

The Townhomes at Glasford Square



APPLICATION INSTRUCTIONS

- Each application will need two separate checks or money orders for the deposit and the application fee. Both the hold deposit of \$300.00 and application fee of \$40.00 can also be paid online via our website **(Applications→"Pay My Holding Fee")**.
- This will take you to a secure site to create an account.
- Once the account has been created, you will be able to insert the amount of the APPLICATION FEE and the APT HOLD FEE. Note, the PAYMENT AMOUNT should be left with a balance of \$0.00.
- Select the payment method then insert the payment information (payments from a bank account will have a \$1.95 service fee)
- Review the information for any errors, then submit.
- Applications can be faxed to 859-223-3633 or emailed to lwelch@rmllexington.com.
- Each applicant 18 years or older needs to fill out a complete application.
- Please make note of pet policies and breed restrictions. There are no exceptions. Management has the option to deny any pet at their discretion based on application information and photograph provided.
- Each adult living in the home needs to initial the pet policies even if you do not currently have pets or plan to have pets.

GLASFORD SQUARE DRIVE

LEXINGTON, KY 40515

PHONE: 859-223-3600 FAX: 859-223-3633

WWW.GLASFORDSQUARE.COM

3600 Winthrop Drive, Lexington, Kentucky 40514
 www.Glasfordsquare.com
 859-223-3600 or 859-223-3633 fax

Is Applicant a(n): _____ Lease Holder?
 _____ Occupant?
 _____ Guarantor?

Townhomes at Glasford Square Application for Rental

Last Name _____	First _____	Middle _____	Birth date _____	Driver's License No. & State _____	SS# or ITIN# or I-20# or DS-20-19# _____
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E-mail Address *required at move in _____	Cell / Daytime Phone & Work Phone _____
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Other / Occupants			
(1) _____ Age _____	(2) _____ Age _____	(3) _____ Age _____	(4) _____ Age _____
Expected Move-in Date _____	Do you have a pet? <input type="checkbox"/> Yes <input type="checkbox"/> No	Breed, Weight, Gender Info _____	* a pet fee and owner's consent will be required for move-in

Will you, your co-applicant or other occupants require any special Accommodations? _____

Part I Resident History					
Present Address _____	City _____	State _____	Zip _____	How Long? _____	Applicant (Area Code) Home Phone _____
Name & Address of Present Landlord or Mortgage Co. _____			<input type="checkbox"/> Own	Landlord Phone _____	Monthly Payment _____
			<input type="checkbox"/> Rent		
Previous Address _____	City _____	State _____	Zip _____	How Long? _____	Landlord Phone _____

Have you ever been listed as a resident or occupant with Ball Realty or any of their apartment communities? (circle one) YES NO
 please list the address and dates: Address: _____ Dates: _____

Part II Employment History - Please provide listings for the Past Year			
Applicant Employed By _____	Position Held/Dates _____	Supervisor's Name _____	Hours per week _____
Address _____	City _____ State _____ Zip _____	Supervisor Phone _____	Salary/Wages \$ _____ / _____
Previous Employment _____	Position Held/Dates _____	Supervisor's Name & Title _____	Hours per week _____
Address _____	City _____ State _____ Zip _____	Supervisor Phone _____	Salary/Wages \$ _____ / _____

Part III Additional/Supplemental Income Information	
Additional income such as child support, alimony, or separate maintenance need not be disclosed unless such Additional Income is to be included for qualification hereunder.	
Source: _____	Amount of \$ _____ Per _____
Source: _____	Amount of \$ _____ Per _____

Part IV Auto Information	
Number of Vehicles on Property _____	Do you have any recreational vehicles such as vans, boats, motorcycles? (circle one) YES NO
Please Specify: _____	

Auto No. 1 - Description _____	License Plate No. _____	State _____
Auto No. 2 - Description _____	License Plate No. _____	State _____

Emergency contact _____	e-mail address _____	(Area code) Phone _____
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Applicants hereby authorizes verification of any and all information set forth on this application, including release of information by any savings and loan, employer (present and former) and any lender. All such information hereon, and released as authorized above, will be kept confidential. Applicants represents that the information set forth on this application is true and complete. Material misrepresentations on this Application will constitute a default under this Lease or Rental Agreement between both parties.

CREDIT CHECK CHARGE: Applicant has submitted \$40.00 which is a nonrefundable payment for a credit check and processing charge, receipt which is acknowledge by Management. Such sum is not a rental payment or deposit amount. In the event this application is approved or disapproved, this sum will be retained by Management to cover the cost of processing application as furnished by applicant. This application must be signed before is can be processed by Management.

