



## Alltrade Property Management Rental Application

Thank you for your interest in renting from Alltrade! We so look forward to providing you with quality affordable housing. Please see below for a few important details about our application process.

The following steps are required before your application can be considered complete and processed:

1. Applicant(s) provides Alltrade with a copy of **their (3) three most recent paystubs** and/or any award letters stating additional income
2. Applicant(s) provides Alltrade with **picture identification for all persons over the age of 18**
3. Applicant(s) **signs and submits** application
4. Applicant(s) **pays the non-refundable application fee** (\$35 standard fee, plus \$15 per additional adult/co-applicant).
  - a. Applicant(s) may pay applicant fee in the form of a money order or certified funds made out to the legal property owner.
  - b. Applicant(s) may pay application fee over the phone or in person at an Alltrade office by credit card or ACH. Please note the ACH payments are free to the applicant and have instant approval while credit card payments have a 3.5% processing fee and delay the screening process up to 72 hours to ensure funds clear.
5. If required, applicant signs **Landlord Verification Form** to authorize verification of rental history. As of 08-05-2020, three specific properties will require a landlord verification with all applications: The Crossings Apartment Homes, 1901 Apartment Homes, and Twenty Two Twenty Apartment homes.

If you have any questions at all about the application process, please contact the Alltrade corporate office at 502-562-1985 and an Alltrade team member will be happy to assist you.

*☞ Please note that you can also apply online at <https://alltradeproperties.com> ☞*

### APPLICANT PERSONAL INFORMATION (all fields are required):

Property/Unit Applying for: \_\_\_\_\_

Apartment size preference: \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

Were you referred to Alltrade by a current resident or community agency? YES NO

If yes, please list the name of the person or agency that referred you: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Gender: Male Female Genderqueer/non-binary Do not wish to disclose

Current Street Address (city, state, zip): \_\_\_\_\_

Marital Status: Single Married Divorced Separated

Have you ever used another name? YES NO If yes, please indicate name: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

**HOUSEHOLD MEMBER INFORMATION**

**Do you have a co-applicant, occupancy, or cosigner/guarantor to add to this application?** YES NO

**Anticipated change in family/occupancy size?** YES NO

**Anticipated change in number of students?** YES NO

If **no**, please move to the "Anticipated Income" section of the application.

If **yes**, please provide the requested information for anyone else that will occupy the unit with you. Anyone over the age of 18 should be classified as a "Co-Applicant" and must be screened, and anyone under the age of 18 should be classified as an "Occupant" in the "Applicant Type" field.

Other Applicant 1

Please add additional applicant, occupant, or co-signer information below. Please write N/A if not applicable.

**Applicant Type/Relation to Applicant:** Co-Applicant (over 18) Occupant (under 18) Co-signer/Guarantor

**First Name:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last:** \_\_\_\_\_

**Date of Birth (mm/dd/yyyy):** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Gender:** Male Female Genderqueer/non-binary Do not wish to disclose

**Full-Time Student?** YES NO **Primary Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Driver's License #:** \_\_\_\_\_

Other Applicant 2

Please add additional applicant, occupant, or co-signer information below. Please write N/A if not applicable.

**Applicant Type/Relation to Applicant:** Co-Applicant (over 18) Occupant (under 18) Co-signer/Guarantor

**First Name:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last:** \_\_\_\_\_

**Date of Birth (mm/dd/yyyy):** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Gender:** Male Female Genderqueer/non-binary Do not wish to disclose

**Full-Time Student?** YES NO **Primary Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Driver's License #:** \_\_\_\_\_

Other Applicant 3

Please add additional applicant, occupant, or co-signer information below. Please write N/A if not applicable.

**Applicant Type/Relation to Applicant:** Co-Applicant (over 18) Occupant (under 18) Co-signer/Guarantor



First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Gender: Male Female Genderqueer/non-binary Do not wish to disclose

Full-Time Student? YES NO Primary Phone: \_\_\_\_\_

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

Other Applicant 4

Please add additional applicant, occupant, or co-signer information below. Please write N/A if not applicable.

Applicant Type/Relation to Applicant: Co-Applicant (over 18) Occupant (under 18) Co-signer/Guarantor

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Gender: Male Female Genderqueer/non-binary Do not wish to disclose

Full-Time Student? YES NO Primary Phone: \_\_\_\_\_

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

Other Applicant 5

Please add additional applicant, occupant, or co-signer information below. Please write N/A if not applicable.

Applicant Type/Relation to Applicant: Co-Applicant (over 18) Occupant (under 18) Co-signer/Guarantor

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Gender: Male Female Genderqueer/non-binary Do not wish to disclose

Full-Time Student? YES NO Primary Phone: \_\_\_\_\_

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

**ANTICIPATED INCOME**

Please detail the present employment and other income received by all household members. Please write N/A if a particular question is not applicable.

Applicant Current Employment/Income

Source of Income/Employer: \_\_\_\_\_ Current Occupation/Position: \_\_\_\_\_

Employer Address (city, state, zip): \_\_\_\_\_ Start \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_



Monthly Gross Income: \_\_\_\_\_ Monthly Net Income:  
\_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ Contact Phone:  
\_\_\_\_\_

\*Please remember to submit your (3) most current paystubs and/or other income documents alongside this application.

Other Applicant Employment/Income

Does any member of the household have no income? YES NO  
If yes, list adult member(s) with no income:  
\_\_\_\_\_

Does anyone help you pay your bills? YES NO  
If yes, please list source: \_\_\_\_\_

Do any other household members/co-applicants have income to report? YES NO

If yes, please complete information below. If no, please move to "Additional Income Information."

