

**BKD Homes LLC****RENTAL APPLICATION**

LEASE TERM _____
 UNIT _____
 RATE \$ _____
 RECEIVED _____

APPLICANT'S NAME _____	FIRST _____	MIDDLE _____	LAST _____	MAIDEN NAME _____	BIRTH DATE _____	MO _____	DAY _____	YEAR _____
SOCIAL SECURITY NO (APPLICANT) _____ - _____ - _____				MARRIED <input type="checkbox"/>	SINGLE <input type="checkbox"/>	DIVORCED <input type="checkbox"/>	SEPARATED <input type="checkbox"/>	
PHONE NO (APPLICANT) _____	HOME <input type="checkbox"/> MOBILE <input type="checkbox"/> WORK <input type="checkbox"/>			E-MAIL _____				
SPOUSE'S NAME _____	FIRST _____	MIDDLE _____	LAST _____	MAIDEN NAME _____	BIRTH DATE _____	MO _____	DAY _____	YEAR _____
SOCIAL SECURITY NO (SPOUSE) _____ - _____ - _____								
PHONE NO (SPOUSE) _____	HOME <input type="checkbox"/> MOBILE <input type="checkbox"/> WORK <input type="checkbox"/>			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 <input type="checkbox"/> YES <input type="checkbox"/> IF YES, EXPLAIN: _____							
REFUSED TO PAY RENT WHEN DUE?	NO <input type="checkbox"/> YES <input type="checkbox"/> IF YES, EXPLAIN: _____							
FILED FOR BANKRUPTCY?	NO <input type="checkbox"/> YES <input type="checkbox"/> IF YES, EXPLAIN: _____							
BEEN CONVICTED OF A CRIME?	NO <input type="checkbox"/> YES <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/>				
PET TYPE _____	BREED _____	WEIGHT _____	AGE _____	HOUSEBROKEN? YES <input type="checkbox"/> NO <input type="checkbox"/>				
EMPLOYER (APPLICANT) _____					SUPERVISOR _____			
EMPLOYER'S ADDRESS _____					PHONE NO _____			
POSITION HELD _____ HOW LONG _____ YRS _____ MOS _____					GROSS SALARY \$ _____ PER: WK <input type="checkbox"/> MO <input type="checkbox"/> YR <input type="checkbox"/>			
PREVIOUS EMPLOYER _____					POSITION HELD _____			
EMPLOYER (SPOUSE) _____					SUPERVISOR _____			
EMPLOYER'S ADDRESS _____					PHONE NO _____			
POSITION HELD _____ HOW LONG _____ YRS _____ MOS _____					GROSS SALARY \$ _____ PER: WK <input type="checkbox"/> MO <input type="checkbox"/> YR <input type="checkbox"/>			
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 <input type="checkbox"/>	MOBILE <input type="checkbox"/>	WORK <input type="checkbox"/>	

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

Agent for Landlord Signature

RESIDENT SELECTION CRITERIA AND SUBMISSION INSTRUCTIONS

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.
- F. Must have positive rental or mortgage history within the last 6-24 months. A minimum of 6 months rental/mortgage history is required.
- C. 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 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.

APPLICATION SUBMISSION:

Completed applications can be emailed to bdelorenzo@outlook.com or mailed to BKD Homes LLC 210 S Market St Unit 6 in Winamac, IN 46996 or taken to 210 S Market St and placed into the white drop box located just inside the front door to the right of the bulletin board.

This rental community is managed by:
BKD Homes LLC
210 S Market St Unit 6, Winamac, IN 46996