GOOD FAITH HOLDING FEE: I hereby deposit \$ _____ with Management as a good faith holding fee in connection with the rental application. If my application is accepted, I understand this deposit can be applied towards payment of my security deposit of \$ _____ when I take possession of the apartment/home. If for any reason Management decides to decline my application, the Management will refund this good faith holding fee to me in full. I understand if I cancel this application **within 48 hours** of the date here signed and receive a full refund of the good faith holding fee within 30 days of the cancellation. If I cancel **after 48 hours** or refuse to occupy the premises on the agreed upon date, I understand this good faith holding fee will be forfeited.

I understand the apartment/home will be held for a **MAXIMUM** of two weeks from the date of vacancy or two weeks from the date of hold, whichever applies. I understand that in the event that the unit does not become available due to circumstances beyond Glasford Square Partners,LLC., control, my holding fee will be fully refunded and Glasford Square Partners,LLC., will not be liable in any way. However, if such as situation should arise Glasford Square Partners,LLC., will make every effort to find another unit which is **suitable to my needs**.

Applicant's Signature _____	Date _____
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Lease term _____
 Move-in Date _____
 Rent Amount _____
 Hold Date/Time _____
 Agents Name _____
 Hold Amount _____
 Total Deposit _____
 Address _____

RENTAL QUALIFYING PROCEDURES

Winthrop, LLC/rmLexington, Glasford Square Partners, 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 \$40.00 application fee. Each applicant will go through a full resident screening process meeting the guidelines.

QUALIFYING GUIDELINES

1. INCOME:

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

2. SELF EMPLOYED/RETIRED/DISABLED:

Applicants must provide either photocopy of tax papers from 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 in item #1.

3. 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, (with no more than a three- month period between employers), as well as, current verifiable employment. Recent graduates (within six months of graduation date), with first full time employment or military personnel will have six month requirement waived.

4. CREDIT:

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

- a. The absence of credit shall not adversely affect an applicant
- b. The address that appears on the credit report must match the rental application or discrepancy verified.
- c. All monies owed to prior landlords must be paid in full.
- d. Medical related credit and/or student loans will be excluded from the credit qualifications.
- e. Personal bankruptcy must be closed, paid or discharged and will require a guarantor, additional deposit equal to one months rent plus the original deposit or 6 months reestablished credit.
- f. Foreclosure of real estate a guarantor or an additional deposit equal to one months rent plus the original deposit.
- g. Negative credit exceeding 20% of total reported credit and total collections exceeding \$500.00 will result in automatic denial.
- h. Negative credit exceeding 20% of total reported credit OR total collections exceeding \$500.00 will required a guarantor or an additional deposit equal to one months rent.
- i. An I-20 or DS-20-19 or ITIN number will be accepted in lieu of a social security number. **WRITTEN DOCUMENTATION REQUIRED**

5. RENTAL HISTORY:

- a. Six months verifiable residence history is required.
- b. First time renters: the absence of rental history or unverifiable rental history, will require a guarantor.
- c. No negative rental history will be accepted and/or forcible detainers.
- d. No more than four (4) rental payments in previous twelve (12) months resulted in late pays or NSF's.
- e. Or, positive history of no more than four (4) mortgage payments in past twelve (12) months resulted in late pays or NSF's. Six months verifiable homeownership is required.

Note: If you have rented at any of our communities as a resident or occupant and had a forcible detainer filed, lease termination or an unresolved or outstanding balance, your application will be rejected.

6. 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.

7. INFESTATION:

Applicant agrees that if current or previous residence had 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.

8. OCCUPANCY STANDARDS:

Studio – no more than two (2) persons – Two (2) Vehicles.
One Bedroom-no more than three (3) persons -Two (2) Vehicles
Two Bedroom-no more than four (4) persons - Two (2) Vehicles
Three Bedroom-no more than six (6) persons - Three (3) Vehicles
NOTE: We offer no assigned parking. Front door or close proximity parking can't be guaranteed.

9. PETS:

Up to two pets with no weight limit (excluding non-domestic animals) per rental unit will be accepted with a \$300.00 non-refundable pet fee (1-pet) \$500.00 (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.

10. CRIMINAL HISTORY:

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 purposes of this application, a "conviction" includes any conviction, guilty plea, Alford plea, no contest plea, or any final adjudication other than "not guilty".

