

Location: Owensboro KY

Phone: 270-685-2100

Fax: 270-926-7335

<http://keystonekyapts.com/>

Email: mgrkeystone@brooksideproperties.com

Thank you for your interest in Keystone Farms Apartments.

Enclosed is the application for rental. Below are the items you will need to return to have the application processed.

1. Two forms of ID per adult applicant and/or co-signer
2. \$25 non-refundable application fee paid via money order for each adult applicant and/or co-signer
3. Proof of income: (Examples: Award letters, the past 4 check stubs, or previous year tax return if self-employed)

Applicants will be selected based on the following criteria

1. Must be 18 and over
2. Application must be legible, dated and signed
3. All questions must be completely answered (no blanks)
4. Credit/Background: Bankruptcy must be discharged, good credit, no evictions, must not owe past landlords. No criminal record. The past 7 years criminal charges will be reviewed.
5. References: Excellent rent history
6. Stable income and income must be 3 times the monthly rent:
Keystone (Example: One Bedroom \$515/month = \$1545 Upgrade price \$560, Two Bedroom: \$565/month = \$1695 Upgrade price \$610, Decorative Fireplace: \$585/ month \$1755. Upgrade price \$630)



APPLICATION FOR RENTAL

Apt. Size: _____ Date Needed: _____ Lease Term Needed: _____

If Applicable: Resident Referral Name: _____ Apt. #: _____

Contact Information:

Applicant Name: _____ Jr./Sr.

Phone: (____) _____ (____) _____ Email Address: _____
Home Phone Cell Phone

DOB: _____ SS#: _____ Driver's License Number: _____ State of License: _____

Why are you leaving your last residence? _____

Current Address:

Street Address _____ City _____ State _____ Zip _____
Monthly Payment _____ Rent/Own _____ Community/Owner's Name _____ Phone # / Fax # _____

Previous Address:

Street Address _____ City _____ State _____ Zip _____
Monthly Payment _____ Rent/Own _____ Community/Owner's Name _____ Phone # / Fax # _____

Have you ever been evicted? Yes _____ No _____

If Yes, why? _____

Employment:

Present Employer's Name _____ Supervisor _____ Phone # _____
Position _____ Monthly Wages/Hourly Rate _____ Hire Date _____
Previous Employer's Name _____ Supervisor _____ Phone # _____
Position _____ Monthly Wages/Hourly Rate _____ Hire Date _____

Additional Sources of Income: _____ \$ _____
Monthly Amount

Other:

Have you ever been arrested/convicted of a misdemeanor or felony? _____

If yes, explain: _____

Co-Applicant

Applicant Name: _____ Jr./Sr.

Phone: (____) _____ (____) _____ Email Address: _____
Home Phone Cell Phone

DOB: _____ SS#: _____ Driver's License Number: _____ State of License: _____

Why are you leaving your last residence? _____

Current Address:

Street Address _____ City _____ State _____ Zip _____
Monthly Payment _____ Rent/Own _____ Community/Owner's Name _____ Phone # / Fax # _____

Previous Address:

Street Address _____ City _____ State _____ Zip _____
Monthly Payment _____ Rent/Own _____ Community/Owner's Name _____ Phone # / Fax # _____

Have you ever been evicted? Yes _____ No _____

If Yes, why? _____

Employment:

Present Employer's Name _____ Supervisor _____ Phone # _____
Position _____ Monthly Wages/Hourly Rate _____ Hire Date _____

Previous Employer's Name _____ Supervisor _____ Phone # _____
Position _____ Monthly Wages/Hourly Rate _____ Hire Date _____

Additional Sources of Income: _____ \$ _____
Monthly Amount

Other:

Have you ever been arrested/convicted of a misdemeanor or felony? _____

If yes, explain: _____

Other Occupants:

List Name, Date of Birth and Social Security Number of all other persons to occupy unit:

1. _____ DOB: _____ SS#: _____

2. _____ DOB: _____ SS#: _____

3. _____ DOB: _____ SS#: _____

Pets: *Two pets (under 80 lbs at maturity) permitted per apartment. *****

Pet Name: _____ Breed _____ Color _____ Weight At Maturity _____ lbs

No animals, birds or pets of any kind shall be brought or kept on or about leased premises or the building of which it is a part of without the express written permission of Lessor. If permission is granted, a non-refundable pet fee of **\$400** per pet is payable upon execution of the Lease Agreement and Pet Addendum to the Lease Agreement.

