



# KAHN PROPERTIES PROPERTY MANAGEMENT

3600 Clairmont Avenue South • Birmingham, AL 35222  
Office: 205.933.7788 • Fax 205.933.2936

- Avondale I     Avondale II     Avondale III     Avondale Corners     Delacroix     Tivoli  
 Madison     Central Station     Steel City Flats     Terrace Court     Other \_\_\_\_\_

Unit #: \_\_\_\_\_ Desired Move-in Date: \_\_\_\_\_ Monthly Rent/Fees: \$ \_\_\_\_\_ / \$ \_\_\_\_\_

Application Fee: \$ 100.00    Deposit \$ \_\_\_\_\_    Lease Service Fee: \$ 150.00 (3 separate money orders only for fees on this line)  
See Page 2 for more detail.

## APPLICANT INFORMATION

Name \_\_\_\_\_ Soc Sec # \_\_\_\_\_ Date Of Birth \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Present Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

## CURRENT RENTAL INFORMATION

Present Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Current Lease Expires on: \_\_\_\_\_ How long at this address? \_\_\_\_\_ Rent Amt/month \$ \_\_\_\_\_

Reason for leaving from current address: \_\_\_\_\_ Proper Notice Given?  Yes  No

## PREVIOUS RENTAL INFORMATION WITHN LAST 5 YEARS

Previous Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Lease Fulfilled? \_\_\_\_\_

Dates of Residency: \_\_\_\_\_ Rent Amt \$ \_\_\_\_\_

## EMPLOYMENT INFORMATION

Present Employer \_\_\_\_\_ Position \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Income \_\_\_\_\_

## GENERAL INFORMATION

How Many People Will Live In The Apt? \_\_\_\_\_ List any additional occupants: \_\_\_\_\_

Are You A U.S. Citizen?  Yes  No. If No, what country holds your citizenship? \_\_\_\_\_

Have You Ever Been Convicted of a Felony?  Yes,  No. If Yes, Please Explain: \_\_\_\_\_

Have You Ever Been Party to an Eviction?  Yes,  No. If Yes, Please Explain: \_\_\_\_\_

Have You Ever Filed Bankruptcy?  Yes,  No. If Yes, Please Explain: \_\_\_\_\_

Have You Ever Vacated an Apartment Owing Money ?  Yes,  No. If Yes, Please Explain: \_\_\_\_\_

**Pets:**

Do You Have Any Pets?  Yes  No.

If Yes, How many of each: Cats \_\_\_\_\_ Dogs: \_\_\_\_\_ Other (# & specify): \_\_\_\_\_

If Yes, are all pets current on required shots?  Yes  No. Are the pets on flea medication?  Yes  No. If Yes, what medication? \_\_\_\_\_  
(Pets must be approved by the Lessor, not all pets are accepted nor approved, proof of vaccination may be required. Pet Fees will apply and are non-refundable)

**How Did You Hear About Our Apartments (CHOOSE ONLY ONE)?**

- Kahn Properties Website (www.kahnproperties.com)
- Local Apartment Locator Service (please list service or rep who toured the property with you) \_\_\_\_\_ Date of Tour \_\_\_\_\_
- Current Resident (name) \_\_\_\_\_
- Drove By
- AL.com
- Other \_\_\_\_\_

**AUTOMOBILE INFORMATION**

Make & Model	Year	Color	License Tag #
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**APARTMENT RENTAL FEE SCHEDULE**

**Rent:** Rent will vary by property and apartment size – please contact our office for more detail.

**Application Fee:** \$100 (covers up to 2 applicants)  
Covers costs for credit checks, background checks, employment verification, previous rental verification, and processing for up to 2 applicants/cosigners. There is a \$50 charge for each applicant/cosigner after the first two. Approval process is normally completed within one business day providing we receive background, employer and/or landlord replies in a timely manner. This fee is non-refundable.

**Security Deposit:** Security Deposit amounts will vary by property and unit size. Please contact our office for more detail.

**Lease Services Fee:** \$150  
The Lease Servicing fee covers legal representation and clerical implementation involved in executing and maintaining the lease agreement. It also covers the cost of labor, materials, postage, and delivery for correspondence for the life of the lease agreement, any non-standard, non-emergency maintenance services and supplies, post residency turnover costs, and allows our residents to take advantage of the available package reception service and the free Fax Services via /Kahn Properties Main Office. Apartments are NOT reserved unless the application fee, Security Deposit and Lease Services Fees are submitted at the time of the application. The first applicant to submit a completed application and fees will be considered first in line for an apartment. With payment of the Application Fee and Reservation Fees, the apartment will be held in reserve during the approval process. Once approved, the applicant will have three (3) business days to sign the lease in order to secure the apartment until the move-in date. If the applicant is not approved to lease the apartment, the Security Deposit and the Lease Services Fee will be refunded. Any applicant who is approved to lease, but then declines the lease, for any reason, will forfeit all fees.