- a. Any drug-related conviction for manufacturing, trafficking, or distribution of an illegal substance during the past seven (7) years unless documentation can be provided from a private or public agency of complete rehabilitation for at least two (2) years;
- b. Any felony conviction during the past seven (7) years involving property damage, injury to persons, or failure to pay amounts owed for which restitution has not been made;
- c. Any misdemeanor convictions during the past five (5) years involving property damage, injuries to persons, or failure to pay amounts owed for which restitution has not been made.

"Please note-this property may be within 1,000 feet of a school, publicly owned daycare or licensed daycare facility. If you believe you may be restricted from residing in such proximity to one of these facilities, please consult with the appropriate authority prior to submitting an application or signing a lease.

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, understand, and received a copy of the Statement of Rental Qualifying Procedures.

Signature _____ Date _____

Utility Requirement: Electric, gas and water service must be established in resident's name on or before move-in date. Written verification is required prior to move-in date. Additionally, proof of rental insurance, with a minimum \$100,000 liability, plus Chesapeake Equine Partners, LLC or RML Construction, LLP. listed as an interested party, is required prior to move in date.



Townhomes at Glasford Square Rental Verification Form

*Note to Applicant: Please provide information for 1st section ONLY. Signature is required for completion.

Applicant's FULL Name: _____

Address of apartment/house rented: _____

Name of Property Supervisor: _____ Phone: _____

Dates applicant rented from you: **From:** _____ **To:** _____ What is/was applicant's rental payment amount? _____

Has applicant given proper notice to vacate? **YES NO** (circle one) Will applicant be breaking their lease agreement? **YES NO** (circle one)

How many people reside/resided with applicant? _____

1. Rent Payment:

- a. Is resident currently up-to-date with rental payment? **YES NO** (circle one)
- b. Has applicant ever been late paying rent? **YES NO** (circle one) **If YES, how often?** _____
- c. Did applicant ever have NSF/returned payment? **YES NO** (circle one)
- d. Have you ever begun eviction proceedings for non-payment? **YES NO** (circle one)

2. Caring for the Unit:

- a. Does/Did the resident have pets? **YES NO** (circle one) **How Many?** _____ **Pet Violations?** _____
- b. Has applicant ever damaged the rental home? **YES NO** (circle one) **If YES, did applicant pay for the damages? YES NO** (circle one)
- c. Will/Did you keep any of the security deposit? **YES NO** (circle one) **Why/Why Not?** _____
- d. Does/Did the resident have any insect infestation? **YES NO** (circle one) **If YES, was there completion of extermination? YES NO** (circle one)

3. General:

- a. Does/Did applicant permit persons other than those on the lease to live in the unit? **YES NO** (circle one)
- b. Does/Did applicant interfere with the rights and quiet enjoyment of other residents? **YES NO** (circle one)
- c. Does/Did applicant create any physical or social hazards to the unit or to other residents? **YES NO** (circle one)
- d. Has applicant ever given you any false information? **YES NO** (circle one) **If YES, explain:** _____
- e. Would you rent to this applicant again **YES NO** (circle one) **If NO, explain:** _____

COMMENTS:

Signature of Landlord

Date

Phone number

I hereby authorize and request my landlord to furnish the above information which is necessary in determining eligibility for housing.

Signature of Applicant

DATE



Townhomes at Glasford Square Employment Verification Form

Return Form
Fax: 859-223-3633
Attention: _____

***Note to Applicant:** Please sign and Date the Bottom of this form ONLY

Applicants FULL Name: _____

Applicant's Employer: _____

Supervisor Name: _____

Supervisor Contact #: _____

Applicant's Position: _____

Length of employment: _____

Salary: \$ _____ / MONTH YEAR (circle one)

Length of Time Holding Current Title: _____

Is this position full-time or part-time? Full-time Part-time

If part-time, how many hours per week? _____

Is this position temporary? _____

Other Remarks: _____

Signature of employer _____

Date _____

Phone Number _____

Address _____

City _____ State _____ Zip _____

I hereby authorize and request my employer to furnish the above information, which is necessary in determining eligibility for housing.

Signature of Applicant _____

Date _____

Townhomes at Glasford Square 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 unit. No application will be approved by the Owner, without a clear, current photograph of each pet, attached.

