

# Rental Application

## \*\*\*\*\*APPLICATION INSTRUCTIONS\*\*\*\*\*

- Any questions that do not apply to you write in N/A for the answer.
- Property Manager will not review applications that have any BLANK answers
- Each applicant 18 or older will need to fill out an application
- The application fee is non-refundable.
- All fees can be paid online through the website ( [www.justicepropertyessj.com](http://www.justicepropertyessj.com) )
- Read over the qualifying criteria thoroughly. If you have any questions or concerns, please give your Property Manager a call.

## ***RENTAL QUALIFYING PROCEDURES***

Justice Properties DTT, LLC, supports The Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, disability, familial status, sexual orientation, and gender identity.

### **APPLICATION FEES**

Any person over the age of 18 is required to complete an application and pay a \$50.00 application fee. Each application will go through a full resident screening process meeting the guidelines.

### **QUALIFYING GUIDELINES**

#### **A. INCOME:**

Total combined monthly income of all qualified applicants must be at least three times the amount of monthly rental rate. Verification required in the form of supervisor or current pay stubs. If employed less than six months, a savings/ checking account balance equaling (6) month's rent must be verified. Student loans will be considered as income and will be included to qualify.

#### **B. SELF EMPLOYED/RETIRED/DISABLED:**

Applicants must provide either a photocopy of tax papers from the previous year, financial statement from certified public accountant, photocopies of three most recent bank statements showing proof of ability to pay rent for the term of the lease or meet the income requirements as listed above.

#### **C. EMPLOYMENT:**

Applicant must be employed by the same employer for no less than six months. Should a prospect have recently changed employment, they must have six months prior verifiable employment with the same employer. Recent graduates within six months of graduation date, with first full time employment or military personnel will have a six month requirement waived.

#### **D. CREDIT:**

Credit history is described as, but not limited to the following:

1. The absence of credit shall not adversely affect an applicant
2. The address that appears on the credit report must match the rental application of discrepancy verified
3. All monies owed to prior landlords must be paid in full
4. Medical related credit and /or student loans will be excluded from the credit qualifications
5. Personal bankruptcy must be closed, paid or discharged and will require a guarantor, additional deposit equal to one month rent plus the original deposit or 6 months re-established credit.
6. Foreclosure of real estate a guarantor or an additional deposit equal to one month rent plus the original deposit
7. Negative credit exceeding 30% of total reported credit and collections exceeding \$500.00 will result in automatic denial.
8. Negative credit exceeding 30% of total reported to credit OR total collections exceeding \$500.00 will required a guarantor or an additional deposit equal to one month rent
9. An I-20 or DS-20-19 or ITIN number will be accepted in lieu of a social security number.

WRITTEN DOCUMENTATION REQUIRED

#### **E. RENTAL HISTORY:**

Six months verifiable residence history is required

First time renter, the absence of rental history or unverifiable rental history will require a guarantor or an additional deposit equal to one months rent

No negative rental history will be accepted and/or forcible detainers

No more than (4) rental payments in the previous (12) months resulted in late pays or NSFS

**F. GUARANTOR:**

A lease guarantor will be accepted for applicants whose income, credit, length of employment, and length of rental history does not meet the qualifications. Guarantors will not be accepted for negative rental history, no verifiable income, or unclosed bankruptcies. Guarantors must meet all eligibility requirements listed herein.

**G. INFESTATION:**

Applicant agrees that if current or previous residence has a bedbug or other vermin infestation that all personal property (including furniture, clothing and other belongings) has been treated by a licensed pest control professional and agrees such items are free of further infestations.

**H. PETS:**

Up to two pets with no weight limit (excluding non-domestic animals) will be accepted with a \$350.00 non-refundable pet fee (1-pet) \$700.00 (2-pets) plus \$30.00 monthly pet rent per pet. Breed restrictions listed on Pet Policies. Management has the right to deny any pet at their discretion.

**I. CRIMINAL HISTORY:**

1. We will conduct a criminal background check on each applicant. The application will be rejected if the records show a history of any of the following. For the purpose of this application, a "conviction" includes any conviction, guilty plea, alford plea, no contest plea, or any final adjudication other than "not guilty"
2. Any drug-related conviction for manufacturing, trafficking, or distribution of an illegal substance during the past (5) years unless documentation can be provided from a private or public agency of complete rehabilitation for at least (2) years
3. Any felony conviction during the past (5) years involving property damage, injury to persons, or failure to pay amounts owed for which restitution has not been made.
4. Any misdemeanor convictions during (5) years involving property damage, injuries to persons, or failure to pay amounts owed for which restitution has not been made.

