

# Emerald Twenty Four APPLICATION FOR RENTAL

Applicant's Last Name		First	Middle	Birth date	Driver's License No. & State	Soc. Sec. No. or ITIN#
E-mail Address					(Area Code) Cell Phone	
Other / Occupants						
(1) _____		Age _____		(2) _____		Age _____
(3) _____		Age _____		(4) _____		Age _____
Expected Move-in Date	Do you have a pet? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type & Size (a pet fee and owner's consent is required)			
Will you, your co-applicant or other occupants require any special Accommodations? _____						
<b>Part I Residence History</b>						
Present Address		City	State	Zip	How Long?	(Area Code) Applicants Home Phone
Name & Address of Present Landlord or Mortgage Co.			<input type="checkbox"/> Own <input type="checkbox"/> Rent	(Area Code) Current Landlords		Current Monthly Payment
Previous Residence Address		Previous Landlord or Mortgage Co.		(Area Code) Previous Landlords		How Long?
<b>Part II Employment History - Past Year</b>						
Have you ever been listed as a resident or occupant with Ball Realty or any of their apartment communities? _____ If yes, please list the address and dates.						
Address _____			Dates _____			
Applicant Employed By			Supervisor's Name		How Long?	
Address	City	State	Zip	Phone	Position Held/Occupation	Salary \$ _____ per _____
Previous Employment			Supervisor's Name		How Long?	
Address	City	State	Zip	Phone	Position Held/Occupation	Salary \$ _____ Per _____
ADDITIONAL INCOME						
Additional income such as child support, alimony, or separate maintenance need not be disclosed unless such Additional Income is to be included for qualification hereunder.						
Source: _____			Amount of \$ _____ Per _____			
<b>Part III Auto Information</b>						
No. of Vehicles on Property		Do you have any recreational vehicles vans, boats, motorcycles? If so, specify				
Auto No. 1 - Description			License No.		State	
Auto No. 2 - Description			License No.		State	
Emergency contact			e-mail address		(Area code) Phone	

Applicants hereby authorizes verification of any and all information set forth on this application, including release of information by any savings and loan, employer (present and former) and any lender. All such information hereon, and released as authorized above, will be kept confidential. Applicants represents that the information set forth on this application is true and complete. Material misrepresentations on this Application will constitute a default under this Lease or Rental Agreement between both parties.

**SCREENING CHARGE** Applicant has submitted \$40.00 which is a nonrefundable payment for a screening charge, receipt which is acknowledge by Management. Such sum is not a rental payment or deposit amount. In the event this application is approved or disapproved, this sum will be retained by Management to cover the cost of processing application as furnished by applicant. This application must be signed before is can be processed by Management.

**GOOD FAITH DEPOSIT** I hereby deposit \$ \_\_\_\_\_ with Management as a good faith deposit in connection with the rental application. If my application is accepted, I understand this deposit can be applied towards payment of my security deposit of \$ \_\_\_\_\_ when I take possession of the apartment/home. If for any reason Management decides to decline my application, the Management will refund this good faith deposit to me in full. I understand I my cancel this application by written notice within 48 hours of the date here signed and receive a full refund of the good faith deposit within 30 days of the cancellation. If I cancel after 48 hours or refuse to occupy the premises on the agreed upon date, I understand this good faith deposit will be forfeited. I understand the apartment/home will be held for a MAXIMUM of two weeks from the date of vacancy or two weeks from the date of hold, whichever applies. I also understand that in the event that the unit does not become available due to circumstances beyond Emerald Twenty Four's, control, my deposit will be fully refunded and Emerald Twenty Four will not be liable in any way. However, if such as situation should arise Emerald Twenty Four, will make every effort to find another unit which is suitable to my needs.

I understand that ALL utilities for my apartment/home must be in an applicants name ON or Before the move in date. Verification will be obtained \_\_\_\_\_ initial

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only	Lease term _____
Washer and Dryer _____	Rent Amount _____
Pet rent _____	Move-in Date _____
Unit # _____	Hold Date/Time _____
Agents Name _____	

## RENTAL QUALIFYING PROCEDURES

Chesapeake Equine Partners, LLC. supports The Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, disability, familial status, sexual orientation, and gender identity.

### APPLICATION FEES

ANY PERSON OVER THE AGE OF 18 IS REQUIRED TO COMPLETE AN APPLICATION AND PAY A \$40.00 APPLICATION FEE. EACH APPLICANT WILL GO THROUGH A FULL RESIDENT SCREENING PROCESS MEETING THE GUIDELINES.

