

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

****Payable to- PHB Properties LLC****

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

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 Couple (\$35 Application Fee) _____ Each additional occupant over age 18 (\$15 ea.)

I am applying for the house located at : _____

Move in date requested: _____ I would like to rent this home for at least _____ years. Rent offered on home is \$ _____. The amount we will need to move in \$ _____ (first month rent + deposit to hold home or + down payment if rent to own). Are the funds available now? _____ (Y/ N). If not, when? (please explain when 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) _____ S.S. # _____

Driver's License State & Number _____ Expires _____

Cell Phone _____ Home Phone _____

Email Address _____

CO-APPLICANT'S INFORMATION (only use this section if spouse has same last name)

Full Name _____ Smoker: yes no

Address _____ City _____ State _____ Zip _____

Date of birth (MM/DD/YYYY) _____ S.S. # _____

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 been given? _____ (Y / N) may be required before they communicate with us

How do you currently pay your Rent or Mortgage? (circle one)

Personal Check / Money Order / Cash / Direct Withdrawal / Other _____

How many occupants will occupy the property? _____

RESIDENCE HISTORY (Include full address and phone numbers are required)

PREVIOUS ADDRESS _____

Dates from _____ to _____ Reason for leaving _____

Owner _____ Phone _____ Monthly rent \$ _____

Did you give proper notice ? _____ (Y / N) Deposit Returned ? _____ (Y / N)

APPLICANT EMPLOYMENT INFORMATION

Check all that apply: Employed full-time _____ Employed part-time _____ Student _____ Military _____

Not Employed _____ (You must submit proof of income)

Current Employer _____

Address _____ Phone _____

Date(s) employed from _____ to _____ Position _____ Supervisor _____

Paid Hourly \$ _____ Paid Salary \$ _____ How often ? _____

CO- APPLICANT EMPLOYMENT INFORMATION

Check all that apply: Employed full-time _____ Employed part-time _____ Student _____ Military _____

Not Employed _____ (You must submit proof of income)

Current Employer _____

Address _____ Phone _____

Date(s) employed from _____ to _____ Position _____ Supervisor _____

Paid Hourly \$ _____ Paid Salary \$ _____ How often ? _____

Do you have a checking account and/or Savings Account? _____ (Y / N) If so, what Bank? _____

MONTHLY OBLIGATIONS

Creditor Name _____ Payment \$ _____ Current _____ (Y / N)

Creditor Name _____ Payment \$ _____ Current _____ (Y / N)

Creditor Name _____ Payment \$ _____ Current _____ (Y / N)

Creditor Name _____ Payment \$ _____ Current _____ (Y / N)

VEHICLES

Make _____ Model _____ Year _____ Color _____ Tag # & State _____

Make _____ Model _____ Year _____ Color _____ Tag # & State _____

Other car, motorcycle, etc. _____

IN CASE OF PERSONAL EMERGENCY

NOTIFY: _____ Relationship _____

Street, City, State, & Zip _____

Home number _____ Work number _____

Email _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Have you ever been evicted from any tenancy?.....() Yes () No

2. Have you or anyone that will occupy the home ever been convicted of a felony?.....() Yes () No

3. Have you or anyone that will occupy the home ever been accused or convicted as a sex offender?....() Yes () No

4. Have you ever willfully or intentionally refused to pay rent when due?.....() Yes () No

5. Do you know of anything that may interrupt income or ability to pay rent?.....() Yes () No

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 NON-REFUNDABLE, intent to rent, "Deposit To Hold" funds for the rental 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 agreement 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: _____