



PINNACLE PROPERTIES

DEVELOPMENT GROUP, LLC.

812-282-2825 | 812-284-3893 | 502-713-9858

WWW.PPDGRENALS.COM

RENTAL APPLICATION INSTRUCTIONS

- Please fill in all blanks completely!
- Completed applications along with the \$40 application fee may be dropped off at one of the following rental offices:
 - 2916 Amanda Drive, Jeffersonville, IN
 - 1545 E. 10th Street, Jeffersonville, IN
 - 3401 Prestwick Square Drive, Jeffersonville, IN
 - 2150 Heritage Way, #50, Corydon, IN
 - 220 Timothy Lane, Hanover, IN
- Each applicant over the age of 18 is required to submit a separate application and the \$40 application fee. Married applicants only need to submit ONE application and ONE fee of \$40.
- PINNACLE PROPERTIES UPHOLDS A NO CASH POLICY! Applications that are accompanied with cash will not be processed! Processing fees can be submitted through a MONEY ORDER or CASHIER'S CHECK.
- If an agent is not at the office when you drop off your application, you may drop your application and payment in the rent drop box.
- Please list your monthly GROSS INCOME, not your take home income. Example – if you make \$10.00/hour and you work 160 hours/month, your gross income would be \$1,600.00.
- You may provide either the employment verification filled out by your employer or provide the last six weeks of all paycheck stubs.
- **PLEASE NOTE:** Special rates change frequently. Pinnacle Properties will honor special prices for a maximum of 24 hours from the day you take the application. Applications returned after the 24-hour period will be at the current rental rate.

THANK YOU FOR CHOOSING PINNACLE PROPERTIES!



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CONSENT TO CREDIT AND CRIMINAL BACKGROUND

Our management team uses a statically sound credit scoring program to assess your consumer credit report. This system is based on real data and statistics, thus treats all applicants objectively. Your consumer report contains information concerning your bill payment history, the number and type of accounts which have received late payments, collections, outstanding debt, and the age of each account. With this information, we compare your credit performance to other applicants with similar profiles which gives us a prediction of how likely you are to pay your rent in a timely fashion while fulfilling your other lease obligations.

Based upon this credit score, your application will be accepted or rejected. Parties with a low credit score may be required to pay an increased security deposit prior to move-in. Final approval is contingent upon the completion of the rental Application and proof of monthly income. If income is unable to be verified, or insufficient to monthly rent requirements, our acceptance of your application may be withdrawn.

I hereby consent to allow Pinnacle Properties Development Group, LLC. and/or its affiliates through their respective agency and its employees, to obtain and verify my credit information, conduct a landlord tenant court records search, conduct a multi-state sex offender registry search, and to obtain and verify my criminal background history, for the purpose of determining whether or not to lease me a rental unit. I understand that should I lease a rental unit, Pinnacle Properties Development Group, LLC. and/or its affiliates and employees have the right to continue to review my criminal background history, credit information, rental application, payment history, and occupancy history for account review purposes and for improving application methods.

APPLICANT'S SIGNATURE: _____ DATE: _____

CO-APPLICANT'S SIGNATURE: _____ DATE: _____



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PERSONAL INFORMATION

REQUESTED ADDRESS: _____
FIRST NAME: _____ MIDDLE INITIAL: _____ LAST NAME: _____
DATE OF BIRTH: ____/____/____ SOCIAL SECURITY NUMBER: _____ - _____ - _____
EMAIL ADDRESS: _____ PRIMARY PHONE NUMBER: _____
FORMER LAST NAME: _____ OCCUPATION: _____
VEHICLE MAKE: _____ MODEL: _____ COLOR: _____
STATE REGISTERED: _____ PLATE NUMBER: _____ LICENSE NUMBER: _____
EMERGENCY CONTACT: _____ PHONE NUMBER: _____

INCOME AND EMPLOYMENT

CURRENT EMPLOYER: _____
ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____
SUPERVISOR'S NAME: _____ PHONE NUMBER: _____
EMPLOYED SINCE: ____/____/____ MONTHLY INCOME: _____
ADDITIONAL INCOME: _____ TYPE OF ADDITIONAL INCOME: _____
PREVIOUS EMPLOYER STATE DATE: ____/____/____ PREVIOUS EMPLOYER END DATE: ____/____/____

