



# BROADWAY MANAGEMENT GROUP

## PLEASE READ ENTIRE APPLICATION BEFORE FILLING OUT

Any potential tenant 18 and older must apply to reside in the apartment.

You must be 18 years of age or older to apply for a unit with us.

We try to work with everyone! Deposits are often a minimum of one months' rent; however they can range from 1 month of rent to 3 months' rent. The application fee is non-refundable; you may wish to take the time to thoroughly read this entire document as it may help in deciding whether or not you wish to submit your application. Applications are first come, first serve. The first COMPLETED application to be turned into our Leasing Office(s) will be the first application considered to rent the apartment or home.

### TO SUBMIT AN APPLICATION, YOU WILL NEED:

- 2 separate money orders or cashier's checks:
  - A \$100 hold fee, which is refundable if not approved.
  - \$45 fee per applicant and/or co-signer, which is non-refundable.
- A copy of a current state issued I.D., passport, or U.S. visa.
- 30 days' worth of verifiable pay information (this is REQUIRED).

### PLEASE NOTE THE FOLLOWING:

-APPLICANTS MUST BE 18 OR OLDER TO SIGN A LEASE AGREEMENT

-DOGS ARE NOT PERMITTED IN MOST RESIDENCES.

-WHEN ALLOWED THERE ARE BREED RESTRICTIONS AND A NON-REFUNDABLE DEPOSIT.

-CATS ARE ALLOWED IN MOST RESIDENCES

-CATS ARE \$20 A MONTH PER CAT (LIMIT 2 CATS)

-THE LOFTS OF BROADWAY REQUIRE A MONTHLY RESIDENTIAL UTILITY BILLING SYSTEM (RUBS) FEE FOR THE COMMON AREA ELECTRICITY, WATER, AND HEAT USE FOR THE BUILDING, BILL IS BASED ON THE SQUARE FOOTAGE OF EACH UNIT.

### OTHER INFORMATION

-LEASE OPTIONS:

1 YEAR AGREEMENT

OR

**YOU CAN SAVE \$240**

**WITH A 2 YEAR LEASE AGREEMENT!**

**ASK US HOW!**

IT NORMALLY TAKES AROUND 3-5 BUSINESS DAYS TO PROCESS YOUR APPLICATION. PLEASE BE PATIENT AND YOU WILL BE CONTACTED AS SOON YOUR APPLICATION IS PROCESSED.

WE SUPPORT AND PRACTICE EQUAL OPPORTUNITY HOUSING!



## INCOME QUALIFICATION SHEET

### REQUIREMENTS FOR WEEKLY PAY:

4 paystubs are required  
Use the gross amount  
(Amount before taxes are taken out)

**Formula:**

Paycheck 1  
Paycheck 2  
Paycheck 3  
+ Paycheck 4  
Gross Monthly Income

### REQUIREMENTS FOR BI-WEEKLY PAY:

2 paystubs are required  
Use the gross amount  
(Amount before taxes are taken out)

**Formula:**

Paycheck 1  
+ Paycheck 2  
Gross Monthly Income

### FORMULA FOR 3 TIMES THE RENT:

In order for your income to be approved you must make 3 times the rent. If two or more people are applying, the combined income of applicants will be accepted. However, paystubs for ALL applicants will be required in order to do so.

Amount of Rent x 3 = Minimum Required Income

### FORMULA FOR 6 TIMES THE RENT:

A cosigner must gross 6 times the monthly rent to qualify. No exceptions will be made for this qualification.

Amount of Rent x 6 = Minimum Required Income

## CHECKLIST FOR CO-SIGNERS

We understand that you may not be able to come in to the office and turn in your application. Below lists the following steps for you to co-sign for your family/friend. Please note, we require a \$45, payable by money order or cashier's check, to process the application (this is nonrefundable). If you cannot bring this to the Broadway Management Group office have the applicant you are co-signing for bring it in.

