

Century Property Management
Rental Application Instructions

- 1. Print off application and fill out completely. Please include the property you are applying for, move in date, and rent amount on the top of the application.**
- 2. On the back of the application, please fill in deposit amount listed on the website for the specific property you are applying for and be sure that you sign the application. Applications will not be processed without signatures.**
- 3. Please return completed application with the deposit to the following address:**

Century Property Management
3317 Frederica St., Suite 12
Owensboro, KY 42301
- 4. Once the fully completed application and deposit have been received, the application will be processed. This takes 1-2 business days. We pull a credit report and criminal background check, plus check all references listed on the application.**
- 5. If your application is denied for any reason, the deposit will be refunded minus the application fee. This fee is \$30 per applicant, which covers the credit report and criminal background check.**
- 6. Once the application has been approved, you will be contacted to set up the appointment to sign your lease. This day will be the day you sign your lease, pay your rent, and pick up your keys.**
- 7. On the day of your appointment, please have all utilities switched to your name. Please bring proof that utilities are in your name to the appointment.**

Century Property Management

3317 Frederica St Suite 12
Owensboro, Kentucky 42301
(270) 684-8181

RENTAL APPLICATION

Notice: Co-Applicant must complete a separate Rental Application Form

The undersigned hereby makes application to rent unit number _____ located at _____
beginning on _____, at a monthly rent of _____

PLEASE TELL US ABOUT YOURSELF

cell phone: _____

FULL NAME _____ HOME PHONE () _____

Date of Birth _____ SSN _____ Driver's Lic. No. & State _____

CO-APPLICANT _____ Relationship _____ Phone () _____

Date of Birth _____ SSN _____ Drivers Lic. No. & State _____

Names & Ages of All Other Occupants _____

How Many Pets*? _____ Kind of Pet, Breed, Weight, Age _____ * With Pet, Extra Rent & Deposit will be required if approved

PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With Most Current)

CURRENT ADDRESS _____

Month & Year Moved In _____ Reason For Leaving _____

Owner or Agent _____ Phone () _____ Monthly Pmt _____

PREVIOUS ADDRESS (If within 3 years) _____

Month & Year Moved In _____ Reason For Leaving _____

Owner or Agent _____ Phone () _____ Monthly Pmt _____

PREVIOUS ADDRESS (If within 3 years) _____

Month & Year Moved In _____ Reason For Leaving _____

Owner or Agent _____ Phone () _____ Monthly Pmt _____

PLEASE GIVE YOUR EMPLOYMENT INFORMATION

YOUR STATUS: Employed Full-Time Employed Part-Time Student Retired Not Employed

CURRENT EMPLOYER (or most recent) _____

Address _____ Phone () _____

Date(s) Employed: From _____ To _____ Position _____

Supervisor _____ Your Gross Monthly Salary \$ _____ Household Gross Monthly Income \$ _____

PREVIOUS EMPLOYER _____

Address _____ Phone () _____

Date(s) Employed: From _____ To _____ Position _____

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in the application.

Amount \$ _____ Per _____ Source _____ Phone () _____

PLEASE LIST YOUR BANK AND CREDIT REFERENCES

YOUR BANK(S)	CITY-STATE/BRANCH	ACCT. NO. & TYPE	TELEPHONE NO.
1			
YOUR CREDIT REFERENCES	CITY-STATE	ACCT. NO.	TELEPHONE NO.
1			
2			

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) _____

Make/Model _____ Year _____ Color _____ Tag No. / State _____

Make/Model _____ Year _____ Color _____ Tag No. / State _____

Other Car, Motorcycle, etc.: _____

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? Yes No

Been evicted or asked to move out? Yes No

Been sued for damages to rental property? Yes No

Broken a Rental Agreement or Lease? Yes No

Declared Bankruptcy? Yes No

CONTINUED OVER

Please give any additional information that might help management evaluate your application: _____

How did you hear about our property? _____

If management has any questions about your application, please give phone numbers where you can be located:

Day Phone () _____ Evening Phone () _____

IN CASE OF PERSONAL EMERGENCY, NOTIFY: _____ Relationship: _____
Full Address: _____
Home Phone: _____ Work Phone: _____

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, ALL of the deposit will be retained to offset the agent's cost, time, and effort in processing my application. If application is denied, \$30 per applicant will be retained for credit/criminal reports.

I hereby deposit \$ _____ as earnest money to be refunded to me if this application is not accepted within 2 business banking days. Upon acceptance of this application, this deposit shall be retained as part of the security deposit. When so approved and accepted I agree to execute a lease for _____ months before possession is given and to pay the balance of the security deposit within 2 business banking days after being notified of acceptance, **or the deposit will be forfeited as liquidated damages** in payment for the agent's time and effort in processing my inquiry and application, including making necessary investigation of my credit, character, and reputation. If this application is not approved and accepted by the owner or agent, the deposit will be refunded, the applicant thereby waiving any claim for damages for reason of nonacceptance. I agree to be contacted by telephone at any number provided, including wireless telephone numbers, in order for our company to service our account, notify you of information pertaining to your account, or for the purposes of collection. Methods of contact may include the use or pre-recorded and artificial voice messages, use of an automated dialing device, or text message/email.

I authorize you to contact previous landlord(s), credit and personal references that I have given in this application. I also authorize management to obtain my consumer credit report and criminal records background. The above information, to the best of my knowledge, is true and correct.

Signature of Applicant _____ Date Signed _____ / _____ / _____

Signature of Co-Applicant _____ Date Signed _____ / _____ / _____

APPLICANT: PLEASE DO NOT WRITE BELOW

PAYMENT OF \$ _____ RECEIVED BY (NAME) _____ DATE _____

THIS APPLICATION FORM RECEIVED BY (NAME) _____ DATE _____

Reference Verification Name	Reference Comments

Comments:

THIS APPLICATION APPROVED NOT APPROVED

By _____ Title _____ Date _____

If not approved, specify reason(s) _____

Applicant Notified By (Name) _____ Date Notified _____

Notified By: Letter (Attach Copy) Form Telephone Fax In Person