**Utility Fees:** Some properties have additional utility fees separate from the rent. These will vary by building and will cover different utilities – please contact our office for more detail.

**Leasing Terms:** Unfurnished Units - 12 Months

**Additional Occupant Utility Administration Fee (monthly):**  
\$25.00 fee each additional occupant beyond the number of bedrooms

**Pet Fee (one-time):**  
\$250.00 for the first cat or dog and \$150.00 for each additional cat or dog. No other pets allowed.  
No pets in furnished units. Not all properties take pets - Please contact our office for more detail.

**LEASING TERMS**

Unfurnished Units - 12 Months

**Release (Equal Housing Opportunity)**

Applicant hereby gives Lessor permission to check all information given on this application, including running credit checks, background checks, and verifying all references. This application is subject to approval by the Lessor. I understand that any apartment locator service agent is not an agent of Kahn Properties and that Kahn Properties is not responsible for incorrect information provided to the applicant. It is the responsibility of the applicant to inquire or check publications for the latest fees and policies. Application Fees are non-refundable. Lease Service Fees and Security Deposits submitted with the application will be refunded if Lessor does not approve this application. If application is approved, all Fees and Deposits held are not refundable if applicant elects not to execute the lease or take possession. This application can be denied for any reason, including, but not limited to, providing false, misleading or incomplete information. Verifiable proof of income is required. This application and copies of supporting documents submitted by the applicant are the property of Kahn Properties and copies will not be provided to the applicant. By signing below, I understand and consent to these terms and conditions herewith in.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADDITIONAL ITEMS NEEDED TO COMPLETE THIS APPLICATION For Office Use Only.**

- Copy of valid Driver's license or Passport (other Photo ID can be accepted if the listed IDs are not issued)
- Copy of two most recent pay stubs, or W-2s/Tax Returns (if self-employed), or Financial Aid Award letter (if student and not employed)
- Money Order for Security Deposit (Pay to the Order of the Kahn Properties)
- Money Order for Application Fees and remaining Reservation Costs (Pay to the Order of the Kahn Properties)
- Other (as may be required by Kahn Properties): \_\_\_\_\_



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## Rental History Reference Form

**Top Section to be signed by the Applicant**

Applicant hereby gives Lessor permission to check all information listed on this reference form for the purpose of verifying information pertaining to an application for rental property. This application can be denied for any reason, including, but not limited to, providing false, misleading or incomplete information.

Applicant's Name (Please Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**STOP - Applicant should not complete the section below:**

**Bottom Section below to be completed by the Landlord**

The above listed person has applied for an apartment at one of our properties. They have listed you as a current or former landlord. Please complete the following questionnaire and fax it back to us as soon as possible at 205-933-2936 or you can email to me directly at [info@kahnproperties.com](mailto:info@kahnproperties.com)

Prospective Resident Name: \_\_\_\_\_

What dates was the resident under lease at your property? From \_\_\_\_\_ To \_\_\_\_\_

Did you require a Co-Signer or Guarantor?  Yes  No If YES, provide name \_\_\_\_\_

Did the resident pay rent on time on a regular basis?  Yes  No

If NO, how many payments were considered late? \_\_\_\_\_ Did the resident pay late charges?  Yes  No

Did the resident have any NSF checks?  Yes  No If YES, How many NSF checks? \_\_\_\_\_

Were there any complaints concerning the resident from other residents?  Yes  No

If YES, what sort of complaints? \_\_\_\_\_

Did Resident have any pets?  Yes  No If YES, describe pet \_\_\_\_\_ Any pet damage?  Yes  No

Was proper termination notice given?  Yes  No Would you rent to them again if they qualified?  Yes  No

Is there anything we should know about the resident prior to renting to them?  Yes  No

If YES, what? \_\_\_\_\_

Additional Information:

Name of person completing this form: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



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## Employment/Income Verification Form

**Top Section below to be completed by the Applicant**

Applicant hereby gives Lessor permission to check all information listed on this reference form for the purpose of verifying information pertaining to an application for rental property. This application can be denied for any reason, including, but not limited to, providing false, misleading or incomplete information.