*Please understand as a co-signer you are responsible for the entire lease term and rent amount. Should the tenants choose to renew you automatically renew with them.*

1. At the top of the application please put the address for which you are wishing to co-sign for.
2. On the left side where it says Applicant fill in the first and last name of the person for which you are the co-signer.
3. On the right side circle co-signer and fill out the information entirely.
4. **Please get the last page notarized.** This is for your protection since you cannot come to our office for us to verify your application with your state ID.
5. Include copy of photo ID
6. Email a copy of the notarized application and attach one months' worth of recent paystubs for proof of income (**must make 6 times the monthly rent to qualify**) to [bmgleasing@gmail.com](mailto:bmgleasing@gmail.com) or fax to 502-584-4787.
7. After you have emailed/faxed everything please mail the original to our main office:  
Broadway Management Group  
Attention Application Processing  
1220 East Broadway  
Louisville, KY 40204

If you want to call and confirm your email was received you may call our Move-In Coordinator at 502-272-9649. Thank you in advance for following these instructions so we may process the application in a timely fashion.

**BROADWAY MANAGEMENT GROUP: APPLICATION FOR RENTAL**

I am applying to rent the property at \_\_\_\_\_ and furnish you with the following information in support of my application. I understand that you will rely on this information in evaluating my application.

I further understand that supplying false, incomplete, or misleading information is a criminal offense and will become grounds to automatically disqualify me from being eligible for a residence with BMG.

**ALL QUESTIONS MUST BE ANSWERED FULLY OR THIS APPLICATION WILL BE REJECTED.**

**APPLICANT INFORMATION**

Full Legal Name: \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Current Address:**

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Current Landlord or Mortgage Company:**

Note: Applicant must be lease holder in order for reference to be accepted

Name of Landlord \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Are you named on a lease?    YES                      NO  
Move in Date: \_\_\_\_\_  
Monthly rent \$ \_\_\_\_\_  
Did you share rent?    YES                      NO  
Are you under eviction? \_\_\_\_\_  
IF YOU ARE A FIRST TIME RENTER, WRITE "FTR"

**Previous Address:**

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Landlord Information for Previous Address:**

Name of Landlord: \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax # \_\_\_\_\_  
Are you named on the lease:    YES                      NO  
Move in Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_  
Monthly rent \$ \_\_\_\_\_ Did you share rent? \_\_\_\_\_  
Were you evicted? \_\_\_\_\_

**CO-APPLICANT or CO-SIGNER INFORMATION**

Full Legal Name: \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Current Address:**

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Emergency Contact Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Current Landlord or Mortgage Company:**

Note: Applicant must be lease holder in order for reference to be accepted

Name of Landlord \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Are you named on a lease?    YES                      NO  
Move in Date: \_\_\_\_\_  
Monthly rent \$ \_\_\_\_\_  
Did you share rent?    YES                      NO  
Are you under eviction? \_\_\_\_\_  
IF YOU ARE A FIRST TIME RENTER, WRITE "FTR"

**Previous Address:**

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Landlord Information for Previous Address:**

Name of Landlord: \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax # \_\_\_\_\_  
Are you named on the lease:    YES                      NO  
Move in Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_  
Monthly rent \$ \_\_\_\_\_ Did you share rent? \_\_\_\_\_  
Were you evicted? \_\_\_\_\_

**Current Employer Information:** *(Italicized Required)*

Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_  
Gross Monthly Income \$ \_\_\_\_\_  
Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_ ***\*this must be filled in\****  
Human Resources Representative \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**Note: Many employers will not verify wages. Therefore, it is required that paycheck stubs are attached to application  
UNEMPLOYMENT AND TEMPORARY AGENCIES ARE NOT ACCEPTED**

**Current Employer Information:** *(Italicized Required)*

Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_  
Gross Monthly Income \$ \_\_\_\_\_  
Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_ ***\*this must be filled in\****  
Human Resources Representative \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**Note: Many employers will not verify wages. Therefore, it is required that paycheck stubs are attached to application  
UNEMPLOYMENT AND TEMPORARY AGENCIES ARE NOT ACCEPTED**

**Previous Employer Information:**

Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_  
Gross Monthly Income \$ \_\_\_\_\_  
Hire Date \_\_\_\_\_ End of employment date \_\_\_\_\_  
Human Resources Representative \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_

**Previous Employer Information:**

Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_  
Gross Monthly Income \$ \_\_\_\_\_  
Hire Date \_\_\_\_\_ End of employment date \_\_\_\_\_  
Human Resources Representative \_\_\_\_\_  
Phone Number \_\_\_\_\_

**List name and age for all persons other than the applicant(s) and co-applicant(s) that would be living in the apartment (i.e., for persons under the age of 18 years of age or legally dependent adults):**