Our decisions are based on the information provided by a third party verification service at the time of application. We are not responsible for inaccurate information obtained.

I have read, understood, and received a copy of the statement of rental Qualifying Procedures.

**SIGNATURE:****DATE:****UTILITY REQUIREMENT:**

Electric, gas and water service must be established in the resident's name on or before move-in date. Written verification is required prior to move-in date. Additional proof of rental insurance, with a minimum \$100,000 liability, plus Justice Properties DTT, LLC listed as an interested party, is required prior to move in date. At any time you cannot provide proof of rental insurance. Insurance will be obtained for by Management and a monthly charge of \$50.00 will be added to your monthly rent until proof is provided to Management.

## **CRIME FREE AGREEMENT**

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree:

1. Neither Resident, nor any member of the Resident's household or guests or other persons affiliated with Resident, shall engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of any illegal substance, including any controlled substance (as defined in Section 102 of the Controlled Substance Act {21 U.S.C. 8002}).
2. Neither Resident, nor any member of Resident's household or guests or other persons affiliated with Resident, shall engage in any act intended to facilitate any criminal activity, including but not limited to drug-related criminal activity, on or near the said premises.
3. Neither Resident, nor any member of Resident's household or guests or other persons affiliated with Resident, shall permit the dwelling unit to be used for, or to facilitate, criminal activity, including but not limited to drug related criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or otherwise.
4. Neither Resident, nor any member of Resident's household or guests or other persons affiliated with Resident, shall engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of an illegal substance, including any controlled substance, as defined in state or local law, at any locations, whether on or near the dwelling unit premises, or otherwise.
5. Neither Resident, nor any member of Resident's household or guests or other persons affiliated with Resident, shall engage in any illegal activity, including prostitution, criminal street gang activity, threatening of intimidating, assault, including but not limited to the unlawful discharge of firearms, on or near the dwelling unit premises, or in any breach of the lease agreement that jeopardizes the health, safety, and welfare of the Owner or management, their respective agents or employees, or of any other resident, or involving imminent or actual serious property damage as defined in applicable state or local law.
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.** A single violation of any provision of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for termination of the lease under KRS 383.660, unless otherwise provided by law, proof of violation by a preponderance of evidence.
7. **Resident shall be responsible for any and all damage caused to the dwelling unit or grounds due to a violation of any provisions of this Addendum. Such damages shall include, but not be limited to, costs of repair and restoration of the dwelling unit or grounds, fines that may be imposed as a result of illegal activity, court costs and attorney fees incurred with respect to any matter related to any activity which could be deemed a violation of this Addendum, any diminution of value or income to the premises due to a violation of this Addendum, and any other damages of costs incurred by Owner as a result of a violation of this Addendum.**
8. In case of conflict between the provisions of this addendum and any other provision of the lease, the provisions of the addendum shall govern.
9. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print

## Applicant information

Name: First	Middle	Last	Birth date	Social security #
Email address:		Home phone	Cell phone	Driver's license #
All other occupants (under 18):		Birth date	Relationship to applicant	

## Rental history

### Current residence

Address	City	State	ZIP
Monthly rent	Dates of residency (From/To)		Reason for moving
Owner/Manager's name	Phone number		

### Previous residence

Address	City	State	ZIP
Monthly rent	Dates of residency (From/To)		Reason for moving
Owner/Manager's name	Phone number		

## Employment history

### Current employer

Employer address	Occupation	
	Employer's phone	Dates of employment
Name of supervisor	Monthly pay	

### Previous employer

Employer address	Occupation	
	Employer's phone	Dates of employment
Name of supervisor	Monthly pay	

## Credit history

Checking account	Bank/Institution
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Savings account

## References

Name

Phone Number

Relationship

### General information

Have you ever been late or delinquent on rent?

☐ Yes

☐ No

Have you ever been party to a lawsuit?

☐ Yes

☐ No

Do you smoke?

☐ Yes

☐ No

Do you have any pets?

