

# MPN Properties, LLC

7945 Main Street – Jeffersonville, Kentucky 40337  
(859) 499-0800 (Cell) / (859) 432-8484 (Fax)  
nataliapidgoro@gmail.com

Dear Future Resident,

Welcome!

Our team at MPN Properties, LLC, is so please that you have chosen us to help fulfill your future housing needs. We hope to help you find the perfect home whether it be a duplex, apartment, trailer, or single-family home.

You are always our first priority. We want you to be happy and enjoy working with us. We hope to build a positive relationship with you throughout this process.

We are confident that we offer you competitive rates, excellent maintenance service, and a professional property management team to assist you with all you housing needs.

If there is anything we can do to assist you, please let us know. We are glad to help you at any time as well as listen to your comments or suggestions.

Thank you,

MPN Properties, LLC Team

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### **STATEMENT OF RENTAL POLICY QUALIFYING PROCEDURES**

MPN Properties, LLC supports The Fair Housing Act as amended, prohibiting discrimination in housing based on race, creed, color, religion, sex, national origin, sexual orientation, gender identity, handicap, or familial status. The following qualification standards will be required from every prospective resident.

#### **1. INCOME**

Total monthly income of all qualified applicants must be at least three times the amount of the monthly rental rate. If currently unemployed, the following documents must be presented and verified: last year's tax return indicating income meeting the income requirements and a savings account balance equal to six month's rent. If applicant doesn't meet income requirements, they can pay a security deposit equal to one month's rent, and have six month's rent in a savings account.

#### **2. EMPLOYEMENT**

Prospective residents must be employed by the same employer for no less than six months. Should a prospect have recently changed employment, they must have six months prior verifiable employment, as well as, current verifiable employment.

#### **3. CREDIT**

No negative credit history will be accepted. Credit history is described as, but not limited to the following:

- I. The absence of credit shall not adversely affect an applicant
- II. Address that appears on the credit report must match the rental application or discrepancy verified
- III. All monies owed to prior landlords must be paid in full
- IV. Medical related credit and/or student loans will be excluded from the credit qualifications.
- V. Any suit pending, tax lien not remedied, civil judgment, or repossession of material or personal property, any profit and loss write off, or personal bankruptcy, will require a guarantor, or deposit in the amount of one month's rent plus the original deposit, in addition to a 12 months' rental history not exceeding 4 times late or six months' positive credit history reestablished. Bankruptcies must be closed, paid and/or discharged.
- VI. Foreclosure of real estate requires a positive payment history prior to the initiation of the foreclosure and a security deposit equal to one month's rent.

- VII. Negative credit exceeding 20% of total verified credit (rating of 4 and above) or collections exceeding \$500 will require a Guarantor or the increased deposit with extended rental history

#### 4. RENTAL HISTORY

Minimum of six months verifiable residence history is required. No negative rental history will be accepted. Negative rental history is described as by not limited to the following:

- I. Any documented breach of lease agreement unless documentation of proven negligence on the management/owner(s) is provided. Breach of lease is any violation of the lease agreement. No forcible detainer (eviction) on record at any time.
- II. No more than four (4) rental payments in previous twelve (12) months resulted in late pays or NSF's.
- III. If the prospective resident does not have any verifiable rental history, they must have verifiable employment history of at least one (1) year with the same employer.

#### 5. GUARANTOR

A lease guarantor will be accepted for applicants whose income and length of employment does not satisfy the income and employment criteria stated above in section 1 and 2. Guarantors will be accepted for applicants who have negative credit history. Guarantors are not accepted for negative rental history. Guarantors must meet eligibility requirements.

#### 6. SELF EMPLOYED/RETIRED/DISABLED

If self-employed, retired, or disabled, the applicant must provide photocopies of tax returns from the previous year, financial statements from a certified public accountant, or photocopies of the three most recent bank statements showing proof of ability to pay rent for the term of the lease.

#### 7. CRIMINAL HISTORY

Management will reject applicants with any felony conviction within the last seven (7) years and/or with misdemeanor convictions, current indictments, or pending charges for drug related crimes, prostitution, or crimes against a person.