### QUALIFYING GUIDELINES

#### **1. INCOME:**

Total combined monthly income of all qualified applicants must be at least three times the amount of the monthly rental rate. If currently unemployed, last year's tax return indicating income meeting the income requirements and a savings account balance equal to six month's rent is required. If employed less than 6 months, a savings account balance equaling (6) month's rent must be verified. Student loans will be considered as income and will be included to qualify.

#### **2. SELF EMPLOYED/RETIRED/DISABLED:**

Applicants must provide either photocopy of tax papers from previous year, financial statement from certified public accountant, photocopies of three most recent bank statements showing proof of ability to pay rent for the term of the lease or meet the income requirements as listed in item #1.

#### **3. EMPLOYMENT:**

Applicant 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 with the same employer, as well as, current verifiable employment. Recent graduates with first full time employment or military personnel will have six month requirement waived.

#### **3. CREDIT:**

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

- a. The absence of credit shall not adversely affect an applicant
- b. The address that appears on the credit report must match the rental application or discrepancy verified.
- c. All monies owed to prior landlords must be paid in full.
- d. Medical related credit and/or student loans will be excluded from the credit qualifications.
- e. Personal bankruptcy will require six months' positive credit history re-established after the bankruptcy has been closed, paid or discharged.
- f. Foreclosure of real estate requires a positive payment history prior to the initiation of the foreclosure and a security deposit equal to one month's rent.
- g. Negative credit exceeding 20% of total reported credit or total collections exceeding \$500.00 will require a Guarantor or additional deposit as described below under (h)
- h. In some cases, an applicant with a 12 month positive rental history can be approved by paying an additional deposit equal to one month's rent plus the original deposit of \$300.

#### **4. RENTAL HISTORY:**

- a. Six months verifiable residence history is required.
  - b. The absence of rental history, for 1<sup>st</sup> time renters, shall not adversely affect an applicant with six months employment and income verification, meeting the requirements.
  - c. No negative rental history will be accepted. No forcible detainer or eviction history.
  - d. No more than four (4) rental payments in previous twelve (12) months resulted in late pays or NSF's.
  - e. Applicants providing I-20 or DS-20-19 rental history will be waived.
- Note: If you have rented at any of our communities as a resident or occupant and had a forcible detainer filed, lease termination or an unresolved or outstanding balance, your application will be rejected.*

#### **5. GUARANTOR:**

A lease guarantor will be accepted for applicants whose income, credit, length of employment, and length of rental history does not meet the

qualifications. Guarantors are not accepted for negative rental history or unclosed bankruptcies. Guarantors must meet all eligibility requirements listed herein.

#### **6. INFESTATION:**

Applicant agrees that if current or previous residence had a bedbug or other vermin infestation that all personal property (including furniture, clothing and other belongings) has been treated by a licensed pest control professional and agrees such items are free of further infestations.

#### **7. OCCUPANCY STANDARDS:**

One Bedroom-no more than three (3) persons -Two (2) Vehicles  
Two Bedroom-no more than four (4) persons - Two (2) Vehicles  
Three Bedroom-no more than six (6) persons - Three (3) Vehicles  
**NOTE:** We offer no assigned parking. Front door or close proximity parking can't be guaranteed.

#### **8. PETS:**

Up to two pets with no weight limit (excluding non-domestic animals) per rental unit will be accepted with a \$300.00 non-refundable pet fee (1-pet) \$500.00 (2-pets) plus \$30.00 monthly pet rent per pet. Breed restrictions listed on Pet Policies. Management has the right to deny any pet at their discretion.

#### **9. MOVE-IN DATE:**

Possession must take place within 2 weeks of the available date of the assigned unit.

#### **10. CRIMINAL HISTORY:**

We will conduct a criminal background check on each person who intends to occupy the premises. The application will be rejected if the records show a history of any of the following. For the purposes of this application, a "conviction" includes any conviction, guilty plea, Alford plea, no contest plea, or any final adjudication other than "not guilty".

- a. Any drug-related conviction for manufacturing, trafficking, or distribution of an illegal substance during the past seven (7) years unless documentation can be provided from a private or public agency of complete rehabilitation for at least two (2) years;
- b. Any felony conviction during the past seven (7) years involving property damage, injury to persons, or failure to pay amounts owed for which restitution has not been made;
- c. Any misdemeanor convictions during the past five (5) years involving property damage, injuries to persons, or failure to pay amounts owed for which restitution has not been made.

