



Ball Realty

Opening the Door to Your Rental Home

1313 Nancy Hanks Rd., Lexington, KY 40504

(859) 255-2765 Fax: (859) 231-8726

Rental Application for Brookstone Apartments

Unit Address: _____ Rent: _____

Total Deposit: _____ Hold Amount Paid: _____ Date Needed: _____

Applicant's Name: Last		First	Middle	(area code) Home Phone Number	(area code) Cell / Mobile Phone Number
Social Security Number			Date of Birth		Driver's License Number
Present Address			Present Landlord		Rent Amount
City	State	Zip	Landlord's Phone Number		How Long At This Address?
Previous Address			Contact/Landlord		Phone Number
Applicant Employed By			Address		Annual Salary
					How Long?
Supervisor/Contact Name			Phone Number		Your Position
Previous Employer		Address		Supervisor Name & Number	
				Annual Salary	
				How Long?	

Will you or any occupant require any special accommodations?

Other Residents (Permanent or Temporary)			
Do you have any pets?	How many	Breed	Weight
Automobile Make	Year	Tag No.	State
Automobile Make	Year	Tag No.	State

Have you or anyone listed as an applicant been convicted of a felony within the last 7 years, or been incarcerated pursuant to a felony? _____

Have you or anyone listed as an applicant been convicted of a misdemeanor within the last 7 years, or been incarcerated pursuant to a misdemeanor? _____

Please explain: _____

In Case of Emergency Notify	Address	Phone
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The undersigned applicant submits this application and Good Faith holding deposit of \$100.00 to Ball Realty. If approved, the applicant agrees to sign a lease providing for payment of monthly rent and observe all lease provisions and management rules. I understand that this Good Faith hold will not be refunded for any other reason than non-approval. I hereby make application and certify that the above information is correct. I understand that if any false information is provided, any lease entered into on or after this date may be subject to termination. I authorize Ball Realty to contact any parties that I have listed. I also understand that a credit report will be obtained from the credit source used by Ball Realty. I also understand that in the event that the unit does not become available due to circumstances beyond Ball Realty's control my Good Faith hold will be fully refunded and Ball Realty will not be liable in any way. However, if such a situation should arise Ball Realty will make every effort to find another unit which is suitable to my needs.

Applicant's Signature: _____ Date: _____

Agent's Initials: _____

BROOKSTONE
STATEMENT OF RENTAL POLICY QUALIFYING PROCEDURES

BALL REALTY, LLC, SUPPORTS THE FAIR HOUSING ACT AS AMENDED, PROHIBITING DISCRIMINATION IN HOUSING BASED ON RACE, CREED, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, GENDER IDENTITY, HANDICAP OR FAMILIAL STATUS. THE FOLLOWING QUALIFICATION STANDARDS WILL BE REQUIRED FROM EVERY PROSPECTIVE RESIDENT.

1. Income:

Total Household monthly income must be at least three (3) times the amount of the monthly rental rate. If currently unemployed, the following documents must be presented and verified, last year's tax return indicating income meeting the income requirements and a savings account balance equal to six (6) months rent. Students that are unemployed are eligible for a guarantor to satisfy income requirements.

2. Employment:

Prospective residents must be employed by the same employer for no less than six (6) months. Should a prospect have recently changed employment, they must have six- (6) months-prior verifiable employment, as well as, current verifiable employment.

3. Credit:

Credit history is described as, but not limited to the following:

- * Any collection(s) exceeding \$1,200.00, excluding medical bills and student loans.
 - * Accounts rated 1-3 will be considered acceptable. Rates 4 and above can not exceed 50% of total number of accounts.
 - * All monies owed to prior landlords must be paid in full.
 - * If any of the following circumstances have occurred, then it is necessary to show that positive credit has since been established: any suit pending, tax lien not remedied, civil judgment, or repossession of material or personal property, and profit and loss write off, or personal bankruptcy, any foreclosure of real estate, bankruptcy, however, bankruptcy must be closed and/or discharged.
 - * **Applicants with negative credit will require a guarantor or deposit in the amount of one months' rent plus the original deposit and 12 months' rental history not exceeding 4 times late.**
- Address that appears on the credit report must match that of the applicant.

4. Rental History:

Minimum 6 months verifiable rental history is required.

No negative rental history will be accepted. Negative rental history is described as, but not limited to the following: Any documented breach of lease agreement unless documentation of proven negligence on the Management/owner(s) is provided. Breach of lease is any violation of the lease agreement.

No more than 20% of rental payments in previous twelve (12) months resulted in late pays or NSF's.

If the prospective resident does not have any verifiable rental history, they must have verifiable employment history of at least one (1) year with the same employer.

