

RESIDENT SELECTION CRITERIA

Please take a moment to read our occupancy standards listed below before completing an application. Prospective residents must meet all the required qualifications in order to be considered for residency. We thank you for your interests in our rental properties!!

Age:

All applicants must be at least 18 years of age.

Employment and Credit:

Prospective residents must be gainfully employed with stable employment history (verifiable through their employer’s personnel office or their immediate supervisor) or have proof of adequate income from other sources. In the event a prospective resident is self-employed, a verifiable tax statement showing earnings from the previous year must be available. Minimum credit score of 600. Compensating factors will be considered.

Income:

A prospective resident gross monthly income must be equal to, or greater than, three (3) times the amount of the monthly rental rate of the apartment to be leased.

Roommate:

Every prospective resident must complete an application, and each applicant must meet the criteria for occupancy with the exception of income, which can be combined.

Co-Signer/Guarantor of Lease:

Co-Signer/Guarantor must qualify on above stated terms for employment, residence history, and credit. Co-Signer/Guarantor’s gross monthly income must be equal to five (5) times the amount of the monthly rental of the apartment to be leased. Co-Signer/Guarantor must sign lease agreement and all applicable addenda.

Occupancy Standard:

- Maximum 2 persons in a one-bedroom unit unless there is an infant and then there can be 3 persons.
- Maximum 4 persons in a two-bedroom unit
- Maximum 6 persons in a three-bedroom unit
- Maximum 8 persons in a four bedroom unit

Criminal History:

Background checks will be conducted on all prospective residents. Applicant may be denied for misdemeanor convictions involving crimes against persons or drug related offenses.

I UNDERSTAND AND ACCEPT THESE OCCUPANCY STANDARDS.

Applicant

Date

Applicant

Date



Griffin Gate Apartment Homes
Drury McCoy LLC
Hopkinsville, KY 42240
Email: griffingateapartments@gmail.com
(270) 886-3055
Hours: M-F 8:30 a.m.-4:30 p.m.

REVIEW RESIDENTIAL SELECTION CRITERIA BEFORE COMPLETING

Each adult occupant must submit a separate application unless the applicant and co-applicant share joint credit.

Today's Date: _____ Property address you are applying for _____
 Date you will need to occupy? _____ You must notify the Property Manager to
 remain on the list by email or in writing or your application will be removed from the file after this date.

APPLICANT'S NAME _____ DATE OF BIRTH _____ SS# _____
 PHONE # _____ DRIVERS LICENSE # _____ STATE _____
 Email Address _____

CO-APPLICANT _____ DATE OF BIRTH _____ SS# _____
 PHONE # _____ DRIVERS LICENSE # _____ STATE _____
 Email Address _____

CURRENT ADDRESS: _____
 Street Apt # City State Zip

DATES FROM-TO _____
 CURRENT LANDLORD/RESIDENT MGR APT COMMUNITY PHONE #

MONTHLY PAYMENT _____ REASON FOR LEAVING _____

OTHER OCCUPANTS (Attach list if necessary)

NAME	AGE	DATE OF BIRTH	NAME	AGE	DATE OF BIRTH

Continued Residential History (Including dorm residency)
MUST INCLUDE ALL WITHIN THE LAST 2 YEARS, ATTACH LIST IF NECESSARY

PREVIOUS ADDRESS _____
STREET APT # CITY STATE ZIP

DATES FROM-TO _____
LANDLORD/RESIDENT MGR APT COMMUNITY PHONE #

MONTHLY PAYMENT REASON FOR LEAVING _____

PREVIOUS ADDRESS _____
STREET APT # CITY STATE ZIP

DATES FROM-TO _____
LANDLORD/RESIDENT MGR APT COMMUNITY PHONE #

MONTHLY PAYMENT REASON FOR LEAVING _____

PERSONAL INFORMATION

Have you ever been convicted of a felony? _____ A misdemeanor? _____ If yes, explain: _____

Have you ever been evicted? _____ if yes, explain _____

Have you ever declared bankruptcy? _____ Discharge date: _____

EMPLOYMENT INFORMATION/SOURCE OF INCOME (Including student status) Give a 2 year history, attach list if necessary.

APPLICANT EMPLOYED BY: _____ POSITION _____ ANNUAL SALARY \$ _____
or SOURCE OF INCOME: _____ (GROSS BEFORE TAXES)

BUSINESS ADDRESS _____
STREET CITY STATE ZIP

BUSINESS PHONE # _____

SUPERVISOR _____ DATES OF EMPLOYMENT (FROM/TO) _____

CO-APPLICANT EMPLOYER _____ POSITION _____ ANNUAL SALARY \$ _____
or SOURCE OF INCOME: _____ (GROSS BEFORE TAXES)

BUSINESS ADDRESS _____
STREET CITY STATE ZIP

BUSINESS PHONE # _____

SUPERVISOR _____ DATES OF EMPLOYMENT (FROM/TO) _____

VEHICLE INFORMATION

HOW MANY VEHICLES WILL YOU KEEP ON THE PROPERTY? _____

PLEASE LIST THE COLOR, MAKE, MODEL, & TAG NUMBER OF EACH

1) _____
COLOR MAKE MODEL TAG NUMBER

2) _____
COLOR MAKE MODEL TAG NUMBER

RECREATONAL VEHICLES

DO YOU OWN ANY RECREATIONAL VEHICLES? IF SO, TYPE & DESCRIPTION

PET INFORMATION

NO LONGER ACCEPTING PETS!

DO YOU OWN ANY PETS? IF SO, HOW MANY? TYPE BREED

COLOR WEIGHT AT MATURITY PET(S) NAME

NO LONGER ACCEPTING PETS!

The following list of dogs are some of the breeds that are restricted from the community:

Bull Mastiffs Chows Dalmatians Doberman Pincers Pit Bulls Rottweilers

NO LONGER ACCEPTING PETS!

BUSINESS REFERENCES

List 3 personal or business references with phone numbers: Are you related?

Table with 4 columns: Reference Number, Name (personal or business (circle one)), Phone number, Yes, No. Contains 3 rows of reference information.

Application is hereby made to rent a ___ bedroom apartment known as Griffin Gate Apartments under a lease for one (1) year beginning on the ___ day of _____, 20__ . It is understood that the premises are to be used as a residence by no more than _____ persons.

Security Deposit in the sum of \$ _____ is made herewith to be held with the clear understanding that this application, including each prospective occupant, is subject to approval and acceptance. THE APPLICANTS HAS A MAXIMUM OF THREE (3) DAYS WITHIN WHICH TO CANCEL THIS APPLICATION IN WRITING AND HAVE HIS SECURITY DEPOSIT RETURNED TO HIM.

Security Deposit.....\$ _____
Key Deposit.\$ _____
Total Deposit Received \$ _____
Application Fee (Non-refundable)..... \$ _____
Total Money Received \$ _____

By signing, the applicant gives his permission for the Landlord or his agent to investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to Landlord. Credit report, criminal background information, and landlord history will be provided by Landlord Exchange.

Signature of Applicant Date

Signature of Co-Applicant Date