



BKD Homes LLC



RENTAL APPLICATION

LEASE TERM _____
UNIT _____
RATE \$ _____
RECEIVED _____

APPLICANT'S NAME _____ BIRTH DATE _____
FIRST MIDDLE LAST MAIDEN NAME MO DAY YEAR
 SOCIAL SECURITY NO (APPLICANT) _____ - _____ - _____ MARRIED SINGLE DIVORCED SEPARATED
 PHONE NO (APPLICANT) _____ HOME MOBILE WORK E-MAIL _____

SPOUSE'S NAME _____ BIRTH DATE _____
FIRST MIDDLE LAST MAIDEN NAME MO DAY YEAR
 SOCIAL SECURITY NO (SPOUSE) _____ - _____ - _____
 PHONE NO (SPOUSE) _____ HOME MOBILE WORK E-MAIL _____

NAMES AND AGES OF ANYONE ELSE WHO WILL OCCUPY THE APARTMENT/HOME AND RELATIONSHIP: # OF BEDROOMS NEEDED: _____
 1. _____ 2. _____ ADDRESS APPLYING FOR IF KNOWN: _____
 3. _____ 4. _____

PRESENT ADDRESS _____ ZIP CODE _____ HOW LONG _____ YRS _____ MOS
 MONTHLY RENT/MORTGAGE \$ _____ LANDLORD/MTG. CO _____ PHONE NO _____
 REASON FOR MOVING _____
 PREVIOUS ADDRESS _____ ZIP CODE _____ HOW LONG _____ YRS _____ MOS
 MONTHLY RENT/MORTGAGE \$ _____ LANDLORD/MTG. CO _____ PHONE NO _____

HAS APPLICANT, SPOUSE, OR ANY OTHER PROPOSED RESIDENT EVER:
 BEEN EVICTED FROM TENANCY? NO YES IF YES, EXPLAIN: _____
 REFUSED TO PAY RENT WHEN DUE? NO YES IF YES, EXPLAIN: _____
 FILED FOR BANKRUPTCY? NO YES IF YES, EXPLAIN: _____
 BEEN CONVICTED OF A CRIME? NO YES IF YES, EXPLAIN: _____

VEHICLES-NOT ALLOWED WITHOUT WRITTEN PERMISSION. VEHICLES NOT APPROVED MAY BE TOWED AT OWNER'S EXPENSE.
 1. MAKE _____ MODEL _____ YEAR _____ COLOR _____ LICENSE PLATE NO _____ STATE _____
 2. MAKE _____ MODEL _____ YEAR _____ COLOR _____ LICENSE PLATE NO _____ STATE _____
 DRIVER'S LICENSE NO (APPLICANT) _____ STATE _____ DRIVER'S LICENSE NO (SPOUSE) _____ STATE _____

PET TYPE _____ BREED _____ WEIGHT _____ AGE _____ HOUSEBROKEN? YES NO
 PET TYPE _____ BREED _____ WEIGHT _____ AGE _____ HOUSEBROKEN? YES NO

EMPLOYER (APPLICANT) _____ SUPERVISOR _____
 EMPLOYER'S ADDRESS _____ PHONE NO _____
 POSITION HELD _____ HOW LONG _____ YRS _____ MOS GROSS SALARY \$ _____ PER: WK MO YR
 PREVIOUS EMPLOYER _____ POSITION HELD _____

EMPLOYER (SPOUSE) _____ SUPERVISOR _____
 EMPLOYER'S ADDRESS _____ PHONE NO _____
 POSITION HELD _____ HOW LONG _____ YRS _____ MOS GROSS SALARY \$ _____ PER: WK MO YR
 PREVIOUS EMPLOYER _____ POSITION HELD _____

IN CASE OF ILLNESS, ACCIDENT, EMERGENCY, ETC., PLEASE NOTIFY (MUST BE SOMEONE NOT LIVING IN HOUSEHOLD):
 NAME _____ RELATIONSHIP _____
 ADDRESS _____ PHONE NO _____ HOME MOBILE WORK

I HAVE READ AND FULLY UNDERSTAND THE RULES AND REGULATIONS, INCLUDING THOSE REGARDING THE EARNEST MONEY AND ADMIN FEE, AS SET FORTH ON PAGE 2 OF THIS APPLICATION. I UNDERSTAND THAT THIS APPLICATION WILL BECOME A PART OF MY LEASE AGREEMENT. I HEARBY GIVE AUTHORIZATION FOR VERIFICATION OF ALL INFORMATION ABOVE, INCLUDING CREDIT AND REFERENCE CHECKS, AND OTHER INVESTIGATIVE PROCEDURES NECESSARY FOR PROCESSING THIS APPLICATION.

