

**TW Shortt Property Management**

**Kim Shortt, Manager**

5369 N. Dixie Hwy, Elizabethtown, KY 42701

270-769-2468

[www.FlatFeeDirect.com](http://www.FlatFeeDirect.com)

**Address of the property that you are interested in:**

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**Application for Rental**

EACH ADULT APPLYING FOR UNIT MUST COMPLETE A SEPARATE APPLICATION AND SUBMIT A \$73.00 NON-REFUNDABLE APPLICATION FEE.

**PLEASE PRINT-** All information must be completed. All blanks must be filled in. The decision to rent to you will depend in great part on your credit history and references. Only clean, responsible people who pay rent on time will be approved.

How did you find out about us? Sign [\_\_\_] Newspaper [\_\_\_] Friend [\_\_\_] Other [\_\_\_]\_\_\_\_\_

**YOUR PERSONAL INFORMATION**

Full Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Work Phone  
(\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ DOB \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Current Driver's License # \_\_\_\_\_  
State \_\_\_\_\_ Marital Status:  Married since \_\_\_\_\_  Single  Divorced since \_\_\_\_\_ Former spouse name  
\_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_

How Long? \_\_\_\_\_ If renting, Apartment name/location \_\_\_\_\_ Phone  
(\_\_\_\_) \_\_\_\_\_

Landlord/Manager name \_\_\_\_\_ Alternative Phone (\_\_\_\_) \_\_\_\_\_

Why are you leaving?  
\_\_\_\_\_  
\_\_\_\_\_

Current Rent \$ \_\_\_\_\_ Is your rent current ? \_\_\_\_\_ Have you given a notice that your are  
moving ? \_\_\_\_\_ Have you been asked to move ? \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_

How long? \_\_\_\_\_ If renting, Apt. name/location \_\_\_\_\_ Phone  
(\_\_\_\_) \_\_\_\_\_

Landlord/Mgr's name \_\_\_\_\_ Alternative Phone  
(\_\_\_\_)\_\_\_\_\_

Why did you  
leave? \_\_\_\_\_

\_\_\_\_\_

Rent Payment \$ \_\_\_\_\_

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**Employment information**

Present employer \_\_\_\_\_ Position \_\_\_\_\_ How long? \_\_\_\_\_

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

Supervisor's name : \_\_\_\_\_ Work Hours \_\_\_\_\_ Phone Number \_\_\_\_\_

Gross Monthly Income before deductions \$ \_\_\_\_\_ Other Income \$ \_\_\_\_\_  
Source \_\_\_\_\_

Former Employer \_\_\_\_\_ Position \_\_\_\_\_ How long? \_\_\_\_\_

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

Supervisor's name? \_\_\_\_\_ Work hours? \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_

Why did you  
leave? \_\_\_\_\_

**CREDIT REFERENCES**

This may include store credit cards Rental stores, car loans, small loans etc.

Bank \_\_\_\_\_ Acct# (s) \_\_\_\_\_ Branch \_\_\_\_\_

Checking Savings Loan(s)

City \_\_\_\_\_ State \_\_\_\_\_ Approx. Balance \$ \_\_\_\_\_ How long? \_\_\_\_\_

Other Active Credit Ref. \_\_\_\_\_ Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Type of Account \_\_\_\_\_ Credit Limit \$ \_\_\_\_\_ How long \_\_\_\_\_ Are all payables current ? \_\_\_\_\_

Other Active Credit Ref. \_\_\_\_\_ Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Have you ever been evicted? YES [ ] NO [ ] .

Have you ever had a foreclosure/repossession? Yes [ ] No [ ]

Date \_\_\_\_\_ If yes , explain \_\_\_\_\_

Have you ever filled for bankruptcy? Yes [ ] No [ ] . If yes, Chapter 7 [ ] , Chapter 13 [ ]

Explain  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime, other than a traffic violation ? Yes [ ] No [ ].

