



KP Property Management
3600 Clairmont Avenue South
Birmingham, AL 35222

A separate Application must be completed by all applicants who will be listed as a Lessee on the Lease Agreement.

St. Stephen's Place Apartments

Unit #: \_\_\_\_\_ Desired Move-in Date: \_\_\_\_\_ Application Fee: \$ 100.00 (Due with this application)
Monthly Rent/Fees: \$ \_\_\_\_\_ / \$ \_\_\_\_\_ Deposit \$ 350 (Deposit due at Lease Signing)
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 \_\_\_\_\_ Email \_\_\_\_\_
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: \_\_\_\_\_ Email \_\_\_\_\_ Rent Amt \$ \_\_\_\_\_

EMPLOYMENT INFORMATION

You must provide a copy of two most recent pay stubs, or W-2s/Tax Returns (if self-employed), or Financial Aid Award letter (if you are to be an unemployed student)

Present Employer \_\_\_\_\_ Position \_\_\_\_\_ How Long? \_\_\_\_\_
Address \_\_\_\_\_ Phone \_\_\_\_\_ Income \_\_\_\_\_

GENERAL INFORMATION

Will you be getting rental assistance? Yes, No. If Yes, What program: \_\_\_\_\_
How Many People Will Live In The Apt? \_\_\_\_\_ List any additional occupants/relationship: \_\_\_\_\_
Are You A U.S. Citizen? Yes No. If No, what country holds your citizenship? \_\_\_\_\_
Have You Ever Been Party to an Eviction? Yes, No. If Yes, Please Explain: \_\_\_\_\_
Have You Ever Vacated an Apartment while still Owing Money? Yes, No. If Yes, Please Explain: \_\_\_\_\_
Have You Ever Been or Are You Currently a Party to Bankruptcy, Foreclosure, Civil Suit? Yes, No. If Yes, Please Explain: \_\_\_\_\_
Have You any pending criminal charges, been convicted of, plead guilty or not contest to, any criminal offense(s) that were not disposed of other than acquittal or finding of "not guilty"?
Yes, No. If Yes, Please Explain: \_\_\_\_\_

Animals:
Do You Have Any Animals? Yes No. If Yes, How many of each: Cats \_\_\_\_\_ Dogs: \_\_\_\_\_ Other (# & specify): \_\_\_\_\_
If Yes, is each animal(s) current on required shots? Yes No. Are the animals on flea medication? Yes No. If Yes, what medication? \_\_\_\_\_
(Animals must be approved by the Lessor, not all animals are accepted nor approved, picture, and/or proof of vaccination should be submitted. Animal Rent will apply and are non-refundable)
If any of the animals qualify as Assistance Animals, what type? Service Animal, Emotional Support Animal (reliable documentation required).
Assistance animals must meet requirements of the Alabama Assistance and Service Animal Integrity in Housing Act.

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

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

**AUTOMOBILE INFORMATION**

Make & Model	Year	Color	License Tag #
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**APARTMENT RENTAL INFORMATION**

**Application Fee:** \$100

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.

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

**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:** 12 Months Minimum

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

**Animal Rents (one-time in advance):** If a pet is approved for this building, the follow applies:  
\$250.00 for the first cat or dog and \$150.00 for each additional cat or dog. No other animals are allowed.  
No animals are allowed in furnished units. Not all properties take animals - Please contact our office for more detail.  
Assistance animals must meet requirements of the [Alabama Assistance and Service Animal Integrity in Housing Act](#).

**Release** (Equal Housing Opportunity)

I have read, agree, and affirm that all of my statements and information provided in this application are true and complete. 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, however, any fees not claimed by applicant by coming to the Kahn Properties office in person within 30 days of the date of application, will be forfeit. 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 multiple reasons, 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 signify that 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 Fee (Pay to the Order of the Kahn Properties)
- Money Order for Lease Services Fee (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 \_\_\_\_\_

Applicant's Previous Address for this referral \_\_\_\_\_ Apt # \_\_\_\_\_

**STOP - Applicant should NOT complete the section below – Kahn Properties will email this form to your landlord!**

**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 [leasing@kahnproperties.com](mailto:leasing@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 payments?  Yes  No If YES, How many NSF payments? \_\_\_\_\_

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

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

Did Resident have any animals?  Yes  No If YES, describe animal \_\_\_\_\_ Any 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:

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

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



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## Background/Credit Check Notification Form

Separate form must be completed by ALL persons who will reside in the apartment. Make additional copies if necessary.

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 \_\_\_\_\_

# ADDITIONAL OCCUPANT APARTMENT APPLICATION

## KP Property Management

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 LESSEE ON THE LEASE AGREEMENT  
IF APPLICANT WILL BE A PARTY TO THE LEASE AGREEMENT, AS A LESSEE, THEY MUST FILL OUT A SEPARATE APPLICATION (SEE PAGE 1-2 OF THIS PACKET)**

**St. Stephen's Place Apartments** 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 the 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.

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

Will you be getting rental assistance?  Yes,  No. If Yes, What program: \_\_\_\_\_

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

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

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

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

Have You Ever Been or Are You Currently a Party to Bankruptcy, Foreclosure, Civil Suit?  Yes,  No. If Yes, Please Explain: \_\_\_\_\_

Have You any pending criminal charges, been convicted of, plead guilty or not contest to, any criminal offense(s) that were not disposed of other than acquittal or finding of "not guilty"?  Yes,  No. If Yes, Please Explain: \_\_\_\_\_

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

If Yes, is each animal(s) current on required shots?  Yes  No. Are the animals on flea medication?  Yes  No. If Yes, what medication? \_\_\_\_\_

(Animals must be approved by the Lessor, not all animals are accepted nor approved, picture, and/or proof of vaccination should be submitted. Animal Rent will apply and are non-refundable)

If any of the animals qualify as Assistance Animals, what type?  Service Animal,  Emotional Support Animal (reliable documentation required).

Assistance animals must meet requirements of the Alabama Assistance and Service Animal Integrity in Housing Act.

### 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)

I have read, agree, and affirm that all of my statements and information provided in this application are true and complete. 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, however, any fees not claimed by applicant by coming to the Kahn Properties office in person within 30 days of the date of application, will be forfeit. 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 multiple reasons, 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 signify that 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): \_\_\_\_\_

# COSIGNER APARTMENT APPLICATION

## KP Property Management

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**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 \_\_\_\_\_

### EMPLOYMENT INFORMATION

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

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

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

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

### Release (Equal Housing Opportunity)

I have read, agree, and affirm that all of my statements and information provided in this application are true and complete. 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, however, any fees not claimed by applicant by coming to the Kahn Properties office in person within 30 days of the date of application, will be forfeit. 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 multiple reasons, 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 signify that 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): \_\_\_\_\_