 Applicant Signature Date

 Applicant Signature Date

 Agent for Landlord Signature

RESIDENT SELECTION CRITERIA

BKD Homes LLC and this rental community fully adhere to State and Federal Fair Housing Laws (Title VII of the Civil Rights Act of 1968 as amended by the Housing Community Development Act of 1974 and The Fair Housing Amendment Act of 1988) which stipulate that it is illegal to discriminate against any person because of race, color, creed, religion, sex, national origin, marital status, status with regard to receipt of public assistance, disability, or familial status.

OCCUPANCY STANDARDS:

The Department of Justice believes that an occupancy policy of two persons per bedroom, as a general rule, is reasonable under the Fair Housing Act. This is the general rule that our property follows.

RESIDENT REQUIREMENTS:

The following procedures outline the determination of eligibility and acceptability:

- A. All adults must be lease holders, therefore, a formal completed application is required from anyone 18 years of age or older that will be living in the apartment/home.
- B. Pay stubs for the most recent month or tax records for the most recent tax year will be required to verify employment. A minimum of 6 months employment within the same company or industry is required. Gross income must equal 3 to 4x the monthly rent amount per month.
- C. Proof of income and/or subsidy or a benefit verification letter is required for verifying gross income.
- D. Must have positive rental or mortgage history within the last 6-24 months. A minimum of 6 months rental/mortgage history is required (lease or mortgage must be in applicant's name) or a co-signer will be required.
- E. A background check will be made to determine record of criminal history.

CO-SIGNER REQUIREMENTS:

Obtaining a co-signer may be a condition of your application approval. Co-signers must meet the following requirements:

- A. Can be a relative, legal guardian, or any qualified individual.
- B. Gross income must equal 5 to 6x the monthly rent amount. Pay stubs for the most recent month or tax records for the most recent tax year will be required to verify employment. A minimum of 6 months at current employment or within same industry is required.
- C. Must have positive rental or mortgage history within the last 6-24 months. A minimum of 6 months rental/mortgage history is required.
- D. Co-Signer Application must be completed and signed; Guarantee of Lease Form must be signed and notarized. A separate application fee is required.

SELECTION AND REJECTION CRITERIA:

A decision of approval or denial will be made after considering the following things:

- A. Whether information provided on application is sufficient and accurate.
- B. Whether the applicant has the satisfactory history of meeting financial obligations.
- C. Whether the applicant demonstrates financial responsibility to pay the monthly rent.
- D. Management reserves the right to decline an applicant if the income does not meet the specified requirement outlined in the Resident Requirements and Co-Signer Requirements above.
- E. Management will consider the previous 6-24 months of rental or mortgage history and reserves the right to approve or decline an applicant based on the results.
- F. Any applicant who has been convicted of a sexual crime and is a lifetime registered sex offender will be declined. Any applicant who has been convicted of a felony crime within the last 10 years will be declined if the crime involves drugs, violence, theft, alcohol abuse, fraud, or arson. Any applicant who has been convicted of a misdemeanor crime within the past 3 years that involves the sale of drugs, violence, theft, or fraud will be declined.

FEES AND DEPOSITS:

- A. Required earnest money must be paid in order to hold the apartment/home for up to 14 days once application has been approved.
- B. **Earnest money paid will be refunded if applicant is rejected, but forfeited if applicant decides not to lease apartment/home. Upon execution of the lease agreement, the earnest money shall become part of the security deposit.**

APPLICATION APPROVALS/REJECTIONS:

Applicants will receive either a phone call or a formal letter stating acceptance or rejection of the application depending on information given in the application.

PAYMENTS:

Payments are accepted in the form of cash, money order, cashier's check, or personal check.

This rental community is managed by:
BKD Homes LLC
210 S Market St Unit 6, Winamac, IN 46996
Phone: (574) 505-4545

