

# FOREST SPRINGS APARTMENT HOME APPLICATION

Date: \_\_\_\_\_ Apt. # \_\_\_\_\_ Apt. Type \_\_\_\_\_  
Monthly Rent \_\_\_\_\_ M. I. Date \_\_\_\_\_  
Lease Dates \_\_\_\_\_  
Leasing Consultant \_\_\_\_\_ Source \_\_\_\_\_

**CONCESSIONS** \_\_\_\_\_

**Email** \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ ALTERNATE NUMBER \_\_\_\_\_

APPLICANTS NAME: **F** \_\_\_\_\_ **M** \_\_\_\_\_ **L** \_\_\_\_\_ D.O.B. \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
CO-APPLICANTS NAME: **F** \_\_\_\_\_ **M** \_\_\_\_\_ **L** \_\_\_\_\_ D.O.B. \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

OTHER OCCUPANTS:

\_\_\_\_\_  
FULL NAME D.O.B. SS# RELATIONSHIP

\_\_\_\_\_  
FULL NAME D.O.B. SS# RELATIONSHIP

PRESENT ADDRESS \_\_\_\_\_  
STREET# STREET NAME APT. # CITY STATE ZIP

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_  
LANDLORD NAME LANDLORD PHONE #

MONTHLY PYMT \_\_\_\_\_ REASON FOR MOVING \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_  
STREET# STREET NAME APT.# CITY STATE ZIP

PREVIOUS LANDLORD \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

APPLICANTS EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ EMPLOYED SINCE \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_ PHONE # \_\_\_\_\_

CO-APPLICANTS EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

SUPERVISORS NAME \_\_\_\_\_ EMPLOYED SINCE \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_ PHONE# \_\_\_\_\_

**YOUR ANNUAL SALARY \$** \_\_\_\_\_  
**CO-APPLICANTS ANNUAL SALARY \$** \_\_\_\_\_  
**OTHER INCOME** \_\_\_\_\_ **SOURCE** \_\_\_\_\_

Have You Ever Been Convicted Of A Felony ? Yes \_\_\_\_\_ No \_\_\_\_\_ What Date ? \_\_\_\_\_  
Have You Ever Filed For Bankruptcy ? Yes \_\_\_\_\_ No \_\_\_\_\_ What Date \_\_\_\_\_  
Have You Ever Been Evicted ? Yes \_\_\_\_\_ No \_\_\_\_\_

VEHICLE \_\_\_\_\_ PLATE# \_\_\_\_\_ STATE \_\_\_\_\_  
VEHICLE \_\_\_\_\_ PLATE# \_\_\_\_\_ STATE \_\_\_\_\_

**EMERGENCY CONTACT:**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_ ALTERNATE # \_\_\_\_\_

APPLICANT HAS SUBMITTED THE SUM OF \$ \_\_\_\_\_ WHICH IS A **NON-REFUNDABLE PAYMENT FOR A CREDIT CHECK AND PROCESSING CHARGE OF THIS APPLICATION**. SUCH SUM IS NOT A RENTAL PAYMENT OR SECURITY DEPOSIT. THIS AMOUNT WILL BE RETAINED BY MANAGEMENT TO COVER PROCESSING APPLICATION FURNISHED BY THE APPLICANT.

**DEPOSIT**

THE UNDERSIGNED WARRANTS AND REPRESENTS THE INFORMATION ON THIS RENTAL APPLICATION TO BE TRUE AND CORRECT. ALL PERSONS/OR FIRMS NAMED MAY FREELY GIVE ANY REQUESTED INFORMATION CONCERNING ME AND I HEREBY WAIVE ALL RIGHT OF ACTION FOR ANY CONSEQUENCE RESULTING FROM SUCH INFORMATION.  
I HEREBY DEPOSIT \$ \_\_\_\_\_ WITH MANAGEMENT AS A GOOD FAITH DEPOSIT IN CONNECTION WITH THIS APPLICATION FOR RESIDENCY. IF MY APPLICATION IS ACCEPTED I UNDERSTAND THIS AMOUNT WILL BE APPLIED TOWARD PAYMENT OF MY SECURITY DEPOSIT OF \$ \_\_\_\_\_. IF FOR ANY REASON, MANAGEMENT DECIDES TO DECLINE MY APPLICATION, THE MANAGEMENT WILL REFUND \$ \_\_\_\_\_ OF MY DEPOSIT AND THAT \$ \_\_\_\_\_ WILL BE NON REFUNDABLE AFTER 48 HRS. FROM DATE OF THIS APPLICATION.