CURRENT ADDRESS

STREET ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____
DATE YOU MOVED IN: ____/____/____ MONTHLY PAYMENT: _____
LANDLORD'S NAME: _____ LANDLORD'S PHONE NUMBER: _____
REASON FOR LEAVING: _____

ADDITIONAL OCCUPANTS

Co-applicant's over the age of 18 must also fill out a separate application unless applicant's are married

FIRST NAME: _____ MIDDLE INITIAL: _____ LAST NAME: _____
DATE OF BIRTH: ____/____/____ SOCIAL SECURITY NUMBER: _____ - _____ - _____
EMAIL ADDRESS: _____ PRIMARY PHONE NUMBER: _____
FORMER LAST NAME: _____ OCCUPATION: _____
CURRENT EMPLOYER: _____
ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____
SUPERVISOR'S NAME: _____ PHONE NUMBER: _____
EMPLOYED SINCE: ____/____/____ MONTHLY INCOME: _____
ADDITIONAL INCOME: _____ TYPE OF ADDITIONAL INCOME: _____
PREVIOUS EMPLOYER STATE DATE: ____/____/____ PREVIOUS EMPLOYER END DATE: ____/____/____
VEHICLE MAKE: _____ MODEL: _____ COLOR: _____
STATE REGISTERED: _____ PLATE NUMBER: _____ LICENSE NUMBER: _____
PRIOR ADDRESS: _____
CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____
DATE YOU MOVED IN: ____/____/____ MONTHLY PAYMENT: _____
LANDLORD'S NAME: _____ LANDLORD'S PHONE NUMBER: _____
REASON FOR LEAVING: _____

EMERGENCY CONTACT: _____

PHONE NUMBER: _____

Please list any additional occupants who are under the age of 18 years' old

FULL NAME	BIRTH DATE	RELATIONSHIP

GENERAL QUESTIONS

Have you or any occupant listed in this application ever been sued for rent?

Yes No

Have you or any occupant listed in this application ever been sued for property damage?

Yes No

Have you or any occupant listed in this application ever been evicted or asked to move out?

Yes No

Have you or any occupant listed in this application ever moved out of a dwelling before the end of the lease term without consent of the owners?

Yes No

Have you or any occupant on this application ever had bed bugs in your home?

Yes No

Have you or any occupant listed on this application ever been charged, detained, or arrested for a felony, misdemeanor involving a controlled substance, violence to another person or destruction of property, or a sex crime that was resolved by conviction, probation, deferred adjunction, court ordered community service, pretrial diversion or has not yet been resolved?

Yes No

If yes, please explain:

Have you or any occupant listed on this application ever declared bankruptcy?

Yes No

Are there any past credit problems you or any occupant on this application wish to explain?

Yes No

If yes, please explain:

Do you or any occupant listed on this application own a pet?

Yes No

NAME/BREED: _____ AGE: _____ WEIGHT: _____



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VERIFICATION OF RENTAL HISTORY

DATE: _____

APPLICANT: _____

CO-APPLICANT: _____

ADDRESS: _____

Dear Property Manager,

Please fill out the above individual(s) rental history with your company. If you have any questions, feel free to contact us at (502)-713-9858.

I. Introductory Information

- a. Is the applicant currently living at your community? YES NO
- b. Was the applicant (circle only one) a: Leaseholder or Occupant
- c. Date applicant moved in: _____ Moved out: _____
- d. What was the monthly rent? \$ _____
- e. Did the applicant give proper noticed of intent to vacate? YES NO
- f. Did/does the applicant have any pets? YES NO

II. Rental Payment Information:

- a. Did/does the applicant have a record of paying rent promptly? YES NO
- b. If applicant paid late, how many days late? _____ How often? _____
- c. Did you ever begin the eviction proceedings against the applicant for non-payment of rent or other charges? YES NO
- d. Does the applicant still owe you money? YES NO

III. Treatment of Apartment and Common Areas

- a. Did the applicant keep the apartment clean? YES NO
- b. Did the applicant or applicant's family and/or guests damage the apartment beyond ordinary wear and tear? YES NO If yes, please explain: _____
- c. Did the applicant/applicant's family/guest ever damage/vandalize common areas?
 YES NO If yes, please explain: _____
- d. Did the applicant pay for the damage? YES NO