#### 8. OCCUPANCY STANDARDS: Per Kentucky State law, occupancy follows:

- 1 Bedroom = 2 Occupants
- 2 Bedrooms = 4 Occupants
- 3 Bedrooms = 6 Occupants
- 4 Bedrooms = 8 Occupants

**Thank you for considering MPN Properties, LLC!**

**\*\* UTILITY REQUIREMENT:** Electric, water, and gas services must be established in resident's name on or before move-in date. Verification is required prior to move-in date.

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For this application to be complete, please attach the following pieces of information **before** submitting to our office for approval:

1. Copy of **valid** and up-to-date (not expired) Driver's License/State Issued ID
2. Proof of Income
  - 2-3 **Most Recent** Pay Stubs
  - OR
  - 2-3 **Most Recent** Social Security Letter(s)
  - OR
  - **Most Recent** Tax Return
3. At least 3 bills (**Most Recent**) in your name
  - Example: Electric, Gas or Phone Bill
4. Proof of Current Residence

Example: Piece of mail with your name on it and current address
5. Current Photo(s) of Pets
  - This can either be printed out and handed with application, or digitally submitted by email/text to Natalia at nataliapidgoro@gmail.com // (859) 499-0800
6. Up-to-Date Vaccination Records of Pet(s)

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## **RENTAL APPLICATION**

Thank you for applying with MPN Properties. Please provide us with all information requested below. Incomplete information will only delay the process. Any other adult co-resident must submit a separate application.

Unit \_\_\_\_\_ Date \_\_\_\_\_

### **APPLICANT**

Full Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Cell # \_\_\_\_\_ Work # \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License/ID # \_\_\_\_\_ State \_\_\_\_\_

#### **Current Address:**

Street \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates: From (month/yr) \_\_\_\_\_ to \_\_\_\_\_ Monthly Amount \$ \_\_\_\_\_ Last Rent Paid (month) \_\_\_\_\_

Owner/Manager of Property \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

#### **Previous Address:**

Street \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates: From (month/yr) \_\_\_\_\_ to \_\_\_\_\_ Monthly Amount \$ \_\_\_\_\_ Last Rent Paid (month) \_\_\_\_\_

Owner/Manager of Property \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

#### **Current Employment:**

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Occupation/Position \_\_\_\_\_ Dates: From (mth/yr) \_\_\_\_\_ to \_\_\_\_\_ Monthly Salary \_\_\_\_\_

\*Other Type on Any Income: \_\_\_\_\_ Amount per week or month \_\_\_\_\_

#### **Previous Employment:**

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Occupation/Position \_\_\_\_\_ Dates: From (mth/yr) \_\_\_\_\_ to \_\_\_\_\_ Monthly Salary \_\_\_\_\_

Full Name	Social Security #	Relationship	Date of Birth

Name: _____	Name: _____
Relationship: _____	Relationship: _____
Address: _____	Address: _____
City/State: _____	City/State: _____
Phone: _____	Phone: _____

Company Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Present Balance \$ \_\_\_\_\_ Monthly/Weekly Payments \$ \_\_\_\_\_ Type of Loan/Credit \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Present Balance \$ \_\_\_\_\_ Monthly/Weekly Payments \$ \_\_\_\_\_ Type of Loan/Credit \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Present Balance \$ \_\_\_\_\_ Monthly/Weekly Payments \$ \_\_\_\_\_ Type of Loan/Credit \_\_\_\_\_

[illegible]

### Additional Information

	YES	NO
1. Have you ever had any credit issues?		
2. Have you ever had an unlawful detainer filed against you?		
3. Have you ever been evicted for non-payment of rent for any reason?		
4. Have you ever filed bankruptcy?		
5. Have you ever been convicted for selling, possessing, or distributing drugs?		
6. Will you be using any water-filled furniture in your residence?		
7. Do you have rental's insurance?		
Please explain any "YES" answers in more detail: _____		
_____		
_____		
_____		
8. When do you plan to move in?		

### Pet Information

Do you have any pets? Yes \_\_\_\_\_ No \_\_\_\_\_

Type \_\_\_\_\_ Breed \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

**A current digital photo of pet sent to Natalia Pidgorodetska, via email to nataliapidgoro@gmail.com or text to 859-499-0800, is required before application is complete.**

BY SIGNING THIS APPLICATION, I hereby understand and agree that the statements made on are true and correct and hereby authorize owner's periodic verification of credit, income, and references to include but not limited, unlawful detainer and bounced check(s) and agrees to furnish additional credit references upon request. I (we) understand that giving incomplete or false information will cause the rejection of this application. If any information is found to be false at a later date, this will be ground for termination of tenancy.