I HERBY AUTHORIZE THE RELEASE OF ALL CREDIT INFORMATION INCLUDING, BUT NOT LIMITED TO VERIFICATION OF MY EMPLOYMENT AND INCOME, AS WELL AS CREDIT REPORTS, TO YOU OR ANY OF YOUR AGENTS

**THE LEASE WILL NOT BECOME EFFECTIVE UNTIL APPLICATION IS APPROVED BY MANAGEMENT.**

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**CO-APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**FOR OFFICE USE ONLY**

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MANAGER APPROVAL** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**MANAGER DENIAL** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**REASON** \_\_\_\_\_

# ***PETS & ASSISTANCE ANIMALS***

**CURRENT PET POLICY INCLUDES: PET RENT AT \$20 PER MONTH PER PET, NON-REFUNDABLE PET FEE OF \$300, A MAXIMUM OF 2 PETS PER APARTMENT, AND CURRENT RABIES VACCINATION. NO DOBERMANS, PIT BULLS, OR ROTTWEILERS. NO REPTILES. NO BIRDS.**

**PLEASE INITIAL ONE OF THE FOLLOWING:**

\_\_\_\_\_ **I/WE HAVE NO PETS OR ASSISTANCE ANIMALS.**

\_\_\_\_\_ **I/WE HAVE A PET(S)**    \_\_\_\_\_ **DOG(S)**    \_\_\_\_\_ **CAT(S)**  
**BREED** \_\_\_\_\_ **AGE** \_\_\_\_\_  
**WEIGHT** \_\_\_\_\_ **COLOR** \_\_\_\_\_ **NAME** \_\_\_\_\_  
**BREED** \_\_\_\_\_ **AGE** \_\_\_\_\_  
**WEIGHT** \_\_\_\_\_ **COLOR** \_\_\_\_\_ **NAME** \_\_\_\_\_

\_\_\_\_\_ **I/WE HAVE AN ASSISTANCE ANIMAL(S) – DOCUMENTATION REQUIRED**  
**BREED** \_\_\_\_\_ **AGE** \_\_\_\_\_  
**WEIGHT** \_\_\_\_\_ **COLOR** \_\_\_\_\_ **NAME** \_\_\_\_\_  
**BREED** \_\_\_\_\_ **AGE** \_\_\_\_\_  
**WEIGHT** \_\_\_\_\_ **COLOR** \_\_\_\_\_ **NAME** \_\_\_\_\_

**\*PLEASE BE AWARE THAT PURSUANT TO KRS 383.085, KNOWINGLY PROVIDING FALSE INFORMATION OR DOCUMENTS IN AN ATTEMPT TO OBTAIN ASSISTANCE ANIMAL IN HOUSING IS A CRIMINAL VIOLATION PUNISHABLE BY A FINE OF UP TO \$1000.**

**ALL ANIMALS, PER LOUISVILLE METRO GOVERNMENT, OVER THE AGE OF 4 MONTHS MUST BE VACCINATED AGAINST RABIES. A COPY OF THE CURRENT VACCINATION MUST BE PROVIDED PRIOR TO MOVE IN.**

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

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

\_\_\_\_\_  
Agent for Owner Date

**VILLAS OF FOREST SPRINGS**  
**3600 Spring Villa Circle**  
**Louisville, KY. 40245**  
**(502) 241-4190**

**AUTHORIZATION**

By signing this Authorization Form I am authorizing Villas of Forest Springs to obtain one or more “consumer reports” as defined in the Fair Credit Reporting Act, 15 U.S.C., Section 1681a (d) to seek information in reference to your credit worthiness, credit standing, credit capacity, employment verification, character, general reputation, personal characteristics, criminal background records and mode of living.

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Applicant Signature Date

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Applicant Signature Date

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Occupant Signature Date

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Occupant Signature Date

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Agent for Owner Date

**\*Copy of drivers license required for anyone over 18 years of age.**

## Qualifying Criteria for The Villas of Forest Springs

The Villas of Forest Springs, its owners, and employees believe in equal housing opportunities for all without regard to race, sex, national origin, religion, disability, or familial status.

### Acceptable Applicant

#### A. Employment/Income Verification

We verify your employment, name of employer, length of time on the job, and current position and salary at the time of application. If you are self-employed or retired, you must submit two years tax returns to verify income. Apartment rent cannot exceed 33% of your gross income.

#### B. Credit Guidelines

1. Credit score 661 or above are approved with normal deposit.
2. Credit scores 550-660 are approved with an extra deposit in the amount of one month rent and/or with a cosigner\*\*.
3. Credit scores below 549 will be denied.

#### C. Criminal History

If you are bringing an application back to our office to be processed, bring your identification (driver's license or picture I.D.) for all persons over the age of 18 years. **FELONY CONVICTIONS OR MISDEMEANORS WHICH INVOLVE MORAL TURPITUDE (i.e. drug involvement, selling, manufacturing, or possession of a controlled substance, prostitution, theft, etc) DEFERRED ADJUDICATION FOR ANY SUCH OFFENSE, OR PROBATION FOR A FELONY ARE CONSIDERED REASONS FOR DENIAL.**

### Rental History

1. Each prospect must have at least one year of acceptable rental/mortgage history that can be verified.
2. If you have just moved out of a parent's home, job stability, income, and credit must be in good standing. In some cases, a cosigner or a one-month deposit may be required.

\*\*Cosigner must meet all qualifying criteria and credit score must exceed 700.

I/We have read and understand the above and qualifying standards for my application to be approved.

Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Agent for Owner \_\_\_\_\_ Date \_\_\_\_\_