



3201 Georgetown Rd.  
Frankfort, KY 40601  
502.695.5365 fax 502.695.9649

## Rental Qualifications

**All occupants over the age of 17 must complete an application and be approved as a lease holder.**

A \$20.00 non-refundable fee must be paid to cover the processing of each application.

### Income

Applicant must document income derived from **LOCAL EMPLOYMENT** that will extend **THROUGH THE TERM OF THE LEASE**. If income is not verifiable, a copy of previous year's tax returns, six (6) months of paycheck stubs, or bank statements may be considered. Gross income per apartment must be three (3) times the amount of the rent.

### Employment

An applicant must have verifiable and current **LOCAL** employment and six (6) months of employment history or a verifiable source of income.

### Background/Credit Report

A background/credit report will be processed on each applicant. If there is a discrepancy on the report, the applicant will be responsible for contacting the reporting agency.

### Occupancy

Maximum number of occupants per apartment is:

One bedroom – 2 occupants

Two bedrooms – 4 occupants

Three bedrooms – 5 occupants

### Pets

Pets are allowed at all of our complexes. There is an initial \$200.00 pet fee and \$40.00 per month. Certain dog breeds are not allowed.

### Reasons to be Denied Residency

Prior evictions or balances owed to former landlords

False information on the rental application



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	Square Footage	Security Deposit	Rent	Utilities Included
<b>RAVEN CREST</b>				
<b>3201 Georgetown Rd.</b>				
1 Bedroom/1 Bath Flat	654 sq. ft.	\$400.00	\$525.00	Water/Sewer
1 Bedroom/1 Bath Loft	635 sq. ft.	\$400.00	\$525.00	Water/Sewer
2 Bedroom/1 Bath Flat	825 sq. ft.	\$400.00	\$625.00	Water/Sewer
2 Bedroom/1 Bath Flat w/Dining Room	950 sq. ft.	\$400.00	\$645.00	Water/Sewer
2 Bedroom/1.5 Bath Townhome	1075 sq. ft.	\$400.00	\$685.00	Water/Sewer
3 Bedroom/2.5 Bath Townhome	1650 sq. ft.	\$500.00	\$825.00	Water/Sewer
<b>EASTWOOD</b>				
<b>700 Forest Hill Dr.</b>				
1 Bedroom/1 Bath Flat	750 sq. ft.	\$400.00	\$620.00	All
2 Bedroom/1 Bath Flat Ground Floor	900 sq. ft.	\$400.00	\$730.00	All
2 Bedroom/1 Bath Flat Top Floor	900 sq. ft.	\$400.00	\$720.00	All
<b>TIERRA LINDA / PENT HOUSE</b>				
<b>108 Hanley Ln.</b>				
1 Bedroom/1 Bath Flat	700 sq. ft.	\$400.00	\$620.00	All
2 Bedroom/1 Bath Flat	980 sq. ft.	\$400.00	\$720.00	All

\*\*Pet are allowed at all 4 locations – requires an initial \$200 pet fee and \$40/month.

\*\*The use of antennas or satellite dishes is prohibited.



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## RENTAL PROCEDURE

- 1. All occupants over the age of 17 must complete an application and be approved as a lease holder.**
2. Prospective tenant(s) will submit a completed application, signed "rental procedure" acknowledgement, and appropriate application fee (\$20.00 per adult applicant).
3. Capital City Rentals will submit information to selected tenant screening company and secure the results in a timely manner.
4. Capital City Rentals will contact prospective tenant(s) with the results.
5. Upon application approval, prospective tenant(s) may put down a \$400 non-refundable deposit and place the unit on hold for up to thirty(30) days.
6. Upon completion of the lease agreement and submission of appropriate rent and/or fees, the \$400 deposit will be applied to the security deposit on the unit, and occupancy will be granted.

_____	_____	_____	_____
Management	Date	Applicant	Date

_____	_____	_____	_____
Applicant	Date	Applicant	Date