5. Guarantor:

A lease guarantor will be accepted for applicants whose income and length of employment does not satisfy the income and employment criteria stated above in paragraphs 1 and 2. Guarantors will not be accepted for applicants who have been rejected for negative credit history or negative rental history. Guarantors must meet eligibility requirements. Guarantor will be accepted for students not employed to meet income qualifications.

6. Self Employed/Retired/Disabled:

If self employed, retired, or disabled, the applicant must provide photocopies of tax returns from the previous year, financial statements from a certified public accountant, or photocopies of the three most recent bank statements showing proof of ability to pay rent for the term of the lease.

7. Criminal History:

Management will reject applicants that have felony conviction within the last seven- (7) years and/or with misdemeanor convictions, current indictments, or pending charges for drug-related crimes, prostitution, or crimes against a person.

8. Pets:

One pet under 25 lbs in weight (excluding non-domestic animals) will be accepted, with a \$300.00 non-refundable pet fee and \$10.00 per month pet rent. Only birds and fish are excluded from these fees, in addition, only 1 bird or 1 pair of birds is permitted. This fee in no way holds applicant harmless for any and all damages resulting from the pet. All other restrictions apply.

9. Satellite Dish:

Because there are no balconies or patios, satellite dishes are not allowed on the property.

10. Occupancy Standards

1 Bedroom-3 occupants permitted/ 2 Bedroom- 4 occupants permitted

Prospects must complete and sign application and understand lease documents upon signing.

Thank you for considering a Ball Realty property for your new home. Effective 02/08/10

APPLICATION FEE

A \$25.00 non-refundable application fee is charged per rental home to include all occupants. If a co-signer is required, an additional \$25.00 non-refundable application fee is required for each co-signer.

The \$25.00 application fee is to be paid when submitting an application for approval. Both the \$25.00 application fee and the \$100.00 Holding Deposit will be required with the completed application to place the rental home on hold during processing of the application.

ADDENDUM TO RENTAL APPLICATION

A "Holding Deposit" has been delivered to Ball Realty on this date, _____
By the undersigned in order to hold the privilege of leasing the following described property for a period of forty-eight (48) hours until, _____ subject to the terms of this paragraph:

Property Address:

The above property will be held for a MAXIMUM of two weeks from the date of vacancy or two weeks from the date of hold, whichever applies.

The undersigned may request and receive a full refund of the Holding Deposit: (1) at any time prior to the expiration of the forty-eight (48) hour hold period whereupon the undersigned's hold on the above referenced unit will terminate, or (2) the Holding Deposit will be applied towards the deposit due from the undersigned if they should enter into a LEASE AGREEMENT. If the undersigned rental application is denied, the entire holding deposit will be refunded to the undersigned.

In reviewing the undersigned's rental application, Ball Realty will review the information included herein together with a credit report from a source used by Ball Realty and any information that may be deemed necessary as a result of the information included herein or in the credit report. In the event that any information provided in this rental application is false, any lease entered into on or after this date may be subject to termination. The undersigned also understands that in the event that the unit described herein does not become available due to circumstances beyond Ball Realty's control, the undersigned's holding deposit will be fully refunded and Ball Realty will not be liable in anyway. However, if such a situation should arise Ball Realty will make every effort to find another unit which is suitable to the undersigned's needs.

Ball Realty supports The Fair Housing Act as amended, which prohibits discrimination in housing based on race, creed, color, religion, sex, sexual orientation, national origin, handicapped or familial status.

Applicants signature

Date

1313 Nancy Hanks Rd
Lexington, KY 40504
859-255-2765



Ball Realty
Employment Verification Form

Return Form
Fax: 859-231-8726
Attention: _____

Applicants name: _____

Applicants Social: _____

Would you please take a moment to verify this information and answer the following questions?

Applicants position: _____

Length of employment: _____

Salary: \$ _____

How long at current position: _____

Is this position full-time or part-time? _____ Full-time _____ Part-time

If part-time, how many hours per week? _____

Is this position temporary? _____

Other Remarks: _____

Signature of employer

Date

Phone Number

Address

City State Zip

I hereby authorize and request my employer to furnish the above information, which is necessary in determining eligibility for housing.

Signature of Applicant

Date



Ball Realty
Rental Verification Form

Attention: _____

Applicant's name _____

Address of apartment/house rented _____

Dates applicant rented from you:

From: _____ To: _____ Has applicant given proper notice to vacate? _____

Will applicant be breaking their lease agreement? _____

How many people resides/resided with applicant? _____

What is/was applicant's rent? _____ Is/Was the resident receiving subsidized housing assistance? _____

If yes, what type? _____

1. Rent Payment:

a. Is/Was applicant current on rent? _____

b. Has applicant ever been late paying rent? _____

c. If late, how often? _____

d. Have you ever begun eviction proceedings for non-payment? _____

e. Did applicant ever have NSF payment? _____

2. Caring for the Unit:

a. Did the applicant ever damage rental home or common areas? _____

b. If so, did applicant pay for the damages? _____

c. Will/Did you keep any of the security deposit? _____

3. General:

a. Does/Did applicant permit persons other than those on the lease to live in the unit? _____

b. Does/Did applicant interfere with the rights and quiet enjoyment of other residents? _____

c. Does/Did applicant create any physical or social hazards to the unit or to other residents? _____

d. Has applicant ever given you any false information? _____

e. Would you rent to this applicant again? _____

f. If not, why? _____

Signature of Landlord

Date

Phone number

Address of Landlord

I hereby authorize and request my landlord to furnish the above information which is necessary in determining eligibility for housing.

Signature of Applicant

Date

Pet Policies

Resident _____ Address _____

Owner/Management agrees to allow one pet in the above named property providing that the tenant and pet owner agree to meet the following terms and conditions.

A. Screening/Registration

Pet owners must complete a Pet Application and Registration form before occupying the apartment. If the pet is either a dog or cat, a current photograph should be attached.

B. Permissible Pets

1. Only the pet(s) listed and described below is authorized under this agreement. The following breeds are prohibited: Pitbulls, Staffordshire Terriers & American Bulldogs (Amstaff), Dobermans, Chows, and Rottweilers.
2. Snakes and Ferrets are prohibited.

Pet Description: Age _____ Weight _____ Kind _____ Breed _____

3. One pet will be allowed per home.

C. Restrictions

1. Resident warrants that the pet(s) is housebroken. Resident also warrants that the pet(s) has no history of causing physical harm to persons or property, such as biting, scratching, gnawing, etc., and further warrants that the pet(s) has no vicious history or tendencies.
2. Pets shall not be kept, bred or used for any commercial purpose. All pets must be spayed or neutered.
3. Pets must be confined to the pet owner's apartment, must not be allowed to roam free and may not be tied unattended in any common area. Pets in transit are to be carried, restrained by a leash or placed in an animal carrier.
4. Persons who walk pets are responsible for immediately cleaning up after their animals, discarding **securely bagged** pet droppings.
5. Cat litter may not be disposed of in toilets. Nor may any pet waste be dropped down trash chutes unless securely bagged.
6. Pet owners are responsible for any damage to the common elements caused by their pets. Any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of each pet owner.
7. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior for the purpose of this paragraph are:
 - a. Personal injury or property damage caused by unruly behavior.
 - b. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for ½ hour or more to the disturbance of any person at any time of day or night.
 - c. Pets in common areas who are not under the complete control of a responsible human companion, and on a short hand-held leash or in a pet carrier.
 - d. Animals who relieve themselves on walls or floors of common areas.
 - e. Animals who exhibit aggressive or vicious behavior.
 - f. Pets who are conspicuously unclean or parasite-infested.
8. Feeding, caring for, or otherwise aiding stray animals is prohibited. Injured or stray animals shall be reported to the local animal control authority for pick-up.
9. Owners and tenants are responsible for visiting pets, who are subject to the same restrictions as resident pets.
10. Pet owners shall indemnify Ball Homes Inc., owner, and agents and hold them harmless against loss or liability of any kind arising from their pet(s).
11. Birds must be caged properly. Fish aquariums are limited to 50-gallon capacity. Damage caused by leaky aquariums or bird waste will not become Ball Homes' responsibility. A limit of (2) two birds is permitted. Birds and fish are excluded from the pet fees and pet rent.

D. Enforcement

1. There will be a non-refundable pet fee of \$300.00 plus \$10.00 per month pet rent. Please be aware that the non-refundable pet fee in no way limits tenant's liability for damages. **Pet fee does not apply towards any damages, it is a fee and not a deposit.**
2. Any owner, resident, or managing agent personnel observing an infraction of any of these rules shall discuss the infraction in a neighborly fashion with the pet owner in an effort to secure voluntary compliance.
3. If upon the 2 violation(s) the problem is still unresolved, the management may require the permanent removal of any pet.
4. If so determined, the pet owner will have *14 days to remove the pet from the premises. Management also has the authority to assess and collect fines for violations of the house rules pertaining to pets and to assess and collect amounts necessary to repair or replace damaged areas or objects.

Resident does hereby agree to meet the above standards and conditions. It is understood that if negligence is found, owner/management reserves the right to revoke all agreements regarding pets.

Resident: _____

Resident: _____

Resident: _____

Owner/Management: _____

