



Dear Future Resident,

All of us at Ball Realty wish to give you our sincerest thank you! We are so pleased that you have chosen Ball Realty to fulfill your future housing needs.

Whether you have chosen a duplex, town house, or single family home, our first priority is YOU. We want you to be happy and have a satisfying relationship with us! We take pride in offering the most competitive rates in the area, fantastic maintenance service, and a professional leasing staff to assist with all your housing needs.

If there is anything we can do to assist you, please let us know. We are happy to hear any comments or suggestions!

Best Regards,
The Ball Realty Team

REMEMBER: PLEASE RETURN APPLICATIONS WITH 2 SEPARATE CHECKS OR MONEY ORDERS: \$25 APPLICATION FEE & \$100 HOLDING DEPOSIT (THIS \$100 WILL BE APPLIED TOWARDS YOUR SECURITY DEPOSIT UPON MOVE-IN).

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 monthly income of all qualified applicants must be at least three 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 months rent. If applicant doesn't meet income requirements, they can pay a security deposit equal to one month's rent, and have six month's rent in a savings account. 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 months. Should a prospect have recently changed employment, they must have six months prior verifiable employment, as well as, current verifiable employment. Recent graduates with first full time employment or military personnel will have six month requirement waived.

3. **Credit:** No negative credit history will be accepted. Credit history is described as, but not limited to the following:

The absence of credit shall not adversely affect an applicant

Address that appears on the credit report must match the rental application or discrepancy verified

All monies owed to prior landlords must be paid in full

Medical related credit and/or student loans will be excluded from the credit qualifications

Any suit pending, tax lien not remedied, civil judgment, or repossession of material or personal property, any profit and loss write off, or personal bankruptcy, will require a guarantor, or deposit in the amount of one months' rent plus the original deposit, in addition to a 12 months' rental history not exceeding 4 times late or six months' positive credit history reestablished. Bankruptcies must be closed, paid and/or discharged.

Foreclosure of real estate requires a positive payment history prior to the initiation of the foreclosure and a security deposit equal to one months' rent.

Negative credit exceeding 20% of total verified credit (rating of 4 and above) or collections exceeding \$500 will require a Guarantor or the increased deposit with extended rental history.

4. **Rental History:**

Minimum of six months verifiable residence 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 forcible detainer (eviction) on record at any time.

No more than four (4) 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 be accepted for applicants who have negative credit history. Guarantors are not accepted for negative rental history.

Guarantors must meet eligibility requirements.

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 with any felony conviction within the last seven years and/or with misdemeanor convictions, current indictments, or pending charges for drug related crimes, prostitution, or crimes against a person.

8. **Occupancy Standards:**

1 Bedrooms-3 Occupants/ 2 Bedrooms-5 Occupants/ 3 Bedrooms-7 Occupants/ 4 Bedrooms-9 Occupants

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

Thank you for considering a Ball Realty property for your new home.

I have read, understand, and received a copy of the Statement of Rental Qualifying Procedures.

Signature _____ Date _____

Utility Requirement: Electric, water and gas service must be established in resident's name on or before move-in date. Verification is required prior to move-in date.



Ball Realty

Opening the Door to Your Rental Home
3609 Walden Drive, Lexington, KY 40517
(859) 266-0151 Fax: (859) 266-0204

Rental Application for Ball Realty, RML Construction, Patil Investments, Thoroughbred Realty, Rosemary Realty & DRB Properties

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: _____

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



Ball Realty

Rental Verification Form

Ball Realty
Phone: (859) 266-0151
Fax: (859) 266-0204

**Note to Applicant: Please sign & date the bottom of this page ONLY*

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



Ball Realty Employment Verification Form

Return Form
Fax: 859-266-0204
Attention: _____

** Note to Applicant: Please sign and date the bottom of this form ONLY*

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 _____

Guarantor Application



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Unit Address: _____ Rent: _____

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

Guarantor'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?

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: _____

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.

Guarantor's Signature: _____

Date: _____

Agent's Initials: _____

Pet Application / Registration Form



Name of Pet Owner: _____

Address of Rental Home: _____

Home Telephone Number: _____

Work Telephone Number: _____

Pet Information:

Pet's Name	Type/Breed	Spayed / Neutered	Age	License or ID #

Pet Reference:

Veterinarian: _____

Address: _____

Pet's Emergency Caretaker:

Name: _____

Address: _____ Phone: _____

I have read and understand the house rules pertaining to pets and I and other members of my household promise to fully comply.

Signature of Pet Owner : _____ Date: _____

Approved By: _____ Date: _____

Pet Policies

Resident _____ Address _____

Owner/Management agrees to allow two pets 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 (Amtaff), Dobermans, Chows, and Rottweilers.
2. Snakes and Ferrets are prohibited.

Pet Description: Age _____ Weight _____ Kind _____ Breed _____

Pet Description: Age _____ Weight _____ Kind _____ Breed _____

3. Two pets 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.
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 Realty 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 will not become Ball Realty's 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 non-refundable pet fees as follows:
\$150.00 for first pet, \$100.00 for second pet.
Please be aware that the non-refundable pet fee in no way limits tenant's liability for damages.
Monthly Pet Fee: \$10.00 per month additional charge per pet.
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: _____

Occupant: _____

Guarantor: _____

Owner/Management: _____