B. Permissible Pets

- Two domestic pets will be allowed per home; Only the pet(s) listed and described on the attached Pet Application, is authorized under this agreement.
- Reptiles, Ferrets, Chickens, Rats, Pigs, or Rabbits are strictly prohibited.
- The following breeds, and any pet sharing a bloodline (mixed) with the following breeds, are strictly prohibited:**

<i>American Pit Bull</i>	<i>Staffordshire Terrier</i>	<i>American Bulldog</i>	<i>Doberman Pinscher</i>
<i>Rottweiler</i>	<i>Chow Chow</i>	<i>Great Dane</i>	<i>Presa Canario</i>
<i>Akita</i>	<i>Alaskan Malamute</i>	<i>German Shepherd</i>	<i>Husky</i>
<i>Any Mastiff Breed</i>	<i>Amstaff Bulldog</i>	<i>Wolf Hybrid</i>	<i>American Dingo</i>

By Initialing below, I agree my pet is NOT included in the breeds listed above, and does not carry a bloodline of any breed listed above.

_____ 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

- 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.
- Pets shall not be kept, bred or used for any commercial purpose.
- 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.
- Pets in transit are to be carried, restrained by a leash or placed in an animal carrier. **NO EXCEPTIONS**
- 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.**
- Cat litter may not be disposed of in toilets. Nor may any pet waste be dropped down trash chutes unless securely bagged.
- 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.
- 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:
 - Personal injury or property damage caused by unruly behavior.
 - 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.
 - 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.
 - Animals that relieve themselves on walls or floors of common areas.
 - Animals who exhibit aggressive or vicious behavior.
 - Pets that are conspicuously unclean or parasite-infested.
- 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 defend 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).
- Birds must be caged properly. Fish aquariums are limited to 50-gallon capacity. Damage caused by leaky aquariums will not become Glasford Square Partners, LLC., responsibility. A limit of (2) two birds is permitted. Birds and fish are excluded from the pet fees and pet rent
- 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.

13. 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 exist 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.
14. Resident agrees to permit Landlord to professionally fumigate the premises including grounds (if any) for fleas, and 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: \$300.00 for first pet, \$200.00 for second pet.
** Please be aware that the non-refundable pet fee in no way limits 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 defend Glasford Square Partners, 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 non-documented pets be found, they are still subject to approval and RESIDENT may be asked to remove the pet(s).

initial

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

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 residence.

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)

Townhomes at Glasford Square 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 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: _____

Accepted By : _____ Date: _____

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

GLASFORD SQUARE WAITLIST APPLICATION POLICY

The Waitlist is for applicants who want to put a rental home on hold and are willing to wait for the next available unit, or pre-leasing for a later time.

Rental rates are subject to change, but you will be locked into the current rate for up to 3 months from your application date; After that period, you will be subject to any rate increases.

Applicant must submit a completed application, a \$40.00 application fee, and a \$100.00 hold fee to be placed on the Waitlist. The hold fee will go toward your security deposit at move in. The application fee(s) are non-refundable.

If your application is not approved, the \$100.00 hold fee will be refunded, and your name will be removed from the Waitlist. If you cancel your application after 48 hours of the date signed, your holding fee of \$100.00 will be forfeited.

Applicant must provide:

Estimated Time frame:	_____			(earliest MI date-latest MI date)
Floor level:	1	2	3	Any
Bedroom Size:	1	2	3	Any
Building Type:	TH	2 Story	3 Story	Any

We will attempt to meet all specifications and locations per your request, however we cannot **guarantee** that a rental home will be made available in your time frame. The \$100.00 hold fee is non-refundable if a bedroom size, level and building type becomes available within your specified time frame, and you decline to accept.

Up to 3 attempts will be made to meet your preferences and time frame. Declining on the 3rd attempt will result in the \$100.00 hold fee being forfeited and your name removed from the Waitlist. If you choose to remain on the Waitlist for a later time frame, a new \$100.00 hold fee will be required, and you will be placed at the bottom of the list.

Once assigned to a rental home, your name will be removed from the Waitlist. The \$100.00 hold fee will be forfeited if you fail to occupy the assigned unit on the assigned date. If you choose to remain on the Waitlist for a later time frame, a new \$100.00 hold fee will be required and you will be placed at the bottom of the list.

If we cannot assign you to a unit of your desired bedroom size, floor level and building type within three weeks of your estimated time of move in, the \$100.00 hold fee will be refunded. Once you are assigned to a unit, the \$100.00 hold fee is not refundable nor transferrable.

Should your assigned move in date fall 3 months after your original application date, your application will be re-screened/verified prior to permanent placement. No additional application fee is required.

By signing below, I understand and agree to the On Site Wait List policies

_____ Signature	_____ Print	_____ Date	_____ Time
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_____ Signature	_____ Print	_____ Date	_____ Time
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Property/Grouping