No puppies or kittens
- Pet weight limits for certain houses may apply
- No known aggressive breeds are permitted
- Cats must be spayed or neutered

<sup>\*\*</sup>Payable to- PHB Properties LLC\*\*

### **APPLICATION FOR RESIDENCY**

**Required Documents for Verification:** Drivers License or Current ID when we do rental agreement. Verification of income will be sent in prior to signing rental agreement

Funds Needed: Individual / Married C				
I am applying for the house located at : Move in date requested:	I would like to rent this	home for at least	years. Rent offere	d on home is
\$ The amount we will need payment if rent to own). Are the funds available	to move in \$	(first month re	ent + deposit to hold	home or + down
payment il ferit to own). Are the funds available	( 1/ N). II NOL, V	men: (piease explain whe	en you can pay what	) · 
Current Rent or House Payment \$	If Mortgage,	paid to who:		
APPLICANT'S INFORMATION				
Full Name		Smoker: yes □	no 🗆	
Address	City	State	Zip	_
Date of birth (MM/DD/YYYY)		5. #		
Driver's License State & Number —		——Expires ———		_
Cell Phone	Home Phone			
Email Address		_		
CO-APPLICANT'S INFORMATION (only	use this section if spous	se has same last name	e)	
Full Name		Smoker: yes □	no 🗌	
Address	City	State	Zip	_
Date of birth (MM/DD/YYYY)	S.S	5. #		
Driver's License State & Number ————		——Expires ———		_
Cell Phone	Home Phone			
Email Address		_		
Current Landlord Name		Phone		
How long at your present address?	Has a notice bee	en given? ( `		uired before they icate with us
How do you currently pay your Rent or Personal Check / Money Order / Cash /		ner		
How many occupants will occupy the prop	erty?			
RESIDENCE HISTORY (Include full addre	ss and phone numbers a	e required)		
PREVIOUS ADDRESS				
Dates fromto	Reason for lea	ving		
Owner	Phone	Mor	nthly rent \$	
Did you give proper notice? (Y	/N) Deposit Returned	l?(Y / N )	)	

Chack all that apply Em		Employed part time	Ctud	nnt	Militory
Check all that apply: Em Not Employed			Stude	∌πt	Military
Current Employer		,			
Address				Phon	e
Date(s) employed from_	toPosition				
Paid Hourly \$	Paid Salary \$	How ofte	en ?		
CO- APPLICANT EMPL Check all that apply: Em Not Employed Current Employer	ployed full-time (You must submit pro	Employed part-time oof of income)		ent	Military
				Phon	e
Paid Hourly \$	Paid Salary \$	How often	en ?		
Do you have a checking	ງ account and/or Savinຸດ	gs Account?	(Y/N) If s	o, what Bar	nk?
MONTHLY OBLIGATION		_	_		
Creditor Name		Payment \$		urrent	(Y/N)
Creditor Name		Payment \$	C	`urrent	(Y/N)
		i ayıncını y			(.,.,
Creditor Name		Payment \$	C	Current	(Y/N)
					<del></del>
Creditor Name		Payment \$	c	urrent	(Y/N)
VEHICLES					
	Model	Year	Color	Tag # & State	
Make	Model	Year	Color	Tag # & State	
Other car, motorcycle, etc.					
IN CASE OF PERSONAL EM		Dolation	schin		
Street, City, State, & Zip					
	_		er		
Email					
	PLEASE ANSWER	THE FOLLOWING QUEST	<u>IONS</u>		
1. Have you ever been evic	ted from any tenancy?				( )Yes ( ) No
2. Have you or anyone that	t will occupy the home eve	er been convicted of a fel	ony?		( ) Yes ( ) No
3. Have you or anyone that	t will occupy the home eve	er been accused or convic	ted as a sex o	ffender?(	) Yes ( ) No
4. Have you ever willfully o	or intentionally refused to	pay rent when due?			()Yes ()No
5. Do you know of anythin	g that may interrupt incom	ne or ability to pay rent?		(	( ) Yes ( ) No

6. Have you ever filed a petition of Bankruptcy? 7. Do you have a Rental Insurance Policy in effect to protect your value. 8. Do you keep your current home clean and the grounds neat and 9. Can you or someone you know handle maintenance items if offer 10. Can you change an A/C filter when needed and verify operation monthly?() Yes () No Personal Skills-() Plumbing () Carpentry () Painting () Roofing () Appliance Repair: Type()	raluables?() Yes () No clean?() Yes () No ered a discount?() Yes () No n of smoke/carbon monoxide detectors  ag () Electric () Mechanical () Concrete	
APPLICANT'S AUTHORIZATION		
Applicant(s) Authorizes, as a part of Landlords procedures for p consumer report whereby information is obtained through per others. This inquiry may involve requests for information as to characteristics.	rsonal interviews with applicants, neighbors, friends, and a	any
Permission is hereby granted by the applicant(s) to any credit be Landlord or their affiliates any information pertaining to the approximation, and their agents from any and all actions, causes of execution or implementation of such information.	pplicant(s). The applicant(s) hereby releases the individual	s,
I / We understand the property is being rented by the Landlord owner. No licensed real estate firm, broker, or sales agent is inv		the
If approved Landlord will take the property off the market only this amount is received, this payment is NON-REFUNDABLE and The remaining monies are due at that time of the lease signing.	d must be tendered on or before rental agreement is exec	cuted.
The above information, to the best of my knowledge is true and	nd correct.	
APPLICANT SIGNATURE DATE	CO-APPLICANT SIGNATURE DATE	-

# **DEPOSIT TO HOLD with Application**

*Printed Application can be found at www.NKYRentalHomes.com (document tab)
*Online Applications can be completed at www.NKYRentalHomes.com
Date: Rental Address:
County: City, St, Zip:
DEPOSIT TO HOLD: \$ Proposed Rent: \$ Security Deposit: \$
Landlord) accepts applicant's <u>NON-REFUNDABLE</u> , intent to rent, "Deposit To Hold" funds for trental unit listed above. The Deposit To Hold removes this unit from public offering and holds the unit for Applicant pending approval of their application submitted.
Upon approval, Applicant must properly complete all documents with all funds required before 4pm on, 20 (we will contact you when documents are prepared)
Time is of the essence.
When Applicant is approved and fails to perform as agreed:
The Deposit To Hold funds shall be forfeited to landlord for lost rents, administrative costs, advertising, and holding costs. Applicant understands this is not a rental agreement and no possession is allowed until the new rental agreem has been properly completed.
I/We have (check one) viewed Not Viewed this property on (date)
I/We have already submitted our application:(check one) YES NO
Applicant #1 Signature: Date:
Applicant #2 Signature: Date: