



**4645 Village Square Drive, Suite F
Paducah, KY 42001
Phone 270.444.4074**

Application Instructions

1. Application should be filled out in its entirety, however, should be signed in front of a manager or our receptionist.
2. We will verify the following information:
 - We verify at least 2 years of employment history. *Please submit your 2 most recent pay stubs with application. If you have had more than 3 jobs within the past two years, a cosigner will likely be required. You cannot have a gap of more than 3 weeks between jobs. Rent cannot exceed 30% of your gross income. (Therefore, you should be grossing:
1 Bedrooms--\$1400/month at Willow and Colony 2 Bedrooms at Willow/Cardinal/Hillcrest/Fairlawn \$1450 per month for month 2 Bedrooms at Glenn Street \$1650/mo 2 Bedrooms at Black Oaks/Colony \$1750/month 2 Bedrooms at Ora/Lakeview \$1900/month is required.)
 - We verify at least 2 years of residential history. If you have ever rented before, you will need to give the name and number of your landlord. If you have an unacceptable rental reference, we will not approve the application. If you have not rented before, this will not count against you; we simply skip this part of the process. However, if you do not have rental history nor do you have any credit, we reserve the right to request a cosigner on your account.
3. The security deposit (check or money order only) MUST be turned in with the application in the form of a check made out to Falconite Development or a blank money order. The security deposit is what actually HOLDS the apartment for you.
*****AGAIN, IF PAYING BY MONEY ORDER FOR SECURITY DEPOSIT, DO NOT FILL IT OUT.**
4. Your \$30 (CASH) application fee must also be submitted with the application in order for us to begin processing your paperwork. (*\$30 app fee covers up to 2 background checks, additional money required for additional tenants requiring background check(s)). The application fee is NON-REFUNDABLE.

****You must meet all the criteria in order to have your application approved. If you do not meet all the criteria, in most cases, we will consider a cosigner. The cosigner would have to meet ALL portions of the application process.**

****Once you turn in your application, deposit and application fee, you have 72 hours to change your mind and have the deposit returned to you. If you are not approved, you will get your deposit check back. Again, the application fee is non-refundable.**

****Application process usually takes 2 to 3 business days.**

4645 Village Square Drive Suite F
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Phone: 270-444-4074
Fax: 270-444-4075

OFFICE USE:

_____ Paid App fee Only

_____ Paid App fee & SD

For Office Use Only	
Date	_____
Property	_____
Apt. No.	_____ Rent \$ _____
Agent	_____

****Please complete all information front *and* back. Thank you!**

Applicant's Full Name: _____ **Date of Birth** _____

Email _____ **Phone No.** (_____) _____

Social Security No. _____ - _____ - _____ Driver's License No. & State _____

Spouse's Name _____ Phone No. (_____) _____

Current Address _____

Do you rent or own at current address (circle): RENT / OWN / Neither (explain): _____

How long at current address? _____ Years _____ Mo. Landlord & Ph No. _____

*If less than 5 years at current address, previous address: _____

Other Occupants (to reside in the apartment—to include "shared custody children"):

	<i>Full Name</i>	<i>Relationship to you</i>	<i>Date of Birth</i>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Employment Information

(*providing your most current check stub(s) may speed up the application process):

Present Employer: _____ Dates: From _____ to _____

Address: _____ Phone Number: _____

Position: _____ Supervisor: _____

Full time? Yes / No Salary: \$ _____ / hour / week / month / year (circle one)

Previous Employer: _____ Dates: From _____ to _____

Address: _____ Phone Number: _____

Position: _____ Supervisor: _____

Full time? Yes / No Salary: \$ _____ / hour / week / month / year (circle one)



Other Information

Total Number of Vehicles (Including company vehicles) _____

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

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

Have you or co-applicant/spouse ever (*Check one):

Been sued for non-payment of rent? _____YES _____NO

Been evicted or asked to move out? _____YES _____NO

Broken a Rental Agreement or Lease? _____YES _____NO

Been sued for damage to a rental property? _____YES _____NO

Declared Bankruptcy? _____YES _____NO

How did you hear about our property? _____

Pet Information *

(*Some properties allow pets; see a manager for more information)

How many pets do you own? _____

Kind of pet, breed, weight & age _____

Emergency Contact Information

In Case of Personal Emergency, Notify _____

Relationship to you _____ Address _____

Home Phone _____ Other Phone _____

Authorization of Verification

I hereby make application for an apartment and certify that this information is correct. I authorize any member of Falconite Development's staff to contact any references listed; therefore, I give permission for information to be released to Falconite Development by the other parties. I also authorize Falconite Development to obtain my consumer credit report from your credit reporting agency, which will appear as an inquiry on my file.

APPLICANT'S SIGNATURE _____ **DATE** _____

** Application must be signed in front of a staff member or notarized and submitted to our office.



Residential Inquiry Release

***** One form is to be completed by each adult residing in the apartment.*****

In conjunction with my application for residency with Falconite Development (F&F Leasing, INC), I understand that you will obtain a background check, which will include information concerning my civil litigation history and/or criminal record.

I hereby give permission to any law enforcement agencies, parole officers, etc to release Falconite Development all information deemed necessary to verify household eligibility. Background check will be obtained through Domin8 (of RealPage) and each state's records will be searched. A minimum of 10 years will be reviewed when considering the application for rental.

Signature _____ Date _____

**THE FOLLOWING INFORMATION IS REQUIRED TO CONDUCT THE
BACKGROUND INVESTIGATION**

Print Name _____
Last First Middle

Current Address (including zip code) _____

Previous or Maiden Name (if applicable) _____

Social Security Number _____ - _____ - _____

Date of Birth _____

*List states and counties of residence, other than the above, for the past ten (10) years:

State _____ County _____ State _____ County _____

State _____ County _____ State _____ County _____

\$30 NON-REFUNDABLE APPLICATION FEE DUE
Exact cash or Money Order ONLY!!

Property Name _____

Unit Type _____

Unit # _____



(We) (I) Hereby make application for the above described apartment unit. With the execution of this application (we) (I) have paid an earnest deposit of *\$_____ (*one month's rent) to Falconite Development, which shall be applied as follows:

- (A) If this application is accepted, (we) (I) agree to enter into a written lease for the above unit, in which case the earnest money deposit will be applied to all or a portion of the security deposit due:
(B) If (we) (I) should refuse to enter into a written lease upon being offered the above described apartment, Falconite Development shall retain the earnest money deposit as liquidated damages.
(C) The earnest money deposit will be refunded if you change your mind within 72 hours from the date it is paid. Should you change your mind beyond the 72-hour grace period, the earnest money deposit will not be refunded.

Date applicant agrees to move in (check one) :

_____ As soon as possible _____ On or around specific date : ____/____/2015

NOTE: By signing this form, the applicant recognizes that the lessor or his agent may investigate the information supplied by the applicant and a few disclosures of pertinent facts may be made to the lessor.

Applicant's Signature

____/____/____
Date

Apartment Manager's Signature

____/____/____
Date