If yes, explain

\_\_\_\_\_

**PERSONAL REFERENCES**

(List 3 persons, OTHER THAN YOUR RELATIVES, that we may contact to verify your character.)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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**EMERGENCY**

(In an emergency you may contact- List 2 starting with nearest relative first.)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**OTHER INFORMATION**

Number of people to occupy this rental ? \_\_\_\_\_

Please specify the name, relationship to you and the birthday of each occupant.

Name/ relationship / DOB \_\_\_\_\_

Name/ relationship/DOB \_\_\_\_\_

Name/ relationship/ DOB \_\_\_\_\_

Name/ relationship/ DOB \_\_\_\_\_

Use back page for additional occupants.

**\*PETS**

Name \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_

\*NOTE: No pets are allowed at any time on the premises without prior Management consent and payment of fees. NO EXCEPTIONS.

Date of desired occupancy \_\_\_\_\_ Anticipated length of stay \_\_\_\_\_

Do you own: Vacuum cleaner [ ] Lawn mower [ ] Waterbed [ ] Musical inst. [ ] Smoker yes [ ] No [ ]

LIST ALL MOTOR VEHICLES, INCLUDING RECREATIONAL TO BE KEPT AT THE PROPERTY

MAKE	COLOR	MODEL	YEAR	LICENSE PLATE#	STATE	MONTHLY PAYMENT
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____

Explain any " YES" answers on last page with names and dates please.

Has any signer ever been sued ?  Yes  No

Has any signer ever been bankrupt?  Yes  No

Has any signer ever broker a lease?  Yes  No

Has any signer ever been sued for eviction ?  Yes  No

Has any signer ever been guilty of a felony?  Yes  No

Do you have the total amount due to move in ( deposit + rent)  Yes  No

Name in which utilities are currently billed and the account number:

\_\_\_\_\_

A non-refundable application fee of \$ 73.00 and a reservation fee of is required for processing this application, and is being paid herewith. The undersigned expressly agrees that if this application is approved applicant herewith agrees to rent this property. Applicant further agrees that if applicant is accepted by Management and then decides not to move into the premises, then all monies paid herewith shall be retained as liquidated damages since other prospective tenants may have been turned away and it may be necessary for Management to re-advertise the property and evaluate other applicants. Processing of application shall be as timely as possible and the results may be delivered via telephone, fax or mail. Once approved, applicant agrees to pay the balance of funds and complete the paperwork immediately, otherwise management will assume that applicant has decided to forfeit the reservation/earnest money payment made herewith and will begin re-marketing the property. If applicant is not approved, all monies given herewith, less application fee shown above shall be returned to the applicant.

A PHOTOSTATIC COPY OF MY DRIVER'S LICENSE OR PICTURE ID CARD, SOCIAL SECURITY CARD, LATEST PAY CHECK STUB(S) AND LAST YEAR'S W-2 (s) OR COPY OF LAST YEARS INCOME TAX RETURN ARE ATTACHED TO THE APPLICATION ( ), OR WILL BE PROVIDED ( ). I declare that the application is complete, true and correct and I herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to Management or their authorized agents, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize Management or their Authorized Agents to verify the application information including but not limited to obtaining criminal records, contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with Management. Any false information will constitute ground for rejection of the application, or Management may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.

✓ \_\_\_\_\_ Date \_\_\_\_\_  
Applicant's Authorization

\_\_\_\_\_  
\_\_\_\_\_

This section for interviewer:

Credit report by \_\_\_\_\_ Favorable? \_\_\_\_\_ Unfavorable? \_\_\_\_\_

Other comments: \_\_\_\_\_

Deposit? \_\_\_\_\_ Option \_\_\_\_\_ Monthly rent \_\_\_\_\_

Terms of lease \_\_\_\_\_

Move-in date? \_\_\_\_\_ Lease Expires? \_\_\_\_\_

Total # of occupants ? \_\_\_\_\_

Separate pet deposit \_\_\_\_\_

Utilities to be paid by whom? \_\_\_\_\_