



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

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
- 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, because the deposit is holding the rental unit off the market it is subject to forfeiture should you change your mind. If your application is denied, the deposit will be returned to you. Also, we can only hold a rental unit for two weeks from the time your application is approved. If you are unable to sign your lease within two weeks, we may have to forfeit your deposit and put the rental unit back on the market. 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	
<b>Circle One:</b>	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.

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**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. **Because we are holding your unit off the market, once your application is approved, you deposit is immediately subject to forfeiture should you decide not to execute a lease for the rental unit.** Holding a unit off the rental market for any length of time is very detrimental financially, as we loose potential renters every day. Therefore, please be sure you have fully decided on your rental unit BEFORE you place your security deposit. 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.

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 may 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:

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

**THE FOLLOWING INFORMATION AND DOCUMENTS ARE FOR INCOME RESTRICTED PROPERTIES ONLY!**

Properties that are income restricted will have this notation in their description. If the rental unit you would like to apply for is an income restricted unit please review the following to be sure your household income falls below the appropriate income level. If your unit is not an income restricted property, you have completed your application.

Both this page and the following application documents do not apply.

Applications for income restricted properties require additional information. Processing applications for properties with income restrictions requires us to verify both family size and income through third-party verifications. Please fill out these additional forms completely and accurately. The qualifications as of 2/27/08 as follows:

- 1) Family Size: We typically allow only 2 people per bedroom. Exceptions to this will be considered only on a case by case basis.
- 2) Household Income: The total household income cannot exceed the following:
  - a. 1 person                      \$21,550 annual income
  - b. 2 person                      \$24,600 annual income
  - c. 3 person                      \$27,700 annual income
  - d. 4 person                      \$30,750 annual income
  - e. 5 person                      \$33,200 annual income
  - f. 6 person                      \$35,650 annual income

**For income restricted properties, *all* forms in the application packet must be signed by all household members over the age of 18. Please be sure that everyone has signed!**

Some full time students are not eligible for income restricted housing, or may need to supply additional supporting documentation. If you are a full time student, please contact our leasing staff to be sure that you are eligible for the rental unit you are interested in. If not, I am sure that they will be able to assist you in finding another rental unit that better fits your needs!

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**VERIFICATION OF SECTION 8 INCOME**

**THIS SECTION TO BE COMPLETED BY MANAGEMENT AND EXECUTED BY TENANT**

TO: (Name and Address of Housing Agency) Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: \_\_\_\_\_  
Applicant/Tenant Name Social Security Number Unit No. (if assigned)

I hereby authorize the release of information regarding my income for the purpose of determining my eligibility for occupancy.

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

The individual named directly above is an applicant/tenant of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that purpose only. Your prompt response is crucial and greatly appreciated.

\_\_\_\_\_ Project Owner/Management Agent

Return Form To:

**THIS SECTION TO BE COMPLETED BY THE HOUSING AUTHORITY**

This is to certify that (applicant/tenant), who is a recipient of a Section 8 Certificate/Voucher from this PHA, has GROSS annual income of \$ \_\_\_\_\_, as of \_\_\_\_\_ (date) for year \_\_\_\_\_.

FAMILY SIZE: \_\_\_\_\_ Effective Date of Recertification: \_\_\_\_\_

Signature of PHA Worker: \_\_\_\_\_ Date: \_\_\_\_\_

Name of PHA: \_\_\_\_\_ Phone: \_\_\_\_\_

# FULL TIME STUDENT VERIFICATION

## SELF AFFIDAVIT

Applicant/Resident Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_

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You have applied to live in a rental unit that is governed by the Housing Credit Program. This program has restrictions on full-time students and requires us to determine if full-time students are eligible to reside in the rental unit. If you are applying to reside in this unit, your current student status must be determined prior to approval of your application. Also, your student status will need to be determined with each year's annual recertification.

**Please answer the following:**

**YES**

**NO**

1) Are you currently a student?

\_\_\_\_\_

\_\_\_\_\_

2) If yes, are you currently a *full-time* student?

\_\_\_\_\_

\_\_\_\_\_

3) If no, do you anticipate being a full-time student any time during the next twelve months?

\_\_\_\_\_

\_\_\_\_\_

**All full time students must complete the Certification of Student Eligibility Form.**

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I certify that the information given above is true and complete to the best of my knowledge. I understand that providing false or misleading information is a breach of my lease and may be subject to penalties. I also understand that it is my responsibility to notify NDC/Schempp Realty should my student status change at any time during my tenancy.

Signature of Applicant/Resident: \_\_\_\_\_

Date: \_\_\_\_\_