



Schempp Realty & Management, Inc.
PO Box 4777
Louisville, KY 40204
(502) 562-0016 FAX (502) 562-0061

NEIGHBORHOOD DEVELOPMENT CORPORATION

Thank you for your interest in one of our rental units! We are so excited to be able to help you find your next home! We will try our best to make the application process as hassle free as possible. Please be sure to fill out the forms completely.

Once you are finished you can send the completed application to us via:

FAX	(502) 562-0061
EMAIL	leasing@srmky.com
MAIL	PO Box 4777 Louisville, KY 40204
DROP IT BY OUR OFFICE	1516 Hepburn Avenue Louisville, KY 40204

We also require a application fee for each adult household member, payable with cash or money order, to cover the processing cost. The application is \$25 for one adult household member or \$20 each for households with two or more adult members. In addition, if you would like us to hold the rental unit you are interested in off the market during the application process, you will need to submit the deposit* (payable with a money order only). If you decide not to submit the deposit, the rental unit will continue to be advertised and shown to other interested parties. Don't let someone else move into your new home! Submit a deposit with your application to be sure you get the unit you want!

In addition to your application, we will also need the following information:

- Copies of the photo ID for any person in the household over 18
- Copies of the social security card for *all* members of the household
- Copies of the birth certificates for any member of the household under 18
- A criminal background check for all members of the household over the age of 18 (this can be obtained locally at 633 W. Jefferson St.)

Also, if you receive social security, disability or pension benefits, submitting a copy of your award letter or other proof of this income with your application would be helpful.

*Once your application is approved, you have three business days to contact us and let us know your intentions for signing a lease. If you do not contact us within three business days to let us know you are no longer interested in the apartment, your deposit will be forfeited. If you fail to sign your lease and pay any and all monies due within two weeks, we will forfeit your deposit and put the rental unit back on the market. If your application is denied, the deposit will be returned to you. Please be sure to discuss with the leasing agent any delays you may have in signing your lease!

**NDC/Schempp Realty & Management, Inc., and the properties they manage,
are committed to providing equal housing opportunities to all qualified
persons without regard to race, color, gender, national origin, disability or
familial status**



RENTAL APPLICATION
(Please Print)

Name of Property _____

Date _____

Apt. Size Desire: No. of Bedrooms _____

Name of Head of Household (Head)					Spouse Name (if living with the household)		
					()	()	
Current Address: Street		City	State	Zip	Day Phone	Night Phone	
Circle One:	Single	Married	Divorced	Separated			
Have you ever used another name? Y/N _____. If so, please indicate name: _____							

PLEASE ANSWER ALL QUESTIONS! WRITE N/A IF A PARTICULAR QUESTION IS NOT APPLICABLE.

If you need additional space for answers to any paragraph listed below, attach additional sheets and make sure you include a reference to the paragraph number, your name and your Social Security number.

2. FAMILY COMPOSITION:

Member No.	Name(s)	Relation to Head	Date of Birth Mo-Dy-Yr	Social Security No.	Sex (M/F)	Full time Student (Y/N)
1.		HEAD				
2.						
3.						
4.						
5.						
6.						

Anticipated change in family size? (Y/N) _____. Anticipated change in number of students? (Y/N) _____

3. ANTICIPATED INCOME: # PRESENT EMPLOYMENT AND OTHER INCOME RECEIVED BY HOUSEHOLD

MEMBERS:

Member No.	Source of Income: Indicate Name of Source	Position	From/To	Gross Income/Monthly
	Name:			\$
	Address:	Phone No.:	Contact:	
	Name:			\$
	Address:	Phone No.:	Contact:	

Are you entitled to child support benefits? Yes No
 If yes, do you receive child support benefits? Yes (Monthly benefit: \$ _____) No
 If no, what attempts are you making to collect the entitled child support benefits?

_____ (please explain)

Other sources of income not listed above (e.g. Social Security, alimony, stipend, etc): _____
 Contact, address and phone No.: _____

Do you have any other income not listed? Yes No
 If yes, please list source: _____

An adult member of the household has no income. List adult members with no income: _____

Does anyone help you pay your bills? Yes No
 If yes, please list: _____

4. ASSETS:

Account No.	Describe Type (Stocks, real estate, etc. If property, please indicate location)	Value
		\$
		\$

Has any member of your household sold or otherwise disposed of any asset during the past two years? Yes No

5. CREDIT REFERENCES (credit cards, school loans, car payment, mortgage payments, etc.):

Account No.	Company Name (Creditor)	Mon. Pmt.	Balance	Judgements/Bankruptcy? If yes, describe

6. BANK REFERENCES:

Account No.	Bank Name	Address	Type of Account (savings, checking)	Average Bal.	Actual Interest Earned

No member of the household has assets.

7. VEHICLES (including company cars, motorcycles, etc.):

Name	Driver's Lic No.	State	Model	Year	Color	Car Lic No.	State	Mon. Pmt

8. RESIDENCE HISTORY OF CURRENT AND PREVIOUS LANDLORD:

Current Address		Rent/Mo	Utilities/Mo	Move-in Date	Reason for Leaving
Landlord Name	Landlord Address			Landlord Phone No.	
Previous Address		Rent/Mo	From/To	Reason for Leaving	
Landlord Name	Landlord Address			Landlord Phone No.	
Previous Address		Rent/Mo	From/To	Reason for Leaving	
Landlord Name	Landlord Address			Landlord Phone No.	

