



APPLICATION FOR COURTYARD PROPERTIES.



Office 1: 343 West Pike Street Covington KY 41011 (bring all monies)

Office 2: 1410 Alexandria Pike Fort Thomas KY 41075 (showing office)

Office phones: 859-380-0088 and 859-380-4063 CourtyardProperties.Leasing@gmail.com

Dear Potential Resident(s),

We are pleased with your interest in renting one of our available properties! We take pride in providing, "The Lifestyle You Deserve" In order to ensure this, we have instituted a number of policies and criteria that must be met and upheld during the application process. These include but are not limited to:

- Credit Report
- Background Checks
- Employment Verifications
- Payment in full in order to hold a unit

Important information when signing this application, you are agreeing to:

- All deposits placed on the property will be surrendered to cover the cost of holding the unit if the application is cancelled. **INITIAL HERE**_____. The deposit is equal to a full month's rent with approved application unless otherwise noted.
- Please be aware that in order for us to begin running your application the following must be complete:
 - Applications must be filled out in its entirety, or it cannot be processed.
 - All information on this application must be filled out accurately and to the best of your knowledge. Any omission or falsification of information can result in denial.
 - We will NOT process applications without the payment. You may pay using cashier's check, money order, or online payment (fee). NO CASH.
 - We will NOT process applications without a month of INCOME verification.
 - We will only accept the following: 2 weeks of paystubs, last year's tax return, offer letter, child support income sheet, school income sheet, Official government income sheet. WE DO NOT ACCEPT BANK STATEMENTS.
 - We will NOT process applications without 2 forms of government ID.

You agree that application fees are \$50 per person over 18 and that all people over 18 must fill out an application form. **INITIAL HERE**_____.



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You agree that a deposit is required to hold any unit, no deposit means you are not holding a unit. An approved application does not mean you have secured a unit. **INITIAL HERE** _____.

GENERAL INFORMATION:

Full Legal Name: _____

Date of Birth: _____ Social Security Number: _____

Driver's License #: _____ State Issued: _____ Expiration: _____

Phone: _____ Email Address: _____ # of Occupants in total _____

Property Name Applying For: _____ Unit Applying For: _____

Proposed Rent: _____ Proposed Security Deposit: _____

Expected Move in Date: _____ Pets: _____ Breed: _____ Age: _____ Weight _____

Please note that only certain communities accept pets.

RESIDENTIAL HISTORY:

Present Address: _____

Do you rent/own? _____ Landlord/Mortgage Name: _____ Phone: _____

Years lived there: _____ Did you pay utilities: _____

Previous Address (if less than 2 years): _____

Do you rent/own? _____ Landlord/Mortgage Name: _____ Phone: _____

Years lived there: _____ Did you pay utilities: _____

JOB HISTORY:

Present Employer: _____ Supervisor: _____

Supervisor Phone: _____ Length of time at Job: _____

Gross Yearly income: \$ _____ Other forms of income: _____

Please note you must provide proof when returning this application in order to process.



ADDITIONAL REQUIRED INFORMATION:

Do you currently have a pending eviction? Yes/No

Are you currently past due on any balances to current/former Landlords? Yes/No

Do you currently have any past due balances or monies owed to a utility company? Yes/No

Have you ever had an eviction filed against you? Yes/No When: _____

Have you ever filed bankruptcy? Yes/No When: _____

Have you ever been convicted of a crime? Yes/NO When: _____

If yes was it a felony or misdemeanor? Any additional information? _____

We have a felony review committee that we will send info to, so please let us know if you need any additional forms.

EMERGENCY CONTACTS:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Emergency contacts cannot reside with you.

Autos owned by applicants or occupants:

Make/Model/Year/Color/Plate _____

How did you hear about us? _____

I hereby certify that all of the information presented on this form are accurate and complete to the best of my knowledge. I also acknowledge that I have paid a \$50 non-refundable application fee, without which this application can not be accepted. I understand that results of this application do not negate the application fees.

Authorization/Acknowledgement This application is made for the purpose of procuring rental of a unit managed by Courtyard Properties. BY SIGNING THIS AUTHORIZATION, YOU HEREBY GIVE COURTYARD PROPERTIES AND/OR C.A.P. REAL ESTATE PERMISSION TO RUN BACKGROUND CHECKS, CREDIT CHECKS, AND/OR ANY OTHER TYPE OF VERIFICATIONS NECESSARY INCLUDING EMPLOYMENT, CRIMINAL, AND HOUSING HISTORY (PRESENT AND PAST) FOR THE STRICT PURPOSE OF APPROVAL OR DENIAL OF THE



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AFOREMENTIONED APPLICATION. By signing this acknowledgement, you declare that all statements made in this application are true and complete. You also authorize Courtyard Properties to verify this information through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, Courtyard Properties may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right to occupy the unit being applied for. By signing this you certify that all applicant(s) have/has read and understand the above statements and to the best of his/her knowledge all statements made are true and accurate. It is further understood that a credit report, complete verification and background check will be issued by an independent agent. All application fees must be paid prior to processing of the application and are non-refundable. The application approval process will begin when we have received completed application from all applicants and occupants. The three outcomes from the approval process are accepted, conditional acceptance, or denied. Additional information and/or deposits may be required if a conditional acceptance is recommended. All deposits are due to hold a unit and are non-refundable if application is cancelled. The application fee is non refundable. We do not discriminate on the basis of race, color, religion, sex, national origin, handicap, sexual orientation, or familial status. The undersigned applicant(s) and cosigner(s) hereby consent to allow Courtyard Properties, itself or through its designated agents and its employees, the obtain a consumer report and criminal record information, if applicable, on each applicant, and to obtain and verify the credit and employment information of each applicant for the purpose of determining whether to lease an apartment to the undersigned prospective tenant. By signing this authorization, you agree and understand that the owner and its agents and employees may obtain additional consumer reports and criminal record reports, if applicable, on each applicant in the future to update or review our account. I have read and understand the Rental Application Acknowledgement stated above. By signing this application, I declare that all statements in this application are true and complete.

APPLICAT FULL LEGAL NAME PRINTED: _____

APPLICANT FULL LEGAL NAME SIGNED: _____

DATE OF APPLICATON: _____

Please note that deposits are forfeited after 48 hours of a unit on hold. Thank you.