

## **HRE APPLICATION INSTRUCTIONS/POLICIES**

Thank you for your interest in a HRE property. Below, you will find the instructions and criteria required for applying for a property managed by HRE. It is important that you read the information below prior to making application to understand what is required for renting the property. If you have further questions, contact HRE at 859-225-4663 (home).

### **Application Basic Criteria**

Applications are available on HRE website at [www.huber-realestate.com](http://www.huber-realestate.com) for print off or can be faxed by calling 859-225-5877 or pick up at HRE office at 701 East 7<sup>th</sup> Street # 150, Lexington, Kentucky 40505.

Each person, 18 years of age and over, who will be a resident/occupant of the rental property, must fill out a complete Huber Real Estate, LLC application, including both Husband and Wife.

Each Application must list all intended residents/occupants both minor and 18 years of age and older.

Applicant is required to fill out both pages, completely, and provide signature at bottom of second page of application. Incomplete Applications will be automatically denied.

HRE supports Fair Housing Laws and is an Equal Opportunity Employer.

When making application, applicants must furnish a **copy** of a verifiable photo identification such as drivers' license, military ID, state ID, or passport. Identification from merchant stores workplace ID are not acceptable.

If a cosigner is required, the person applying as a co-signor must complete a cosigner application. Ask a HRE representative for this form if needed. It is not company policy to accept a cosigner unless there are extraordinary circumstances and HRE obtains approval from the owner.

The general criteria for all applications are good income, credit, and tenant history or ownership of all applicants, proving the ability to support the rental income and care for the property. Negative findings on one or more of the three areas can cause denial of an application. False documentation or information on the application is immediate grounds for denial of an application.

Maximum occupants per rental property will not exceed two occupants per bedroom, to include children 1 year or older.

Smoking is not allowed inside any of the rental properties HRE manages, except when approved by the Owner of the property.

Any type of Business conducted in or on the rental property for any purpose must be approved by HRE.

Lease term is for a minimum of 1 year.

HRE subscribes to and maintains an "Illegal DrugFree" environment in all Rental Properties managed by HRE.

HRE processes applications after receipt. **Selection is not a first-come, first-served process.**

### **The Application/Processing Fee**

A non-refundable **\$35** application fee is required for each application, except for married couples, the fee will be **\$70** for both applicants. The fee is to cover the cost of processing the application.

A non-refundable **\$35** application fee is required for cosigners as well.

### **Income Requirements**

All applicants are required to supply reasonable, reliable, and legal documentation on all income documented at the time of submitting the Application. If employed applicant must have a minimum of 6 months employment verification.

Examples of proof of income are copies of latest 2 weeks of employee weekly paystubs, last 2 years of income tax returns, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.

HRE must be able to verify all income sources and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.

Monthly household income should equal three times the stated monthly rent for residential property of interest.

### **Credit Requirements**

HRE obtains a credit report for all applicants and does not accept copies of credit reports from applicants.

HRE accepts discharged bankruptcies, if the prospective tenant has re-established good credit.

Below average consumer credit reports can be grounds for denial of an application.

### **Rental History or Property Ownership**

HRE requires a minimum of two (2) years of documented/verifiable rental history, and/or homeownership, unless a co-signor is accepted, and mitigating circumstances are proven.

**All past Rental or Homeownership history must be complete and verifiable.**

## **Personal References**

At least two personal references are required and must be verifiable. Family references are not accepted.

## **Pets and Animals**

HRE requires listing of all animals/pets of any size, kind, or type. Contact HRE to find out if the rental property applied for allows animals/pets. All pets/animals must be approved by Owner/HRE.

There is a minimum increase in the pet fee of **\$300** per pet/animal, depending on size, whether they are considered an "inside or outside" animal.

**Landlord acknowledges:** the rights of tenants with disabilities to keep a service animal in the rental unit as a reasonable accommodation under federal and state law. Tenant acknowledges and agrees to sign an additional **Service Animal Accommodation Agreement** (lease addendum – under attachments in this agreement). The service animal **is not considered** a pet, and any "no pets" policies or related pet fees, deposits, or rent **do not apply**.

## **Vehicles on Premise**

You must disclose all motor vehicles of any size, kind, or type which will be parked on the rental property. Each property has vehicle limitations so inquire at HRE if you have questions.

Absolutely no vehicle maintenance or repair will be allowed on the rental property.

## **Water filled Furniture**

All water filled furniture, such as waterbeds and fish tanks must be disclosed and approved by HRE.

If approved, tenant must provide an insurance policy, within 10 business days, that will cover any damages caused by such furniture.

## **Acceptance/denial**

HRE generally processes applications in 3-5 business days, but applications can take longer if more information is required from the applicant or applicant information is incomplete.

HRE will notify applicants of Approval or Denial in a timely manner.

Providing false information or documentation is automatic grounds for denial.

All applicants applying together must qualify and denial of one applicant will result in the denial of all applicants, unless there are mitigating circumstances explained and accepted by HRE.