9. CHARACTER REFERENCE (Other than Relatives):

Name	Address	Phone No.

10. IN CASE OF EMERGENCY, NOTIFY:

Name	Address	Phone No.

TENANT RELEASE AND CONSENT

I/We _____, the undersigned hereby, authorize all persons or companies in the categories listed below to release without liability information regarding employment, income and/or assets to _____ for purposes of verifying information
(Owner or agent)
on my/our apartment rental application.

INFORMATION COVERED

I/We understand that previous or current information regarding me/us may be needed. Verifications and inquiries that may be requested include, but are not limited to, personal identity; employment, income and assets; medical or child care allowances. I/We understand that this authorization cannot be used to obtain any information about me/us that is not pertinent to my/our eligibility for and continued participation as a qualified tenant.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information includes, but are not limited to:

- | | | |
|--|----------------------------------|--|
| Past and Present Employees | Welfare Agencies | Veterans Administration |
| Previous Landlords (including Public Housing Agencies) | State Unemployment Agencies | Retirement Systems |
| Support and Alimony Providers | Social Security Administration | Banks and Other Financial Institutions |
| | Medical and Child Care Providers | |

CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file and will stay in effect for a year and one month from the date signed. I/We understand I/we have a right to review this file and correct any information that is incorrect.

SIGNATURES

_____ Applicant/Resident	_____ Print Name	_____ Date
_____ Coapplicant/Resident	_____ Print Name	_____ Date
_____ Adult Member	_____ Print Name	_____ Date
_____ Adult Member	_____ Print Name	_____ Date

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF TAX FORM," MUST BE PREPARED AND SIGNED SEPARATELY.

**SECURITY (GOOD FAITH) DEPOSITS AND APPLICATION FEES
IMPORTANT INFORMATION – PLEASE READ AND SIGN!**

Name: _____

Unit Applied For: _____
(This line CANNOT be blank if accepting a good faith deposit)

AMOUNT(S) SUBMITTED:

(Application fees can be paid by cash or money order. All security deposits must be paid by money order only)

Money Order #	App Fee or Deposit?	Amount

*****ALL APPLICATIONS FEES ARE NON REFUNDABLE*****

Security Deposits submitted to hold a unit: We require a minimum of 50%* of the total deposit to hold a unit off the rental market. Holding a unit off the rental market for any length of time is very detrimental financially, as we lose potential renters every day. Therefore, please be sure you have fully decided on your rental unit BEFORE you place your security deposit. **Once your application is approved, you have three business days to reconsider and let us know that you no longer want the unit. If, within three business days, you do not inform us that you are no longer interested in the unit your deposit will be forfeited should you decide not to take the unit.** If you are unsure which unit you are interested in, we will gladly process your application with the submission of the \$25 application fee. You can then take the additional time necessary to choose a rental unit that best suits your needs.

If we are unable to obtain information that allows us to accept/decline your application, after three business days (from the date of your application) we will no longer be able to hold the unit for you. We will continue to process your application, but will not be able to hold the unit off the rental market for you. Should you then decide to withdraw your application, or if we are ultimately unable to obtain the necessary information, your deposit is fully refundable. Further, we can only hold a unit for two weeks from the date your application is approved. Failure to execute a lease (or submit Section 8 paperwork) within two weeks will result in your rental unit being put back on the rental market (and your security deposit will also be forfeited).

*If the unit you've chosen is part of a special that reduces the security deposit, this requirement may be more than 50%.

Applicant

Applicant

Date

Date

By signing above, I hereby acknowledge that I have read this entire form, understand its contents and have no questions that have not been fully explained to me.

NEIGHBORHOOD AWARENESS FORM

At Neighborhood Development Corporation and Schempp Realty & Management, Inc., it is very important to us that each resident makes an informed and well thought out decision about their new home. We strongly urge each applicant to take a close look at the unit they are interested in to make sure that it is a good fit for you and your family. A part of the decision process in selecting your rental unit must also include consideration of the neighborhood and community.

In an effort to help you make the best decision possible, we are providing the following contact information. Please utilize the information below and attached to find out about schools, crime, community information, etc. We also encourage you to use this merely as a starting point. Feel free to fully investigate the community

Louisville Metro Community Information:

City Data: Website: www.city-data.com

Metro Call: Dial 311 Website: <http://www.louisvilleky.gov>

Jefferson County Public Schools:

Parent Assistant Center: (502) 485-6250 Website: <http://www.jefferson.k12.ky.us>

Louisville Metro Parks: (502) 456-8100

TARC (Transit Authority of River City): (502) 585-1234

Bullitt County Public Schools (Shepherdsville):

(502) 543-2271 Website: <http://www.bullitt.k12.ky.us>

Radcliff Community Info: (270) 351-4714 Website: <http://www.cityof.radcliff.org>

Hardin County Schools: (270) 769-8800 Website: <http://www.hardin.k12.ky.us>

Attachments:

Louisville Metro Police and Crime Contact Information Page

Shepherdsville Police Department Information Page

Radcliff Police Department (5 pages) – Applicants for Rental Units in Radcliff Only

By signing below I/we hereby acknowledge that we have read the above and attached information. I further acknowledge that any questions I have regarding this material have been explained to me. I also acknowledge that this information is not meant to be completely inclusive, and I understand that I have the right and responsibility to fully investigate the neighborhood and community to the extent I see fit.

Applicant

Date

Applicant

Date