



# JQS, LLC Properties & 1999 Properties, LLC New Tenant Checklist

Applicant Name(s) \_\_\_\_\_  
 Property Address \_\_\_\_\_ Unit \_\_\_\_\_  
 Lease Begin \_\_\_\_\_ Lease End \_\_\_\_\_  
 Move In Date \_\_\_\_\_

Application Fee \_\_\_\_\_  
 Security Deposit \_\_\_\_\_  
 Rent \_\_\_\_\_  
 Rent (Month 1) \_\_\_\_\_  
 Pet Deposit \_\_\_\_\_  
 Other \_\_\_\_\_  
 Move In Special \_\_\_\_\_

- View Available Property with Property Manager
- Tenant and Co-signers fill out Application on Website (*Submitted Online*)
- Property Manager will review your application and approve / reject (*5 Days or Less*)
- Tenant will receive a welcome email with online account signin information (*donotreply@buildium.com*)
- Tenant will be required to pay agreed upon Security Deposit (*Submitted Online*)
- Tenants and Co-signers will receive lease paperwork (*Sign Electronically*)
- Property Manager will upload all signed documents (*Available Online*)
- Property Manager will establish a Move In Date

\* *The application fee is Non-Refundable*

\* *In consideration of the Management reserving said premises, it is understood that this deposit will be retained by the Management in the event that undersigned applicant does not lease and occupy subject premises.*

\* *The Management agrees that this deposit will be returned in full, in the event the Management elects not to lease the subject premises to the applicant.*

Application Website <https://jqsllcproperties.managebuilding.com/Resident/apps/rentalapp/?listingId=>

JQS & 1999 Website <https://jqsllcproperties.managebuilding.com>

Property Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Paul Cooper  
Manager  
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