



Signature Management Rental Application

Thank you for your interest in renting from Signature Management! We so look forward to providing you with quality affordable housing. Please see below for a few important details about our application process.

The following steps are required before your application can be considered complete and processed:

1. Applicant(s) provides Signature Management with a copy of **their (3) three most recent paystubs** and/or any award letters stating additional income
2. Applicant(s) provides Signature Management with **picture identification for all persons over the age of 18**
3. Applicant(s) **signs and submits** application
4. Applicant(s) **pays the non-refundable application fee** (\$35 standard fee, plus \$15 per additional adult/co-applicant).
 - a. Applicant(s) may pay applicant fee in the form of a money order or certified funds made out to the legal property owner.
 - b. Applicant(s) may pay application fee over the phone or in person at an Signature Management office by credit card or ACH. Please note the ACH payments are free to the applicant and have instant approval while credit card payments have a 3.5% processing fee and delay the screening process up to 72 hours to ensure funds clear.

If you have any questions at all about the application process, please contact the Signature Management corporate office at 502-562-1985 and an Signature Management team member will be happy to assist you.

→ Please note that you can also apply online at <https://signaturemgmtlouisville.com> ←

APPLICANT PERSONAL INFORMATION (all fields are required):

Property/Unit Applying for: _____

Apartment size preference: _____ How did you hear about us? _____

Were you referred to Signature by a current resident or community agency? YES NO

If yes, please list the name of the person or agency that referred you: _____

First Name: _____ Middle: _____ Last: _____

Gender: Male Female Genderqueer/non-binary Do not wish to disclose

Current Street Address (city, state, zip): _____

Marital Status: Single Married Divorced Separated

Have you ever used another name? YES NO If yes, please indicate name: _____

Date of Birth (mm/dd/yyyy): _____ Social Security Number: _____



Mobile Phone: _____ Home Phone: _____ Work Phone: _____

Email: _____ Driver's License #: _____

HOUSEHOLD MEMBER INFORMATION

Do you have a co-applicant, occupancy, or cosigner/guarantor to add to this application? YES NO

Anticipated change in family/occupancy size? YES NO

Anticipated change in number of students? YES NO

If **no**, please move to the "Anticipated Income" section of the application.

If **yes**, please provide the requested information for anyone else that will occupy the unit with you. Anyone over the age of 18 should be classified as a "Co-Applicant" and must be screened, and anyone under the age of 18 should be classified as an "Occupant" in the "Applicant Type" field.

Other Applicant 1

Please add additional applicant, occupant, or co-signer information below. Please write N/A if not applicable.

Applicant Type/Relation to Applicant: Co-Applicant (over 18) Occupant (under 18) Co-signer/Guarantor

First Name: _____ **Middle:** _____ **Last:** _____

Date of Birth (mm/dd/yyyy): _____ **Social Security Number:** _____

Gender: Male Female Genderqueer/non-binary Do not wish to disclose

Full-Time Student? YES NO **Primary Phone:** _____

Email: _____ **Driver's License #:** _____

Other Applicant 2

Please add additional applicant, occupant, or co-signer information below. Please write N/A if not applicable.

Applicant Type/Relation to Applicant: Co-Applicant (over 18) Occupant (under 18) Co-signer/Guarantor

First Name: _____ **Middle:** _____ **Last:** _____

Date of Birth (mm/dd/yyyy): _____ **Social Security Number:** _____

Gender: Male Female Genderqueer/non-binary Do not wish to disclose

Full-Time Student? YES NO **Primary Phone:** _____

Email: _____ **Driver's License #:** _____

Other Applicant 3

Please add additional applicant, occupant, or co-signer information below. Please write N/A if not applicable.

Applicant Type/Relation to Applicant: Co-Applicant (over 18) Occupant (under 18) Co-signer/Guarantor



First Name: _____ Middle: _____ Last: _____

Date of Birth (mm/dd/yyyy): _____ Social Security Number: _____

Gender: Male Female Genderqueer/non-binary Do not wish to disclose

Full-Time Student? YES NO Primary Phone: _____

Email: _____ Driver's License #: _____

Other Applicant 4

Please add additional applicant, occupant, or co-signer information below. Please write N/A if not applicable.

Applicant Type/Relation to Applicant: Co-Applicant (over 18) Occupant (under 18) Co-signer/Guarantor

First Name: _____ Middle: _____ Last: _____

Date of Birth (mm/dd/yyyy): _____ Social Security Number: _____

Gender: Male Female Genderqueer/non-binary Do not wish to disclose

Full-Time Student? YES NO Primary Phone: _____

Email: _____ Driver's License #: _____

Other Applicant 5

Please add additional applicant, occupant, or co-signer information below. Please write N/A if not applicable.

Applicant Type/Relation to Applicant: Co-Applicant (over 18) Occupant (under 18) Co-signer/Guarantor

First Name: _____ Middle: _____ Last: _____

Date of Birth (mm/dd/yyyy): _____ Social Security Number: _____

Gender: Male Female Genderqueer/non-binary Do not wish to disclose

Full-Time Student? YES NO Primary Phone: _____

Email: _____ Driver's License #: _____

ANTICIPATED INCOME

Please detail the present employment and other income received by all household members. Please write N/A if a particular question is not applicable.

Applicant Current Employment/Income

Source of Income/Employer: _____ Current Occupation/Position: _____

Employer Address (city, state, zip): _____ Start Date: _____

Monthly Gross Income: _____ Monthly Net Income: _____



Supervisor/Contact: _____

Contact Phone: _____

*Please remember to submit your (3) most current paystubs and/or other income documents alongside this application.