☐ Yes

☐ No

If yes, list type, breed, weight, and age.

If yes to any of the above, please explain why.

Why are you moving from your current address?

Is there anything negative in your credit or background check you want to comment on?

Additional questions:

## Agreement & Authorization

By signing this application, I verify that the statements in this application are true and correct. I authorize Justice Properties the use of the information and contacts provided to complete a credit, reference, and/or background check. I understand that false or lack of information may result in the rejection of this application.

Signature of applicant:

Date:

# Pet Application

Please provide all information below. Signature is required for completion

FULL Name of Pet Owner \_\_\_\_\_

Apartment/Unit number \_\_\_\_\_

Home Telephone number \_\_\_\_\_

Work Telephone number \_\_\_\_\_

## **Required**

Please attach photo here

\*Photo must be of the FACE/HEAD  
and must be clear

## **Pet Information**

Pet's Name	Is this a Mixed Breed? Yes or No	Breed Description	Age	License or I.D. #

## **Pet Veterinarian Information**

Name of Veterinarian/Office: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Pet Emergency Caretaker**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

By signing below I confirm that the information provided is TRUE, and hereby authorize verification of any and all information listed; I further understand; and agree to, the provisions and rules determined by the PET ADDENDUM portion of my application packet. I further understand and agree that management reserves the right to approve or deny any pet at their discretion.

Signature of Pet Owner \_\_\_\_\_ Date: \_\_\_\_\_

## **Pet Policies and Addendum Agreement**

Owner/Management agrees to allow two pets within a leased property, providing the resident and pet owner agree to meet the following terms and conditions, without exception:



**A. Screening/Registration**

Pet owners must complete a ***Pet Application and Registration*** form before occupying the property.

No application will be approved by the Owner, without a clear, current photograph of each pet, attached.

**B. Permissible Pets**

1. Two domestic pets will be allowed per home
2. Reptiles, Ferrets, Chickens, Rats, Pigs, or Rabbits are strictly prohibited.

            
initial            
initial            
initial            
initial            
initial            
initial

**Please complete information for each highlighted area below:**

Pet 1: Name: \_\_\_\_\_ Pet Type: \_\_\_\_\_ Sex: ***M F*** Mixed Breed? ***YES NO***  
Breed: \_\_\_\_\_

Pet 2: Name: \_\_\_\_\_ Pet Type: \_\_\_\_\_ Sex: ***M F*** Mixed Breed? ***YES NO***  
Breed: \_\_\_\_\_

**Management has the option to deny any pet at their discretion, based on application information, and photograph provided.**

**C. Restrictions**

1. Resident warrants that the pet(s) is housebroken. Resident also warrants that the pet(s) has no history of causing physical harm to persons or property, such as biting, scratching, gnawing, etc., and further warrants that the pet(s) has no vicious history or tendencies.
2. Pets shall not be kept, bred or used for any commercial purpose.
3. Pets must remain in compliance with all laws, regulations, and ordinances regarding restraint, and must not be allowed to roam free and may not be tied outside.
4. Pets in transit are to be carried, restrained by a leash or placed in an animal carrier. **NO EXCEPTIONS**
5. Persons who walk pets are responsible for immediately cleaning up after their animals, and discarding securely bagged pet droppings. **NO EXCEPTIONS Fines will be assessed of \$100.00 per incident for non-compliance.**
6. Cat litter may not be disposed of in toilets. Nor may any pet waste be dropped down trash chutes unless securely bagged.
7. Pet owners are responsible for any damage to the common elements caused by their pets. Any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of each pet owner.
8. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior for the purpose of this paragraph are:
  - a. Personal injury or property damage caused by unruly behavior.
  - b. Pets that make noise continuously and/or incessantly for a period of 10 minutes or intermittently for ½ hour or more to the disturbance of any person at any time of day or night.
  - c. Pets who are not under the complete control of a responsible human companion, and on a short hand-held leash or in a pet carrier. d. Animals that relieve themselves on walls or floors of common areas.
  - e. Animals who exhibit aggressive or vicious behavior.
  - f. Pets that are conspicuously unclean or parasite-infested.
9. Feeding, caring for, or otherwise aiding stray animals is prohibited. Injured or stray animals shall be reported to the local animal control authority for pick-up.

