



**Real Estate Management – Sales**

2101 Wrocklage Avenue  
Louisville, Kentucky 40205  
(502) 459-7070 – Fax (502) 459-3680

[www.RobertMasseyCo.com](http://www.RobertMasseyCo.com)

# Leasing Information

## RESIDENT SELECTION GUIDELINES

When applying for housing with Robert Massey Company, the following information is considered:

- 1) Rental History
- 2) Credit History
- 3) Employment History/Income (monthly income must be at least 2 to 3 times the rent)

A rating system based on these three areas is used to determine if an applicant is eligible. Rental history comprises a majority of this rating. Applicants with insufficient credit can sometimes still qualify with strong rental and employment backgrounds. If a negative rental background is discovered, approval is very unlikely.

## GUARANTOR


The purpose of using a guarantor is to allow someone with a history which is insufficient to qualify on his/her own, the opportunity to rent from us. The option for an applicant to use a guarantor for approval is not given in all cases, depending on the applicant's history.

The criteria for the approval of a guarantor are the same as for any applicant but with a higher income requirement. The guarantor must have a verifiable income of at least 2 to 3 times the combined total of his/her rent or mortgage payment and the original applicant's rent. If this requirement is not met, that persons can still sign as a guarantor with an extra deposit equal to one months' rent, which may be used as the last month's rent.

In some cases an applicant may be given the option of paying an extra deposit equal to one month's rent to eliminate the need of getting a guarantor. Also in this case, this deposit may be used for the last month's rent.

Guarantors who do not live in the Louisville Metropolitan Statistical Area (MSA) are considered only if a deposit as described above is paid. The Louisville MSA consists of Jefferson, Bullitt, and Oldham counties in Kentucky, and Harrison, Clark, Floyd, and Scott Counties in Indiana.



 Equal Housing Opportunity



**Real Estate Management – Sales**

2101 Wrocklage Avenue  
Louisville, Kentucky 40205  
(502) 459-7070 – Fax (502) 459-3680

www.RobertMasseyCo.com

## **TERM OF THE LEASE**

Because real estate leasing is a seasonal business, the length of the lease is sometimes varied to accommodate this cycle. For example, a lease that begins January 1<sup>st</sup> would run through March of the following year in order for it to expire at a more favorable time. At certain times of the year, if requested, we might be able to offer a lease for less than a year. If such a lease is offered, there may be an additional monthly fee.

## **MAXIMUM NO RENT PERIOD AFTER APPROVAL OF APPLICATION**

We will hold a unit for up to 14 days once an application has been approved. The lease must begin on the 15<sup>th</sup> day regardless of occupancy date. If the rental unit is not in move-in condition at the time of approval, then the 14-day period may be extended.

## **OCCUPANCY GUIDELINES**

Robert Massey Company uses the two person per bedroom rule. So in a one-bedroom unit, the maximum number of occupants is two. In a two-bedroom, the maximum number of occupants is 4, etc.

## **PET POLICY**


At properties where pets are permitted, the following conditions apply:

- 1) No new pets are permitted. The pet must have resided with the applicant for at least one year prior to initial occupancy.
- 2) No puppies or kittens are permitted.
- 3) Pet weight limits for certain condos or houses may apply.
- 4) No known aggressive breeds of dogs are permitted.
- 5) Cats must be neutered or spayed and declawed.
- 6) A limit of two animals for each rental unit applies.
- 7) A deposit of \$400 for one pet or \$600 for two pets is required for our houses. A deposit of \$200 for one pet or \$300 for two pets is required for our apartments.

Because of the numerous smaller properties that Robert Massey Company manages and the limited amount of time that our leasing personnel have available to them for showing property, it is often necessary that we have multiple showings of a rental unit scheduled at the same time. When this occurs and more than one person states that he/she intends to submit an application, then as long as each applicant returns a completed application with the appropriate checks by the end of that business day or by a time specified by the leasing agent and made known to each party at the time of the showing, the applications will be considered equally.

Robert Massey Company adheres to the federal, state, and local Fair Housing laws, which stipulate, "It is illegal to discriminate against any person in housing practices because of race or color, national origin, religion, sex, familial status, or handicap (disability)."



 Equal Housing Opportunity



**Real Estate Management – Sales**

2101 Wrocklage Avenue  
Louisville, Kentucky 40205  
(502) 459-7070 – Fax (502) 459-3680

www.RobertMasseyCo.com

## **WHAT WILL I NEED WHEN I SUBMIT MY APPLICATION?**

Application Fee:       \$25.00 for an individual  
                              \$30.00 for a married couple  
                              \$20.00 per roommate or any occupant over again 18  
                              \$20.00 for a guarantor

Deposit:                 Security Deposit various +

Administrative Fee:   \$50.00 for an apartment  
                              \$100.00 for a house

For a house, it is acceptable to pay half of the total deposit at this time.

- APPLICATION FEES MAY BE PAID IN CASH. THE DEPOSIT MUST BE PAID BY CHECK OR MONEY ORDER, SEPARATE FROM THE APPLICATION FEE.
- IF AN APPLICATION IS NOT APPROVED, THE SECURITY DEPOSIT AND THE ADMINISTRATIVE FEE ARE REFUNDED.
- AT MOVE-IN, THE ADMINSTRATIVE FEE IS RETAINED BY ROBERT MASSEY COMPANY.
- APPLICATION FEES ARE NOT REFUNDED.

## **WHAT WILL I NEED AT THE LEASE CLOSING?**

Any applicable pet or extra rent deposits – Rent, which is pro-rated if lease does not begin on the 1<sup>st</sup> of the month – If after the 25<sup>th</sup> of the month, the pro-rated rent and the following month's rent are due at this time – For a house, the balance of deposit if not paid in full up front.



Equal Housing Opportunity