



2839 New Hartford Road  
 Owensboro, KY 42303  
 Phone: 270-926-3500  
 Fax: 270-686-7100  
 www.castlen.com

This is a NON Smoking Unit \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Property Address: \_\_\_\_\_  
 Rent: \_\_\_\_\_ Deposit: \_\_\_\_\_  
 Effective Date: \_\_\_\_\_  Approved  Disapproved

# RENTAL APPLICATION

1. Applicant: \_\_\_\_\_  
 First M.I. Last

Social Security #: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  M  F

Co-Applicant: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  M  F

**Other Occupants:**

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  M  F

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  M  F

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  M  F

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  M  F

2. Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Apt. #: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_ @

Current Rent: \_\_\_\_\_ How Long at Current Address? \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Past Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Employment: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

How Long At This Firm? \_\_\_\_\_ Monthly Gross Income: \_\_\_\_\_ Past Employer: \_\_\_\_\_

4. Name & Address of Bank: \_\_\_\_\_

**Credit References:**

Name: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Name: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

Bankruptcy:  Yes  No If yes, when \_\_\_\_\_ Foreclosure:  Yes  No If yes, when \_\_\_\_\_

5. Vehicles: Make, Model, Year, Color: \_\_\_\_\_ Plate #: \_\_\_\_\_

Make, Model, Year, Color: \_\_\_\_\_ Plate #: \_\_\_\_\_

6. Pets: NO Pets Without Prior Approval At Select Locations: Type: \_\_\_\_\_ Size: \_\_\_\_\_

7. Family Member To Notify In Case of An Emergency: Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

**Notice:** False or misleading information will result in denial of this application or eviction at any time during the term of the lease. This application shall not be construed as a lease or an agreement as to occupancy or date of possession. Application subject to owner's approval and may be disapproved without designating a cause. I (we) authorize L. Steve Castlen, REALTORS to check previous tenancy: including landlord references, credit, employment, drive by inspection of current address & police history. I (we) authorize & direct previous landlords references, credit companies, employers, & police to release our information to L. Steve Castlen, REALTORS. Your Applicant(s) fully understand and agree that L. Steve Castlen, REALTORS represents the owner of the property in all manners pertaining to this application and possible subsequent lease.

Signature of Applicant(s)

Date



## **Guidelines for Application Approval**

### **Please read BEFORE you begin**

- A \$25.00 non-refundable application fee per adult or married couple must be paid. The application must be completed and signed and returned with a current copy of a driver's license or picture ID for each adult.
- All applicants must be at least 18 years old or older. Applicants must have citizenship or legal immigrant documentation.
- Applicants under 21 years old must include a parent's completed application (no additional fee is required). The parent will also need to sign the lease.
- Applicant must be employed, with copy of paycheck stub or have written proof of other income sufficient to cover the minimum income requirements. Please bring in information with your application. Employment must show stability. Co-signers not accepted for insufficient income.
- All household members must pass police history screening and sex offender register screening procedures. No felonies involving drugs, sex offenses, or violent criminal acts.
- Every adult applicant for the same rental dwelling must complete a separate application unless a married couple. All applicants need to qualify individually.
- Applicant with landlord collections, balances, evictions, or forcible detainer court actions will **not** be considered.
- The majority of the credit ratings should be rated R1 to R3 to be considered acceptable. (Rating scale is R1 to R9). Credit report must not show any collections. Co-signers will not be accepted for applicants with bad credit.

**The best applicant for the same property will be considered first.**

- Any bankruptcy must be over one year old, with good credit since bankruptcy filed.
- Income, before taxes, must be 4 times the amount of the rent or 3 times if all utilities included. Example: Apartment rent is \$400, your gross income should be \$1,600 per month.
- A satisfactory rental reference will be needed from the current and/or previous landlord. Applicants with a pest problem at their current residence will not be considered.
- After application is approved, the security deposit must be paid to hold the rental unit.

**• How did you hear about this rental? •**

- newspaper    internet    sign    referral