Applicant's Name (Please Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**STOP - Applicant should not complete the section below:**

**Bottom Section below to be completed by the Employer**

The above listed person has applied for an apartment at one of our properties. They have listed you as a current or former employer. Please complete the following questionnaire and fax it back to us as soon as possible at 205-933-2936 or you can email to us directly at [info@kahnproperties.com](mailto:info@kahnproperties.com)

Employee Name: \_\_\_\_\_

**Employer Section: To be completed by current or previous employer**

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

The individual named above is currently employed by the company:  Yes  No.

**Please complete all information that is applicable:**

**Please complete all information that is applicable:**

The individual named above is/was employed beginning: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year \_\_\_\_\_

Ending employment date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year \_\_\_\_\_

**Income:**

Gross Salary \$ \_\_\_\_\_  per Week,  per Month, or  per Year

Total Earned Year-to-Date \$ \_\_\_\_\_

Estimated Earnings \$ \_\_\_\_\_

**Employer Verification:**

Name of person completing this form (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your assistance.  
Kahn Properties



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## Background/Credit Check Notification Form

I, \_\_\_\_\_ (applicant name), hereby authorize Kahn Properties and/or its agents, on behalf of companies managed, to make an independent investigation of my background, consumer credit report, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to rental qualification purposes.

I release Kahn Properties and/or its agents, on behalf of companies managed, and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regard to the information obtained for any and all of the above referenced sources used.

Furthermore, I hereby certify that I have received notification from Kahn Properties and/or its agents, on behalf of companies managed, as required by the Fair Credit Reporting Act of 1977 that a consumer credit report may be obtained on me for rental qualification purposes.

Please provide at least seven years of residential address information.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge.

### Applicant Information:

Full Legal Name (Please Print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

### Other Names:

Maiden name: \_\_\_\_\_

Other names used: \_\_\_\_\_

Other names used: \_\_\_\_\_

### Address Information:

Present Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ How long? \_\_\_\_\_

Previous Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ How long? \_\_\_\_\_

Other Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ How long? \_\_\_\_\_

Applicant hereby gives Lessor permission to check all information given on this application, including running credit checks, criminal checks, and verifying all references. This application is subject to approval by the Lessor. Any rents or deposits held with the application will be refunded if Lessor does not approve this application. If application is approved, the security deposit is not refundable if applicant elects not to lease. The application fee is always non-refundable and pet fees are also non-refundable. This application can be denied for any reason, including, but not limited to, providing false, misleading or incomplete information.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# COSIGNER APARTMENT APPLICATION

## Kahn Properties

3600 CLAIRMONT AVE. S BIRMINGHAM, AL 35222 • 205-933-7788 (OFFICE) • 205-933-2936 (FAX)

COMPLETE ONLY IF A COSIGNER IS REQUESTED

Applicant with whom you are to be a Cosigner \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

### COSIGNER INFORMATION

Name \_\_\_\_\_ Soc Sec # \_\_\_\_\_ Date Of Birth \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Present Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

### CURRENT RENTAL INFORMATION

Present Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Current Lease Expires on: \_\_\_\_\_ How long at this address? \_\_\_\_\_ Rent Amt/month \$ \_\_\_\_\_

Reason for leaving from current address: \_\_\_\_\_ Proper Notice Given?  Yes  No

### EMPLOYMENT INFORMATION

Present Employer \_\_\_\_\_ Position \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Income \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Income \_\_\_\_\_

### Release (Equal Housing Opportunity)

Applicant hereby gives Lessor permission to check all information given on this application, including running credit checks, background checks, and verifying all references. This application is subject to approval by the Lessor. I understand that any apartment locator service agent is not an agent of Kahn Properties and that Kahn Properties is not responsible for incorrect information provided to the applicant. It is the responsibility of the applicant to inquire or check publications for the latest fees and policies. Application Fees are non-refundable. Reservation Costs (including the Security Deposit) submitted with the application will be refunded if Lessor does not approve this application. If application is approved, all Fees and Deposits held are **not** refundable if applicant elects not to execute the lease or take possession. This application can be denied for any reason, including, but not limited to, providing false, misleading or incomplete information. This application and copies of supporting documents submitted by the applicant are the property of Kahn Properties and copies will not be provided to the applicant. I understand that if approved to lease, by co-signing on the lease, I am equally bound by its provisions, including but not limited to paying rents and fees not paid by the lessee. By signing below, I understand and consent to these terms and conditions herewith in.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only.