Other Applicant Employment/Income

Does any member of the household have no income? YES NO

If yes, list adult member(s) with no income: _____

Does anyone help you pay your bills? YES NO

If yes, please list source: _____

Do any other household members/co-applicants have income to report? YES NO

If yes, please complete information below. If no, please move to "Additional Income Information."

Other Applicant 1

Source of Income/Employer: _____ **Current Occupation/Position:** _____

Employer Address (city, state, zip): _____ **Start Date:** _____

Monthly Gross Income: _____ **Monthly Net Income:** _____

Supervisor/Contact: _____ **Contact Phone:** _____

*Please remember to submit your (3) most current paystubs and/or other income documents alongside this application.

Other Applicant 2

Source of Income/Employer: _____ **Current Occupation/Position:** _____

Employer Address (city, state, zip): _____ **Start Date:** _____

Monthly Gross Income: _____ **Monthly Net Income:** _____

Supervisor/Contact: _____ **Contact Phone:** _____

*Please remember to submit your (3) most current paystubs and/or other income documents alongside this application.

Other Applicant 3

Source of Income/Employer: _____ **Current Occupation/Position:** _____

Employer Address (city, state, zip): _____ **Start Date:** _____

Monthly Gross Income: _____ **Monthly Net Income:** _____

Supervisor/Contact: _____ **Contact Phone:** _____

*Please remember to submit your (3) most current paystubs and/or other income documents alongside this application.



Additional Income Information

Please answer each of the questions below. Write N/A if not applicable.

Are you entitled to child support benefits? YES NO

If yes, do you receive child support benefits? YES NO If yes, what monthly benefit? _____

If no, what attempts are you making to collect the entitled child support benefits (please explain)? _____

Other sources of income not listed above (e.g. Social Security, alimony, stipend, etc)?

Please list contact, address and phone number for any sources listed above:

Do you have any other income not listed? YES NO

If yes, please list source: _____

RESIDENCE HISTORY OF CURRENT AND PREVIOUS LANDLORD(S)

Current Residence

Current Street Address (city, state, zip): _____

Move in Date: _____ **Expected Move Out:** _____ **Landlord Name:** _____

Landlord Phone: _____ **Landlord Address (city, state, zip):** _____

Do we have permission to contact this landlord? YES NO

If no, why? _____

Monthly Rent Amount: _____ **Is present rent up to date?** YES NO

Monthly Utility Amount: _____ **Are all utility payments up to date?** YES NO

Length of residency: _____ **Reason for leaving:** _____

Previous Residence

Current Street Address (city, state, zip): _____

Move in Date: _____ **Move Out Date:** _____ **Landlord Name:** _____

Landlord Phone: _____ **Landlord Address (city, state, zip):** _____



Monthly Rent Amount: _____ Reason for leaving: _____

Previous Residence

Current Street Address (city, state, zip): _____

Move in Date: _____ Move Out Date: _____ Landlord Name: _____

Landlord Phone: _____ Landlord Address (city, state, zip): _____

Monthly Rent Amount: _____ Reason for leaving: _____

PETS

The standard Signature Management pet policy allows a maximum of (2) two pets per unit. A \$200 non-refundable pet fee **per pet** is required at move in and there is a standard \$15 monthly pet rent **per pet**, as well. Please note that some properties do deviate from this standard policy or *may not allow pets at all*.

If you have a pet or pets, please fill out the information requested below.

Pet #1

Type: _____ Breed: _____ Size: _____

Color: _____

Pet #2

Type: _____ Breed: _____ Size: _____

Color: _____

OTHER INFORMATION

Vehicle Information (including company cars, motorcycles, etc)

State: _____ Make & Model: _____ Year: _____

Color: _____ License Plate #: _____

State: _____ Make & Model: _____ Year: _____

Color: _____ License Plate #: _____

State: _____ Make & Model: _____ Year: _____

Color: _____ License Plate #: _____



Emergency Contact

In case of emergency, please notify:

Contact Name: _____ Relation to Applicant: _____

Street Address (city, state, zip): _____

Home Phone: _____ Mobile Phone: _____

Reference #1 (no relation to applicants)

Reference Name: _____ Reference Phone: _____

Reference Email: _____ How long have you known this person? _____

How do you know this person? _____

Reference #2 (no relation to applicants)

Reference Name: _____ Reference Phone: _____

Reference Email: _____ How long have you known this person? _____

How do you know this person? _____

FINANCIAL INFORMATION

Please explain any "Yes" answer in the fields provided.

Has any signer ever been sued for bills? YES NO

If yes, please provide name(s) and details: _____

Has any signer ever been bankrupt? YES NO

If yes, please provide name(s) and details: _____

Has any signer ever broken a lease? YES NO

If yes, please provide name(s) and details: _____

Has any signer ever been sued for eviction or had an eviction filed against them? YES NO

If yes, please provide name(s) and details: _____

Has any signer ever been guilty of a felony? YES NO

If yes, please provide name(s) and details: _____



I/we authorize Signature Management to access credit reports and background checks with my rental application. I understand that my credit report, background checks, and the information therein shall be used in compliance with State Law or Federal Law or Fair Credit Report Act or Equal Opportunity Law or appropriate regulations. I also understand that I have the right to obtain a copy of my own credit report and background check and can dispute any information.

I/we, _____, hereby authorized, without any reservation, any information bureau contacted by Signature Management to obtain the above credit information.

X _____
Applicant Signature Date

X _____
Applicant Signature Date

X _____
Applicant Signature Date

X _____
Applicant Signature Date

PLEASE FORWARD ALL INFORMATION TO:

The Leasing Office at the Property you are applying for

OR

Signature Management

2010 Cherokee Pkwy #3 Louisville, KY 40204

Phone: 502-430-3711 **Email:** info@signaturemgmtlouisville.com