"Please note-this property may be within 1,000 feet of a school, publicly owned daycare or licensed daycare facility. If you believe you may be restricted from residing in such proximity to one of these facilities, please consult with the appropriate authority prior to submitting an application or signing a lease."

Our decisions are based on the information provided by a third party verification service at the time of application. We are not responsible for inaccurate information obtained.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Utility Requirement:** Electric and water service must be established in resident's name on or before move-in date.

Written verification is required prior to move-in date. Additionally, proof of rental insurance, minimum \$100,000 liability, is required prior to move-in date





Emerald Twenty Four & Townhomes  
Employment Verification Form

Return to \_\_\_\_\_  
Fax: \_\_\_\_\_  
859-272-2402

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

Applicants name: \_\_\_\_\_

Applicants Social: \_\_\_\_\_

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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

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Pet Policies

Owner/Management agrees to allow two pets within a leased property, providing the resident and pet owner agree to meet the following terms and conditions, without exception:

### A. Screening/Registration

1. Pet owners must complete a Pet Application and Registration form before occupying the apartment. No application will be approved by the Owner, without a clear, current photograph or each pet, attached.

### B. Permissible Pets

1. Only the pet(s) listed and described on the attached Pet Application, is authorized under this agreement.

2. The following breeds, and any pet sharing a bloodline (mixed) with the following breeds, are strictly prohibited:

American Pit Bull	Staffordshire Terrier	American Bulldog	Doberman Pinscher
Rottweiler	Chow Chow	Great Dane	Presa Canario
Akita	Alaskan Malmute	German Shepherd	Siberian Husky
Any Mastiff Breed	Amstaff Bulldog	Wolf Hybrid	

**\*\* PLEASE COMPLETE ALL BREED INFORMATION, IN FULL, AS REQUESTED ON APPLICATION PAGE \*\***

3. Snakes and any other reptiles, Ferrets, Chickens, Rats, Pigs, and Rabbits are strictly prohibited. Only two domestic pets will be allowed per home.

**Management has the option to deny any pet at their discretion, based on application information, and photograph provided.**

### 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 home, must not be allowed to roam free and may not be tied outside
4. Pets in transit are to be carried, restrained by a leash or placed in an animal carrier. **NO EXCEPTIONS**
5. Persons who walk pets are responsible for immediately cleaning up after their animals, and discarding **securely bagged** pet droppings. **NO EXCEPTIONS**
6. Cat litter may not be disposed of in toilets. Nor may any pet waste be dropped down trash chutes unless securely bagged.
7. 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.
8. 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 that 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 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 that relieve themselves on walls or floors of common areas.
  - e. Animals who exhibit aggressive or vicious behavior.
9. Pets that are conspicuously unclean or parasite-infested.  
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.
10. All Residents on attached lease shall indemnify, hold harmless, and defend Chesapeake Equine Partners, Owner, and agents against all loss or liability, judgments, expense (including attorney's fees), or claims by third parties for any injury to any persons or damage of any kind whatsoever caused from Resident pet(s).
11. Birds must be caged properly. Fish aquariums are limited to 50-gallon capacity. Damage caused by leaky aquariums will not become Chesapeake Equine Partners' responsibility. A limit of (2) two birds is permitted. Birds and fish are excluded from the pet fees and pet rent
12. Resident will provide adequate and regular veterinary care of pet(s), ample food and water, and will not leave unattended for any undue length of time. Resident will diligently maintain cleanliness of sleeping and feeding areas.
13. It is further understood and agreed that if efforts to contact the Resident are unsuccessful, the Landlord or Landlord's agents may enter Residents home if reasonable cause to believe an emergency situation exist with respect to the pet. Example: include abuse, abandonment, or any prolonged disturbance. If it becomes necessary for the pet to be put out to board, any and all cost will be the Residents sole responsibility.
14. Resident agrees to permit Landlord to professionally fumigate the premises including grounds (if any) for fleas, and ticks and clean carpet during occupancy or post occupancy if necessary at a competitive price at the Residents expense.