### ADDITIONAL ITEMS NEEDED TO COMPLETE THIS APPLICATION

- Copy of valid Driver's license or Passport (other Photo ID can be accepted if the listed IDs are not issued)
- Copy of two most recent pay stubs, or W-2s/Tax Returns (if self-employed), or Financial Aid Award letter (if student and not employed)
- Other (as may be required by Kahn Properties): \_\_\_\_\_
- Other (as may be required by Kahn Properties): \_\_\_\_\_

# ADDITIONAL OCCUPANT APARTMENT APPLICATION

## Kahn Properties

3600 CLAIRMONT AVE. S BIRMINGHAM, AL 35222 • 205-933-7788 (OFFICE) • 205-933-2936 (FAX)

**COMPLETE ONLY IF A CO-OCCUPANT WILL NOT BE A PARTY TO THE LEASE AGREEMENT**

- Avondale I    Avondale II    Avondale III    Avondale Corners    Delacroix    Tivoli  
 Madison    Central Station    Steel City Flats    Terrace Court    Other \_\_\_\_\_

Apartment #: \_\_\_\_\_ Primary Applicant with whom you are to be a resident \_\_\_\_\_

By signing below, Lessee here by gives permission for the person listed on this application to become a co-occupant in aforementioned apartment. If the number of residents exceeds the number of bedrooms, there will be an additional occupant fee each month or portion of a month for which the co-occupant resides in the apartment. If the Lessee wishes to remove a co-occupant, Lessee must notify Lessor immediately in writing and return any keys provided to the co-resident. The additional utility fee will be removed for the beginning of the month following said notice. The maximum number of occupants must not exceed two (2) people per bedroom.

Primary Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### CO-RESIDENT INFORMATION

Applicant will be a co-resident with: \_\_\_\_\_ Move-in Date: \_\_\_\_\_

Name \_\_\_\_\_ Soc Sec # \_\_\_\_\_ Date Of Birth \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Present Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

### GENERAL INFORMATION

How Many People Will Live In The Apt? \_\_\_\_\_ List any additional occupants: \_\_\_\_\_

Are You A U.S. Citizen?  Yes  No Do You Have Any Pets?  Yes  No. If Yes, How Many & Type? \_\_\_\_\_

Have You Ever Been Convicted of a Felony?  Yes,  No. If Yes, Please Explain: \_\_\_\_\_

Have You Ever Been Party to an Eviction?  Yes,  No. If Yes, Please Explain: \_\_\_\_\_

Do You Have Any Pets?  Yes  No. If Yes, How many of each: Cats \_\_\_\_\_ Dogs: \_\_\_\_\_ Other (# & specify): \_\_\_\_\_

If Yes, Are all pets current on required shots?  Yes  No. Are the pets on flea medication?  Yes  No. If Yes, what medication? \_\_\_\_\_  
(Pets must be approved by the Lessor, not all pets are accepted nor approved, proof of vaccination may be required. Pet Fees will apply and are non-refundable)

### BACKGROUND INFORMATION

Please make a copy and complete the Background Check Notification form contained within this packet and submit with this application

### Release (Equal Housing Opportunity)

Applicant hereby gives Lessor permission to check all information given on this application, including running credit checks, background checks, and verifying all references. This application is subject to approval by the Lessor. I understand that any apartment locator service agent is not an agent of Kahn Properties and that Kahn Properties is not responsible for incorrect information provided to the applicant. It is the responsibility of the applicant to inquire or check publications for the latest fees and policies. Application Fees are non-refundable. Reservation Costs (including the Security Deposit) submitted with the application will be refunded if Lessor does not approve this application. If application is approved, all Fees and Deposits held are **not** refundable if applicant elects not to execute the lease or take possession. This application can be denied for any reason, including, but not limited to, providing false, misleading or incomplete information. This application and copies of supporting documents submitted by the applicant are the property of Kahn Properties and copies will not be provided to the applicant. By signing below, I understand and consent to these terms and conditions herewith in.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### ADDITIONAL ITEMS NEEDED TO COMPLETE THIS APPLICATION For Office Use Only.

- Copy of valid Driver's license or Passport (other Photo ID can be accepted if the listed IDs are not issued)  
 Background Notification Form  
 Other (as may be required by Kahn Properties): \_\_\_\_\_