## **Upon Approval**

For HRE to hold a rental property and refuse other applicants, HRE requires the first month's rent and security deposit be paid.

All persons 18 and over must sign the rental agreement and supply a current ID at time of signature. A signature is required of any approved cosigner as well.

If HRE approves the applicant and the applicant defaults on the follow through requirements of renting a property in a timely manner, HRE reserves the right to deny this application.

When approved, the applicant must complete a walk through inspection with HRE, prior to occupancy.

After lease is signed, all rents are due on the first of the month, and late after the 5th. Start dates that begins during the month will be prorated.

It is the Applicants responsibility to transfer all Utilities into Applicants name within 3 days of signing of lease, or utilities will be disconnected.

## **Mail or deliver applications to:**

**Huber Real Estate LLC  
701 East 7<sup>th</sup> Street # 150  
Lexington, Kentucky 40505.**

If you have questions, please call 859-225-4663 (home)

## RENTAL APPLICATION

Huber Real Estate, LLC(HRE)

Rental Property Address		
Application date		Date you want rent to begin

**Please complete all the following information in order for the Application to be Processed**

Full name			
Home phone		Other last names	
Work phone		Nicknames	
Cell phone		Social Sec. #	
Birth date		Driver's license #	

**List Names (First & Last) Of All Prospective Tenants/Occupants**

Name Of Tenant/Occupant	minor	SSN# or Drivers License #(18+ yrs)	From State

**Ownership or Landlord History**

Current address		Previous address	
Current city		Previous city	
Current state		Previous state	
Current zip		Previous zip	
Rent or own?	How long?	Rent or own?	How Long?
Landlord name		Landlord name	
Landlord telephone #		Landlord telephone #	
Reason for leaving		Reason for leaving	
Monthly rent		Monthly rent	

**Current Employer Income (Please Supply Documentation For Income)**

Employer name		Supervisor name	
Employer work #		# of years employed	
Human resources #		F/T or P/T	Position
Work address		Salary per month	\$

**Previous Employer (Employers of five years or more are not required)**

Employer name		Supervisor name	
Employer work #		# of years employed	
Human resources #		F/T or P/T	Position
Work address		Salary per month	\$

**List Other income**

Type Income	Other Income sources	Income per month	
		\$	
		\$	
		\$	
		\$	

**List all Monthly Credit Payment Obligations (list only last 4 digits of each credit card or loan number)**

Auto Loan #	\$	Credit Card #	\$	\$
Auto Loan #	\$	Credit Card #	\$	\$
Mortgage #	\$	Installment Loan #	\$	\$

<b>List Total Assets</b>		<b>List Total Liabilities</b>	
Bank Checking and Savings Accts	\$	Notes Payable /	\$
Stocks and Bonds	\$	Taxes due	\$
Automobiles and other Vehicles	\$	Automobile Loans	\$
Real Estate	\$	Real Estate Mortgages	\$
Household Goods/Furniture	\$	Credit Card/Installment Accts	\$

**Please answer all of the following questions**

List type and breed for pet:

Pet vaccinations current? (y)(n)

Will you have water-filled furniture?	(y) (n)	Specify type	
Have you ever declared bankruptcy?	(y) (n)	When, why	
Had property foreclosed or repossessed?	(y) (n)	When, why	
Do you have any previous eviction(s)?	(y) (n)	When, why	
Been accused or convicted of a felony?	(y) (n)	When, why	

**List at least Two Personal References (Not Relatives)**

Reference Name	Address	Phone Number	Relationship	

**Vehicle Information (List all applicant cars, trucks, vans, trailers, boats, RV's, motorcycles, etc.)**

Type Vehicle	Year	Make	Model	License Tag #	State

I, the UNDERSIGNED APPLICANT, affirm that I have read HRE 2 page "HRE Application Instructions/Policies" and affirm that the information contained in this two-page application is true and correct, and I authorize Huber Real Estate, LLC, to verify all information contained in this application. I further agree to HRE doing a Income verification, a Credit History search, a Rental/Owner history verification, and a Public records search to verify information supplied in this application. Misstatements, either false or incorrect shall be deemed reason for denial of occupancy. I further realize that the landlord is leasing same predicated on the above facts supplied by me being true, and should any fact not be true, the landlord may cancel said lease at his option by giving me notice in writing. I further understand I have the right to dispute any information supplied by others. This Application and the Application Instructions/Policies is the entire agreement pertaining to the Rental Application. I have viewed the Rental Property being applied for and accept it in its current condition as of this date I understand this application is the property of Huber Real Estate, LLC.

<b>APPLICANT</b> Signature		Date	
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<b>Submit to</b>	<b>Huber Real Estate, LLC</b>	Bus: 859-225-4663 (home)
	701 7 <sup>th</sup> Street Suite 150	Fax: 859-225-5877
	Lexington, KY 40505	Email: homes@huber-realestate.com