

# Century Property Management

3317 Frederica St Suite 12  
Owensboro, Kentucky 42301  
(270) 684-8181

## RENTAL APPLICATION

### ALL APPLICANTS MUST COMPLETE A SEPARATE APPLICATION

The undersigned hereby makes application to rent unit number \_\_\_\_\_ located at \_\_\_\_\_

beginning on \_\_\_\_\_, at a monthly rent of \$ \_\_\_\_\_.

**WHEN APPLYING FOR CURRENTLY OCCUPIED UNITS, YOU MUST MOVE IN/START PAYING RENT WHEN THE UNIT IS READY, WHICH IS USUALLY 1 - 15 DAYS UPON CURRENT TENANT MOVE OUT DATE.**

### PLEASE TELL US ABOUT YOURSELF

FULL NAME \_\_\_\_\_ HOME PHONE ( ) \_\_\_\_\_

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Name & Ages of All Other Occupants: (including children): \_\_\_\_\_

How Many Pets\*? \_\_\_\_\_ Kind of Pet, Breed, Weight, Age \_\_\_\_\_ \* With Pet, Extra Rent & Deposit will be required if

### PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With Most Current)

**CURRENT ADDRESS:** Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Monthly Pmt \_\_\_\_\_

**PREVIOUS ADDRESS** (If within 5 years): Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Monthly Pmt \_\_\_\_\_

**PREVIOUS ADDRESS** (If within 5 years): Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason For Leaving \_\_\_\_\_

Owner or Agent \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Monthly Pmt \_\_\_\_\_

### PLEASE GIVE YOUR EMPLOYMENT INFORMATION

YOUR STATUS:  Employed Full-Time  Employed Part-Time  Student  Retired  Not Employed

**CURRENT EMPLOYER** (or most recent) : \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Date(s) Employed: From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Your Gross Monthly Salary \$ \_\_\_\_\_

**PREVIOUS EMPLOYER:** \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Date(s) Employed: From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Your Gross Monthly Salary \$ \_\_\_\_\_

**TOTAL HOUSEHOLD GROSS MONTHLY INCOME \$** \_\_\_\_\_

If there are other sources of income you would like us to consider, please list amount, source, and person (Banker, Employer, etc.) whom we could contact for confirmation. You do NOT have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in the application.

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Phone ( ) \_\_\_\_\_

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. / State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. / State \_\_\_\_\_

Other Car, Motorcycle, etc.: \_\_\_\_\_

### HAVE YOU OR CO-APPLICANT EVER:

Been sued for non-payment of rent or damages?  Yes  No Been convicted of a misdemeanor involving drugs, theft, or violence?  Yes  No

Been evicted or asked to move out?  Yes  No Broken a Rental Agreement or Lease?  Yes  No

Been convicted of a felony?  Yes  No Declared Bankruptcy?  Yes  No

CONTINUED OVER

Please give any additional information that may help management evaluate your application: \_\_\_\_\_

\_\_\_\_\_

|                          |                     |
|--------------------------|---------------------|
| EMERGENCY CONTACT: _____ | Relationship: _____ |
| Full Address: _____      |                     |
| Home Phone: _____        | Work Phone: _____   |

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rent is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, ALL of the deposit will be retained to offset the agent's cost, time, and effort in processing my application.

I hereby deposit one month of rent as earnest money to be refunded to me if this application is not accepted within three (3) business banking days, less credit/criminal reports. Upon acceptance of this application, this deposit shall be retained as the security deposit. When so approved and accepted I agree to execute a lease for twelve (12) months, before possession is given, within seven (7) days of notification of acceptance, **or the deposit will be forfeited as liquidated damages** in payment for the agent's time and effort in processing my inquiry and application, including making necessary investigation of my credit, character, and reputation. If this application is not approved and accepted by the owner or agent, the deposit will be refunded, the applicant thereby waiving any claim for damages for reason of non-acceptance. **I fully acknowledge that if I am applying for the unit without viewing and I change my mind for any reason after acceptance of this application, the security deposit will be forfeited.** I agree to be contacted by telephone at any number provided, including wireless and work telephone numbers, in order for the company to service my account, notify me of information pertaining to my account, or for the purposes of collection. Methods of contact may include the use or pre-recorded and artificial voice messages, use of an automated dialing device, or text message/email.

**I authorize you to contact previous landlord(s), credit and personal references that I have given in this application. I also authorize management to obtain my consumer credit report and criminal records background.** The above information, to the best of my knowledge, is true and correct.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Things to Remember**

Each applicant must complete a separate application.

- Proof of income must accompany your application. (Most recent pay stub, offer letter, tax form, etc.)
- Please provide photo ID to be copied and placed with application.
- \$30 via **cash or money order** must accompany completed application for credit and criminal background screening.
- Security deposit must accompany completed application, including additional pet fee in necessary.
- Please note that by signing above you acknowledge that in the event your application is approved and you fail to sign a lease agreement within seven days of notification that the unit is ready, you will forfeit your deposit.

**APPLICANT: PLEASE DO NOT WRITE BELOW THIS LINE**

PAYMENT OF \$ \_\_\_\_\_ RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_

THIS APPLICATION RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_

**THIS APPLICATION**     APPROVED     NOT APPROVED

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

If not approved, specify reason(s) \_\_\_\_\_

Applicant Notified By (Name) \_\_\_\_\_ Date \_\_\_\_\_

Notified By:     Letter (Attach Copy)     Form     Telephone     Fax     In Person