### D. Enforcement

1. There will be a non-refundable pet fee upon the animal's move-in, as follows: \$300.00 for first pet, \$200.00 for second pet.  
**\*\* Please be aware that the non-refundable pet fee in no way limits tenant's liability for damages.**
2. There will be a non-refundable monthly pet rent added to the lease agreement upon the animal's move in, as follows: \$30.00 per month, per pet.  
**\*\* The monthly pet rent does not apply towards any damages; it is a fee and is not a deposit.**
3. 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.
4. Management also has the authority to assess and collect fines for violations of the house rules pertaining to pets, and to assess and collect the amount(s) necessary to repair, or replace, damaged areas or objects.
5. Damages to the exterior or interior of the premises including, but not limited to: grounds, flooring, walls, trim, finish, tiles, carpeting or any other fixture; caused by pet, will be the full responsibility of the Resident to pay for the full cost involved to repair, or replace, to its original condition.

Should a non-approved or unaccounted for pet be discovered, whether permanent, temporary, or visiting, the resident is subject to an immediate \$600.00 penalty fee, per pet. Additionally, \$60.00 pet rent will be added to your monthly rent total, for each pet found.

\*Management has the right to deny any pet at their discretion. Should non-documented pets be found, they are still subject to approval and RESIDENT may be asked to remove the pet(s).

### E. Death or Removal

1. Applicant agrees and understands that in the event any currently house pet dies or is removed from the residence, the monthly pet rent will be due through the full duration of the signed lease.
2. Upon expiration of a current Lease Agreement, Residents will have the option to sign a new Lease Agreement omitting the deceased or removed pet from the contract.

**The undersigned do hereby agree and understand 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.**

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

**The undersigned hereby agree to the Pet Policies above, and assure that NO PET will reside, or visit, leased residence.**

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

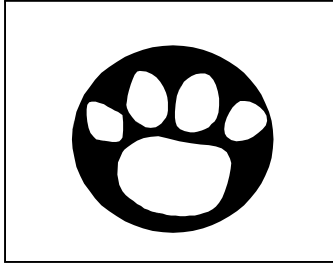
\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial



# Pet Application Registration Form



please attach photo here

Name of pet owner \_\_\_\_\_  
 Apartment/unit number \_\_\_\_\_  
 Home telephone number \_\_\_\_\_  
 Work telephone number \_\_\_\_\_

## Pet Information

Pet's name	Type/breed	Age	Spayed or Neutered	License or I.D. #

## Pet Reference

Veterinarian \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

## Your previous residence

Name of landlord or resident manager \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

## Insurance

Agency \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

## 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 \_\_\_\_\_

# Emerald Twenty Four & Townhomes

## WAIT LIST GUIDELINES

- The wait list is for applicants who wish to put an apartment on hold and are willing to wait for the next available unit or are pre-leasing for a later time.
- The rental rate will be the current market rent at the time of placement in a unit.
- The applicant must provide an estimated time for their move in: \_\_\_\_\_  
(earliest date – latest date)
- Applicant must pay both the \$40.00 application fee and the \$300.00 holding deposit plus the completed application and be approved in order to go on the Waiting List.
- You have 72 hours or 3 days to get the \$300.00 holding fee back if you change your mind from the day you first apply or date listed below, whichever is the earlier. *If you are not approved for some reason you will receive the \$300.00 holding fee back.*
- We will attempt to meet all your specifications on floor levels and locations you request however, this cannot be guaranteed. The \$300.00 hold fee is non-refundable if a bedroom size comes available in your time frame as specified and you choose not to accept it. Note: if your specification is a first floor unit for medical reasons, a physician statement is required. Holding deposits will be refunded under those cases should a first floor apartment not be available in your time frame.
- The \$300.00 will be refunded if we cannot place you within the three weeks of your estimated time for move in. The \$40.00 application fee is non-refundable.
- Once assigned an apartment, your name will be removed from the waiting list. The \$300.00 holding fee will be forfeited if you fail to occupy the assigned apartment on the assigned date. If you choose to remain on the waiting list for a later time, a new \$300.00 holding fee will be required and you would be placed at the bottom of the list.
- Your application will be re-screened/verified prior to permanent placement without additional cost of application fee.
- Your application will be placed on an “inactive” status and you will lose your wait list placement once four units are offered to you. “Inactive” status means you will be required to contact the office when you are ready to move, but you will not lose your hold fee.
- Once you are placed in a unit the \$300 holding fee is not refundable or transferrable.

**By signing below, I understand and agree to the waiting list policies:**

\_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_