



Application Screening Disclosure

Thank you for considering application to one of our quality rental units.

Please read below to learn about our application screening process and what you can expect. If you have any questions, don't hesitate to contact us at **502-468-9488**

Application Screening Fee

Application Screening Fee **\$40** for each individual unless it is your spouse. The screening fee must be paid in cash, check or money order.

Application Process

- We offer application forms to everyone who inquires about the rental.
- We review applications in the order they are received by us.
- We may require up to 5 business days to verify information on the application; however, most applications are processed in 2-3 days.
- If we are unable to verify information on the application, the application may be denied.

Screening Guidelines

Complete Application

- Each applicant must submit a separate application.
- Incomplete applications cannot be reviewed.
- We will accept the first qualified applicant(s).

Identification

- Applicants must submit valid identification, must include photograph.
 - Government ID is preferred (drivers license)
 - US Passport

Prior Rent History

- Rental history of 2 years (if applicable) must be verifiable from unbiased/unrelated sources.

- Applicant must provide us with information necessary to contact past landlords. We reserve the right to deny any application if, after making good faith effort, we are unable to verify prior rental history.

Sufficient Income/Resources

- Rental history of 2 years (if applicable) must be verifiable from unbiased/unrelated sources.
- Applicant must provide us with information necessary to contact past landlords. We reserve the right to deny any application if, after making good faith effort, we are unable to verify prior rental history.

Credit/Criminal/Public Records Check

- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, or of a felony may be denied of tenancy.

Screening Process

- We determine, based on the application, whether the applicant meets our screening guidelines.
- We verify income and resources.
- We check with current and previous landlords.
- We obtain a credit report, criminal records report, and public records report.

Submitting Application

Fax 502-212-3001

Mail Prime Louisville Properties at 2319 Lime Kiln Lane, Ste A, Louisville, KY, 40222

Hand Deliver Please call us at 502-468-9488 to set up an appointment.

This is a rental application only and does not constitute acceptance of the applicant as a tenant, nor a rental agreement or tenancy relationship between the parties. A separate rental application is to be completed by each unmarried adult. Inaccurate or falsified information will be grounds for denial of the application or eviction from the premises. Applicants may be deemed ineligible if rent exceeds thirty-three percent (33%) of monthly gross income.

NON-REFUNDABLE APPLICATION FEE: \$40.00 for the first application and **\$40.00 for each additional**. This non-refundable application fee is not a deposit and does not apply toward rent. The application fee is to cover the costs of qualifying the applicant as a prospective tenant.

APPLICATION FEE MUST BE PAID IN CASH, CHECK, OR VALID MONEY ORDER.

A portion of the application fee is being applied to credit and criminal background reports, which provide information relating to your prior credit/rental history. The name and address of the service utilized is:

REAL ID INC, 6444 N. Ridgeway Ave, Lincolnwood, IL 60712.

Toll Free 800-342-7292 and www.rTenant.com. You are entitled, by law, to dispute the accuracy of any information provided on the reports.



2319 Lime Kiln Ln.,
Ste A Louisville, KY 40222

502-468-9488

For Office Use

Date Received

Approved

Yes

No

Date

If Denied, Reason

Property Address

Personal Information

First Name

Middle Name

Last Name

Date of Birth

Social Security #

Telephone #

Drivers License #

State

Email Address

Application Fee Paid

Date

Receipt #

Spouse Information

First Name

Middle Name

Last Name

Date of Birth

Social Security #

Telephone #

Drivers License #

State

Email Address

Employer Information

Employer Name

Employer Address

Employer Phone #

Supervisor Name

Years Worked

Months Worked

Position

Employer Information (continued)

Monthly Gross Pay

\$

Additional Income

Spouse Employer Information

Employer Name

Employer Address

Employer Phone #

Supervisor Name

Years Worked

Months Worked

Position

Monthly Gross Pay

\$

Additional Income

Present Address

Street Address

City

State

Zip

Present Address (continued)

Years

Months

Monthly Payment

\$

Landlord

Landlord Phone #

Previous Address

Street Address

City

State

Zip

Years

Months

Monthly Payment

\$

Landlord

Landlord Phone #

Previous Address

Street Address

City

State

Zip



Previous Address (continued)

Years

Months

Monthly Payment

\$

Landlord

Landlord Phone #

Credit References

Bank Branch

Checking Account #

Savings Account #

Loan #

Firm

Open

Closed

Loan #

Firm

Open

Closed

Personal References

Reference 1

Name

Telephone

Personal References (continued)

Reference 2

Name

Telephone

Emergency Contacts

Name

Telephone

Address

City

State

Zip

Name

Telephone

Address

City

State

Zip

Automobiles for Off-Street Parking

Year

Make

License #

State

Automobiles for Off-Street Parking (continued)

Year	Make	License #	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Year	Make	License #	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Information

Full Names to Occupy Dwelling (NOTE: Occupancy is limited to individuals listed.)

Have you given notice to your current landlord?

Yes No

Do you intend to have house pets at the residence?

Yes No

Do you smoke?*

Yes No

*If yes, please initial below stating that you understand there is no smoking within 15 feet from apartment building.

Additional Information (continued)

Do you intend to use a water bed at this residence?

Yes No

Name of Renter's Insurance

Have you been evicted in the past 5 years?

Yes No

Name of Landlord

Circumstances

Have you ever filed bankruptcy?

Yes No

If yes, why?

Additional Information (Continued)

Have you ever been convicted of a felony or misdemeanor?

Yes

No

If yes, why?

Authority for Release of Information

This release will constitute my/our consent and authority to examine statements and information regarding my/our background. I/We authorize you to contact my/our present and previous landlords, law enforcement agencies, credit agencies, and other references listed above. I/We hereby authorize the release of any and all data or records to Prime Louisville Properties. This authorization is given in connection with a financial, criminal and previous rental history investigation being conducted relative to my/our application for credit dealing with rental property. I/We acknowledge that my/our application fee will not be refunded if the Landlord does not accept this application.

I/We understand that I/we acquire no rights in a rental unit until I/we sign a Rental Agreement on the rental unit (noted above) to be held in accordance with the Rental Agreement.

I/We declare the foregoing to be true under penalty of perjury.

I/We agree that the Landlord may terminate any agreement entered into in reliance on any misstatement made above.

I/We understand that my/our rent will commence upon the date of approval of my/our rental application and the availability of the dwelling, whichever occurs later.

Applicant Signature

Date

Co-Applicant Signature

Date