



Harrods Creek Apts.

Carolyn G. Cole, Owner

545 Henrico Rd., Harrodsburg, KY 40330

Vickie P. Peavler, Manager

Dear Applicant:

We take pride in our management of Harrods Creek Apartments. We actively seek good residents to make their homes with us, and we strive to provide the best services we possibly can while you live here.

We screen our applicants very carefully, and we completely verify all information provided to us on the rental application you complete, and from other sources available to us. We run a credit report, we verify employment, and we check previous rental history. We require that you have employment for at least six months.

The screening and verification process is used for every applicant the same way - fairly, consistently, uniformly. We work very diligently to observe both the spirit and the letter of the fair housing laws - not just because they are the law of the land, but because we sincerely believe, personally and as a company, in fair housing and equal opportunity in fair housing for everyone.

An applicant who passes the screening criteria is offered an apartment when a suitable apartment is available. An applicant who does not satisfy the screening criteria is not accepted as a resident.

By making application for an apartment in one of our communities, you acknowledge that these checks and verifications will be done, and give your permission for us to do so.

Please completely fill in your application. If you do not provide us with complete information, we will not be able to process the application successfully. If there is any item on the application that you do not understand, please ask for assistance from the Manager. If there is additional information that you feel might be of assistance to us in processing your application, please let us know. We are here to be of service to you and to others seeking housing.

We welcome your suggestions as to how we might do that task better and more efficiently. We will do our best to process your application quickly and give you an answer within a reasonable time.

Please sign and date this letter where indicated below, and give it to the Manager. The Manager has additional copies if you would like to keep a copy for your files. Thank you for making application for an apartment at Harrods Creek, we sincerely hope that you will be a long-term resident with us.

Very truly yours,

Carolyn G. Cole, Owner

Applicant: _____ Date: _____



RENTAL APPLICATION FOR: _____
(name)

Type & Size of Apartment Wanted _____ Date Needed _____
Phone # where we can reach you _____ Social Security # _____
Date of Birth _____ Marital Status _____
Others Living with Applicant _____ Relationship Birthdate _____ Soc.Sec.# _____

Do you own your own furniture? _____ Do you own a pet _____
In case of emergency we should notify: _____

***** EMPLOYMENT *****

___ Student ___ Full Time Employment ___ Part Time Employment ___ Unemployed
___ Retired ___ Disabled ___ Other
Employed by: _____ How Long? _____ Salary: _____
Address: _____ Supervisor _____ Phone _____
Spouse's Employer _____ How Long _____ Salary: _____
Address: _____ Supervisor _____ Phone _____

If not employed, Income Received From? _____ Amount \$ _____
Any other income you wish us to consider? _____

*****RESIDENCE HISTORY*****

Current Address _____ Rent ___ Own ___ Relatives ___
Landlord or Mortgage Co. Reason for Leaving _____

Have you ever....Been evicted from house or apt? ___yes ___no
....Willingly or intentionally refused to pay rent? ___yes ___no
....Been convicted of a felony? ___yes ___no
....Filed for bankruptcy? ___yes ___no

***** REFERENCES *****

Your Bank _____
Credit Reference _____ City _____ Phone _____
Personal Reference _____ City _____ Phone _____
Vehicle License No: _____ Color _____ Year _____ Make _____
Second Vehicle No: _____ Color _____ Year _____ Make _____

I (we) hereby make application for occupancy of the described apartment unit on the terms specified.

The deposit money accompanying this application is to be refunded immediately if application is not approved or if said application is withdrawn within 4 days of the above date. After said 4 days has passed this deposit is non-refundable.

If this application is approved, I (we) agree to enter into an Agreement of Lease for the apartment unit, terms and rental as outlined herewith. If I (we) refused to enter into an Agreement of Lease when offered by the management, or if occupancy is not taken within 5 days faster the occupancy date indicated, the deposit made herewith shall be retained by the management as liquidated damages.

At the time the Agreement of Lease is executed, the application deposit made herewith will be applied to and become a part of the Security Deposit in accordance with the terms specified therein. The balance of any Security Deposit, Miscellaneous Fees and the first month's rent will become due at that time.

I (we) understand that if I (we) choose to have a pet to live in this apartment, I (we) will:

1. Obtain written permission from the management, which will become a part of my (our) lease.
2. Pay a non-refundable pet fee of \$50.00.
3. Pay an additional \$25.00 per month rent for this apartment.

I (we) affirm the above information to be true and correct. All persons and/or firms named above may freely give any requested information concerning me (us), and I (we) hereby waive all right of action for any consequence resulting from such information.

Signed _____ Date: _____

Signed _____ Date: _____