Other Applicant 1

Source of Income/Employer: \_\_\_\_\_ Current Occupation/Position: \_\_\_\_\_  
Employer Address (city, state, zip): \_\_\_\_\_ Start Date:  
\_\_\_\_\_

Monthly Gross Income: \_\_\_\_\_ Monthly Net Income:  
\_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ Contact Phone:  
\_\_\_\_\_

\*Please remember to submit your (3) most current paystubs and/or other income documents alongside this application.

Other Applicant 2

Source of Income/Employer: \_\_\_\_\_ Current Occupation/Position: \_\_\_\_\_  
Employer Address (city, state, zip): \_\_\_\_\_ Start Date:  
\_\_\_\_\_

Monthly Gross Income: \_\_\_\_\_ Monthly Net Income:  
\_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ Contact Phone:  
\_\_\_\_\_

\*Please remember to submit your (3) most current paystubs and/or other income documents alongside this application.



Other Applicant 3

Source of Income/Employer: \_\_\_\_\_ Current Occupation/Position: \_\_\_\_\_

Employer Address (city, state, zip): \_\_\_\_\_ Start \_\_\_\_\_ Date: \_\_\_\_\_

Monthly Gross Income: \_\_\_\_\_ Monthly Net Income: \_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

\*Please remember to submit your (3) most current paystubs and/or other income documents alongside this application.

Additional Income Information

Please answer each of the questions below. Write N/A if not applicable.

Are you entitled to child support benefits? YES NO

If yes, do you receive child support benefits? YES NO If yes, what monthly benefit? \_\_\_\_\_

If no, what attempts are you making to collect the entitled child support benefits (please explain)? \_\_\_\_\_

Other sources of income not listed above (e.g. Social Security, alimony, stipend, etc)?

Please list contact, address and phone number for any sources listed above:

Do you have any other income not listed? YES NO

If yes, please list source: \_\_\_\_\_

**RESIDENCE HISTORY OF CURRENT AND PREVIOUS LANDLORD(S)**

Current Residence

Current Street Address (city, state, zip): \_\_\_\_\_

Move in Date: \_\_\_\_\_ Expected Move Out: \_\_\_\_\_ Landlord Name: \_\_\_\_\_

Landlord Phone: \_\_\_\_\_ Landlord Address (city, state, zip): \_\_\_\_\_

Do we have permission to contact this landlord? YES NO



If no, why? \_\_\_\_\_

Monthly Rent Amount: \_\_\_\_\_ Is present rent up to date? YES NO

Monthly Utility Amount: \_\_\_\_\_ Are all utility payments up to date? YES NO

Length of residency: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Previous Residence

Current Street Address (city, state, zip): \_\_\_\_\_

Move in Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_ Landlord Name: \_\_\_\_\_

Landlord Phone: \_\_\_\_\_ Landlord Address (city, state, zip): \_\_\_\_\_

Monthly Rent Amount: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Previous Residence

Current Street Address (city, state, zip): \_\_\_\_\_

Move in Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_ Landlord Name: \_\_\_\_\_

Landlord Phone: \_\_\_\_\_ Landlord Address (city, state, zip): \_\_\_\_\_

Monthly Rent Amount: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**PETS**

The standard Alltrade pet policy allows a maximum of (2) two pets per unit. A \$200 non-refundable pet fee **per pet** is required at move in and there is a standard \$15 monthly pet rent **per pet**, as well. Please note that some properties do deviate from this standard policy or *may not allow pets at all*.

If you have a pet or pets, please fill out the information requested below.

Pet #1

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Size: \_\_\_\_\_

Color: \_\_\_\_\_

Pet #2

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Size: \_\_\_\_\_

Color: \_\_\_\_\_

**OTHER INFORMATION**



Vehicle Information (including company cars, motorcycles, etc)

State: \_\_\_\_\_ Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

State: \_\_\_\_\_ Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

State: \_\_\_\_\_ Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Emergency Contact

In case of emergency, please notify:

Contact Name: \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_

Street Address (city, state, zip): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Reference #1 (no relation to applicants)

Reference Name: \_\_\_\_\_ Reference Phone: \_\_\_\_\_

Reference Email: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Reference #2 (no relation to applicants)

Reference Name: \_\_\_\_\_ Reference Phone: \_\_\_\_\_

Reference Email: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

How do you know this person? \_\_\_\_\_

**FINANCIAL INFORMATION**

Please explain any "Yes" answer in the fields provided.

Has any signer ever been sued for bills? YES NO

If yes, please provide name(s) and details: \_\_\_\_\_



**Has any signer ever been bankrupt?** YES NO

If yes, please provide name(s) and details: \_\_\_\_\_

**Has any signer ever broken a lease?** YES NO

If yes, please provide name(s) and details: \_\_\_\_\_

**Has any signer ever been sued for eviction or had an eviction filed against them?** YES NO

If yes, please provide name(s) and details: \_\_\_\_\_

**Has any signer ever been guilty of a felony?** YES NO

If yes, please provide name(s) and details: \_\_\_\_\_

I/we authorize Alltrade Service Solutions, LLC credit reports and background checks with my rental application. I understand that my credit report, background checks, and the information therein shall be used in compliance with State Law or Federal Law or Fair Credit Report Act or Equal Opportunity Law or appropriate regulations. I also understand that I have the right to obtain a copy of my own credit report and background check and can dispute any information.

I/we, \_\_\_\_\_, hereby authorized, without any reservation, any information bureau contacted by Alltrade Property Management to obtain the above credit information.

X \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date





PLEASE FORWARD ALL INFORMATION TO:

The Leasing Office at the Property you are applying for

OR

**Alltrade Property Management Headquarters**

710 Barret Avenue Louisville, KY 40204

**Phone:** 502-562-1985 **Email:** [info@alltradeproperties.com](mailto:info@alltradeproperties.com)