Name \_\_\_\_\_ Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name \_\_\_\_\_ Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name \_\_\_\_\_ Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note that individual living in the unit/property 18 or older MUST APPLY with us**

**ADDITIONAL INFORMATION: (ALL QUESTIONS MUST BE ANSWERED)**

**Applicant:**

**-Have You Ever Been Evicted?** YES or NO  
If so, please include landlord contact and information  
\_\_\_\_\_

**-Have you ever been convicted of a Felony?** Yes or NO  
If so, please provide a current CRIMINAL RECORD REPORT. You can Purchase one from [www.court.ky.gov](http://www.court.ky.gov) (see attached form)

**DO YOU OWN ANY PETS?** PLEASE LIST: (Note: Dogs are not allowed in most of our apartments) \_\_\_\_\_

**Co-Applicant:**

**-Have You Ever Been Evicted?** YES or NO  
If so, please include landlord contact and information  
\_\_\_\_\_

**-Have you ever been convicted of a Felony?** Yes or NO  
If so, please provide a current CRIMINAL RECORD REPORT. You can purchase one from [www.courts.ky.gov](http://www.courts.ky.gov) ( see attached form)

**DO YOU OWN ANY PETS?** PLEASE LIST: (Note: Dogs are not allowed in most of our apartments) \_\_\_\_\_

**HOW DID YOU HEAR ABOUT US? Please circle one:**

Apartment Guide      Craigslist      Our website      Referral      Signage  
Zillow      Other

**FOR OFFICE USE ONLY:**

\_\_\_\_\_  
Leasing Agent Initials

**TERMS OF AGREEMENT FOR PRELEASE APPLICANTS**

I understand that the current tenant(s) have set a move out date, however that date may change or they may decide not to move. My application will be processed *after* the current tenant(s) vacate. If the current tenant(s) decide not to move I will receive a refund of the application fee(s) and hold fee within ten business days.

I recognize that Broadway Management Group will notify me in a timely manner when the resident(s) has vacated.

I may be applying without having viewed the apartment. If I decide I do not like the apartment after viewing and have agreed to begin the application process, I do not get a refund of the application fees, but could get back the \$100 hold fee as long as I/we have not yet accepted the terms of approval.

\_\_\_\_\_ (Applicant Initials)

**APPLICATION FEE AND CORRESPONDING DEPOSIT:**

I hereby apply to lease the above-described address at a monthly rent of \$ \_\_\_\_\_ (including additional fees for pets, etc.) I would like to move in on the following date: \_\_\_\_/\_\_\_\_/\_\_\_\_, however I do understand this is not a guaranteed move in date, and move in date will depend on the approval process, the response time from my own references and Broadway Management Group’s ability to put the property in move in condition.

Enclosed with this application are the \$100 for the hold fee, and \$45 non-refundable application fee for each applicant/co-signer. The hold fee will be a separate money order/cashier’s check from the application fee(s). I understand that should the application be accepted, the \$100 holding fee will be credited to the full amount of the security deposit and could be at a greater amount, which will be determined after the application has been processed.

**After accepting approval terms, I agree to sign the lease and pay the remainder of the security deposit within 5 business days. I also agree to take possession, and pay first full months’ rent within 21 days from the date of approval. If I fail to perform any of these agreements, I understand that ANY deposit/hold fee paid will be forfeited.** I further understand that if the application is rejected, the hold fee, minus the non-refundable application fee(s), will be refunded within 10 working days. \_\_\_\_\_ (Applicant Initials)

**CERTIFICATE OF ACCURACY**

I authorize Broadway Management Group to investigate my credit and rental history, and to verify my employment and income. I also authorize Broadway Management Group to obtain a consumer report involving criminal information. I recognize that I may be required to submit a police report at the discretion of Broadway Management Group. I further certify that I have read the lead based paint disclosure.

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate, and this application shall survive the signing of the lease and shall become a part of the lease if the application is accepted

\_\_\_\_\_  
Prospective Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-signer or Prospective Tenant

\_\_\_\_\_  
Date

For Office use only:

RENT \_\_\_\_\_ x3= \_\_\_\_\_

GMI \_\_\_\_\_

Income Qualify

Yes

NO

\_\_\_\_\_  
Leasing Agent Initials