I (we) hereby apply to rent the \_\_\_\_\_ for \$ \_\_\_\_\_/month and upon approval of my application and signed lease, I (we) agree to pay the first month's rent of \$ \_\_\_\_\_ and a security deposit in the amount of \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**\*\*If Rental application and additional forms included in complete rental application is completed online, electronic/typed signature upholds same privileges and legal binding properties as a physical signature.**

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### **Authorization for Release of Information**

I authorize MPN Properties, LLC, to verify my application for credit purposes. I authorize any creditor, landlord, and previous/current employer to release information from my file about my rental/credit history to MPN Properties, LLC. This includes records on my payment history and any violations of my lease or occupancy policies.

Group or Individual That May be Asked:

The groups or individuals that may be asked to release information include, but are not limited to:

- Banks and other financial institutions
- Past and previous employers
- Previous and present landlord(s) (including public housing authorities)
- Other creditors

Conditions:

I agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file in the management office and will stay in effect for a year and one month from the date signed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## Rental Verification Form

Applicant: Please complete **ONLY** BOLDED ITALICIZED sections.

***Rental Company Name:*** \_\_\_\_\_

***Rental Company Address:*** \_\_\_\_\_

***Rental Company Telephone Number:*** \_\_\_\_\_

***Applicant(s) Name:*** \_\_\_\_\_

***Address of unit Rented:*** \_\_\_\_\_

Dates applicant rented from you:

From: \_\_\_\_\_ To: \_\_\_\_\_ Has applicant given proper notice of vacate? \_\_\_\_\_

Will applicant be breaking their lease? \_\_\_\_\_ How many people resides/reside with application? \_\_\_\_\_

What is/was applicant's rent? \_\_\_\_\_ Is/was the resident receiving subsidized housing assistance? \_\_\_\_\_

If yes, what type? \_\_\_\_\_

**1. Rent Payment:**

- a. Is/was applicant current on rent? \_\_\_\_\_
- b. Has applicant ever been late paying rent? \_\_\_\_\_
- c. If late, how often? \_\_\_\_\_
- d. Have you ever begun eviction proceeding for non-payment? \_\_\_\_\_
- e. Did applicant ever have NSF payment? \_\_\_\_\_

**2. Caring for the unit:**

- a. Did the applicant ever damage rental unit or common areas? \_\_\_\_\_
- b. If so, did applicant pay for the damages? \_\_\_\_\_
- c. Will/Did you keep ay of the security deposit? \_\_\_\_\_

**3. General:**

- a. Does/Did applicant permit persons other than those on the lease to live in the unit? \_\_\_\_\_
- b. Does/Did applicant interfere with the rights and quiet enjoyment of other residents? \_\_\_\_\_
- c. Does/Did applicant create any physical or social hazards to the unit or to other residents? \_\_\_\_\_
- d. Has applicant ever given you any false information? \_\_\_\_\_
- e. Would you rent to this applicant again? \_\_\_\_\_
- f. If not, why? \_\_\_\_\_

I hereby authorize and request my landlord to furnish the above information which is accessory in determining eligibility for the housing.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

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## **Employment Verification Form**

Applicant: Please complete **ONLY** BOLDED ITALICIZED sections.

***Place of Employment:*** \_\_\_\_\_

***Address of Employment:*** \_\_\_\_\_

***Applicant's Name:*** \_\_\_\_\_

***Applicant's Social Security Number:*** \_\_\_\_\_

Applicant's Position: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Salary \$ \_\_\_\_\_

How long at current position: \_\_\_\_\_

Is this position full or part time? Full time: \_\_\_\_\_ Part time: \_\_\_\_\_

If part-time, how many hours per week? \_\_\_\_\_

Is this position temporary? \_\_\_\_\_

Other remarks:

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I hereby authorize and request my current, previous, and future employers to furnish the above information, which is necessary in determining eligibility for housing.

\_\_\_\_\_  
***Signature of Applicant***

\_\_\_\_\_  
***Date***