**Applicants signature(s) authorizes full investigation and verification of all information*

 Applicant's Signature

 Co-Applicant's Signature

 Print Name and Date

 Print Name and Date

All information filled out and verified by:

 Name

 Title

 Phone number

EMPLOYMENT VERIFICATION FORM

THIS FORM IS TO BE COMPLETED BY MANAGEMENT AND SIGNED BY THE RESIDENT

TO:

(Name & address of employer)

DATE: _____

RE:

Applicant/Resident Name

Social Security Number

Unit # (if assigned)

I hereby authorize release of my employment information:

Signature of Applicant/Resident

Date

The individual named directly above is an applicant/resident of a housing program that requires verification of income. The information provided will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

Property Owner/Management Agent

Return Form to:

Phone Number/Fax Number

THIS SECTION IS TO BE COMPLETED BY EMPLOYER

Employee Name: _____ Job Title: _____

Presently Employed? Yes: ___ Date First Employed: _____ No ___ Last day of Employment: _____

Current Wages/Salary \$ _____ (circle one) hourly weekly bi-weekly monthly yearly other

Average # of regular hours per week: _____ Year-to-date earnings \$ _____ through ___/___/___

Overtime Rate: \$ _____ per hour Average # of overtime hours per week: _____

Shift Differential Rate: \$ _____ per hour Average # of shift differentials per week: _____

Commission, bonuses, tips, other: \$ _____ (circle one) hourly weekly bi-weekly monthly yearly other

List any anticipated change in employee's rate of pay within the next 12 months: _____ Effective date: _____

If the employee's work is seasonal or sporadic, please indicate the layoff period(s): _____

Additional remarks: _____

Employer's Signature

Employer's Printed Name

Date

Employer [Company] Name, Address and Phone Number



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APPLICATION AGREEMENT

1. **Application Fee (nonrefundable).** You have delivered the \$40 application fee to one of our representatives. This payment is *nonrefundable*.
2. **Completed Application.** An Application will not be considered “completed” and will not be processed until all of the following information has been provided to us: (1) a separate Application has been fully filled out and signed by you and each co-applicant; (2) an application fee has been paid to us for each applicant on the lease over the age of 18 years; (3) employment verification form signed by employer or six weeks of pay stubs; (4) verification of rental history. *Married applicants are only required to submit ONE application and fee.*
3. **Approval/Nonapproval.** One of our representatives will notify you whether or not you’ve been approved within 3 days after the date we receive a completed Application. Notification may be in person or by telephone. You must not assume approval until you receive an actual notice of approval from one of our representatives.
4. **If You Fail to Sign Lease After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 14 days after we give you our approval in person or by telephone. *If you or any co-applicant fails to sign as required, we may keep any monies paid as liquidated damages, and terminate all further obligations under this Agreement.*
5. **If You Withdraw Before Approval.** You and any co-applicant may not withdraw your Application or the application fee. *If you or any co-applicant withdraws an Application or notifies us that you’ve changed your mind about renting the unit, we’ll be entitled to retain any monies paid as liquidated damages, and the parties will then have no further obligation to each other.*
6. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered a notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
7. **Keys or Access Devices.** We’ll furnish keys only after: (1) all parties have signed the contemplated Lease Contract and other rental documents; and (2) all applicable rents, application fees, administration fees, recyclable fee, sewer deposits, and security deposits have been paid in full.
8. **Receipt.** Application fee (nonrefundable): \$40.00
9. **Signature.** Our representatives signature indicates our acceptance only of the above application. It does not bind us to accept applicant or to sign the proposed Lease Contract.

Acknowledgement. You declare that all your statements on the first page of this Application are true and complete. You authorize us to verify same through any means. If you fail to answer any question or give false information, we may reject the application, retain all fees and deposits as liquidated damages for our time and expenses, and terminate your right of occupancy. Giving false information is a serious crime which will result in rejection of your application or termination of your lease upon discovery. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

APPLICANT’S SIGNATURE: _____ DATE: _____

CO-APPLICANT’S SIGNATURE: _____ DATE: _____

REPRESENTATIVE SIGNATURE: _____ DATE: _____



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