To the fullest extent of the law, all Residents on attached lease shall indemnify, hold harmless, and Justice properties DTT, LLC., Owner, and agents against all loss or liability, judgments, expense (including attorney's fees), or claims by third parties for any injury to any persons or damage of any kind whatsoever caused from Resident pet(s).

10. Birds must be caged properly. Fish aquariums are limited to 50-gallon capacity. Damage caused by leaky aquariums will not become Justice Properties DTT, LLC., responsibility. A limit of (2) two birds is permitted. Birds and fish are excluded from the pet fees and pet rent
11. Resident will provide adequate and regular veterinary care of pet(s), ample food and water, and will not leave unattended for any undue length of time. Resident will diligently maintain cleanliness of sleeping and feeding areas.
12. It is further understood and agreed that if efforts to contact the Resident are unsuccessful, the Landlord or Landlord's agents may enter Residents home if reasonable cause to believe an emergency situation exists with respect to the pet. Example: include abuse, abandonment, or any prolonged disturbance. If it becomes necessary for the pet to be put out to board, any and all cost will be the Residents sole responsibility.
13. Resident agree to permit Landlord to professionally fumigate the premises including grounds (if any) for fleas, ticks and clean carpet during occupancy or post occupancy if necessary at a competitive price at the Residents expense.

#### D. Enforcement

1. There will be a non-refundable pet fee upon the animal's move-in, as follows: \$350.00 for first pet, \$350.00 for second pet. \*\* Please be aware that the non-refundable pet fee in no way limits the tenant's liability for damages.
2. There will be a non-refundable monthly pet rent added to the lease agreement upon the animal's move in, as follows: \$30.00 per month, per pet. \*\* The monthly pet rent does not apply towards any damages; it is a fee and is not a deposit.
3. Any owner, resident or managing agent personnel observing an infraction of any of these rules shall discuss the infraction in a neighborly fashion with the pet owner in an effort to secure voluntary compliance.
4. Damages to the exterior or interior of the premises including, but not limited to: grounds, flooring, walls, trim, finish, tiles, carpeting or any other fixture; caused by pet, will be the full responsibility of the Resident to pay for the full cost involved to repair, or replace, to its original condition.
5. Violation to any portion of this addendum constitutes material noncompliance with the lease, and entitles Justice Properties DTT, LLC, to all remedies allowed by the lease or applicable law, including termination for residency

Should a non-approved or un-accounted for pet be discovered, whether permanent, temporary, or visiting, the resident is subject to an immediate \$600.00 penalty fee, per pet. Additionally, \$30.00 pet rent will be added to your monthly rent total, for each pet found.

\*Management has the right to deny any pet at their discretion. Should undocumented pets be found, they are still subject to approval and RESIDENT may be asked to remove the pet(s).

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

#### E. Removal

1. Resident agrees and understands that in the event any currently housed pet is removed from the residence, the \$30.00 monthly pet rent will be due through the full duration of the signed lease term **unless documented death of the pet.**
2. Upon expiration of a current Lease Agreement, Residents will have the option to sign a new Lease Agreement omitting the removed pet from the contract.

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

\_\_\_\_\_  
initial

**The undersigned do hereby agree and understand to meet the above standards and conditions.  
It is understood that if negligence is found, owner/management reserves the right to revoke all agreements regarding pets.**

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

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

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

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

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

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

Agent/Management: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
(by signing, agent certifies that the pet policies have been reviewed by each lease holder)

**THE UNDERSIGNED HEREBY AGREE TO THE PET POLICIES ABOVE AND ASSURE THAT NO PET WILL RESIDE OR  
VISIT LEASED PROPERTY**

*Resident:* \_\_\_\_\_ *Date* \_\_\_\_\_

*Occupant:* \_\_\_\_\_ *Date* \_\_\_\_\_

*Resident:* \_\_\_\_\_ *Date* \_\_\_\_\_

*Occupant:* \_\_\_\_\_ *Date* \_\_\_\_\_

*Resident:* \_\_\_\_\_ *Date* \_\_\_\_\_

*Guarantor:* \_\_\_\_\_ *Date* \_\_\_\_\_

*Agent / Management:* \_\_\_\_\_ *Date* \_\_\_\_\_ *Time* \_\_\_\_\_  
(by signing, agent certifies that the pet policies have been reviewed by each lease holder)