Pet Name: _____ Breed _____ Color _____ Weight at Maturity _____ lbs

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Automobiles/Trucks:

1. _____
Make Model Year Color License No. State

2. _____
Make Model Year Color License No. State

Do You Own a Motorcycle, Van, Boat, Trailer or Camper? If so, specify: _____

Emergency Contact:

Name: _____ Relationship: _____

Phone No: _____ Cell Phone: _____

Street Address City State Zip

1. I understand that the Application Fee is non-refundable.
2. The Administrative Fee accompanying this application will be used to reserve the apartment I have chosen and will be applied to first month's rent.
3. Upon approval of this application, this Administrative Fee becomes a non-refundable fee to partially defray the cost of income and housing verification, move-in arrangements, and all other administrative costs related to establishing residency. If I cancel this application after 72 hours of its submission, or refuse to occupy the premises on the agreed upon date, I understand and agree that my Administrative Fee be forfeited to Keystone Farms Apartments and used as liquidated damages.
4. I consent to allow the consumer reporting agency, the property listed above, Keystone Farms Apartments and their agents or employees to obtain a credit report, police and criminal record information, rental and resident history and employment verification for the purpose of determining whether or not to lease an apartment to me and will hold the same harmless from liability for the reporting of such information to the Management or owners.
5. I certify that all information provided by me is true, correct and complete and I understand that any misrepresentations and/or omissions are cause for the management to reject or terminate any agreement based on this information. I also understand that additional information or documentation may be required prior to move-in.
6. I acknowledge that I have received a copy of the Keystone Farms Apartments leasing guidelines as part of this application.
- 7. If you put a deposit down on the apartment and decide not to take it for any reason, deposit is forfeited, unless cancellation is made within 24 hours, in writing.**

Applicant: _____ **Date:** _____

Co-Applicant: _____ **Date:** _____

LANDLORD REFERENCE FORM

SIGN AND DATE DO NOT FILL OUT THIS PAGE

To: _____

**FROM: Keystone Apartment Homes
Property Manager
1101 BURLEW BLVD.
OWENSBORO, KY 42303
FAX: 270-926-7335**

Name of Applicant(s): _____ Date: _____
Applicant's Current Address: _____

The Applicant named above has indicated they rented property from you located at:

Would you please fill out this request for information as part of our screening process?

Amount of rent: _____ Dates of tenancy _____ to _____

Was tenant prompt in paying rent? _____ Amount owed for unpaid rent: _____

Do they owe you for any damages? _____ How much? _____

Did they keep the unit clean and in good shape? _____

Did the tenant collect and maintain their garbage properly? _____

Did they take care of the outside grounds on a regular basis? _____

Did the tenants or their guests damage your property? _____

If so, _____

Was there evidence of infestation by roaches or other pests? _____

Were there unauthorized persons living in the unit that you are aware of? _____

If yes, their names: _____

Did the tenants or their guests cause any disturbances or problems affecting other tenants or neighbors? _____

If so, please describe: _____

Your overall recommendation of the tenant(s) would be:

EXCELLENT _____ GOOD _____ FAIR _____ POOR _____

Other Comments: _____

Would you rent to him/her again? _____

Thank you very much for your cooperation in this matter.

Landlord Signature: _____ Date: _____

I HEREBY AUTHORIZE RELEASE OF THE ABOVE INFORMATION TO KEYSTONE FARM APARTMENT HOMES.

Applicant Signature: _____ Date: _____

Co-Applicant Signature _____ Date: _____

IF YOU HAVE NOT RENTED PRIOR, PLEASE SIGN BOTTOM AND DATE ONLY

