



## Home-Based Business Application

To have a home-based business, residents must complete this form and return it to your community manager. Knox Hills will review the request and inform you of approval or denial, within 5-7 business days of submission.

The following requests will not be considered or approved:

- Any business that would require renovation or changes to a home.
- Any business that goes against policies set forth in the Knox Hills Resident Guide. For example, mechanical work on automobiles, pet boarding, etc.
- Any business that by state or local law must be performed in a properly licensed retail store. For example, hair and/or nail salon, tattoo parlor, etc.
- Any business requiring inspections from state and/or local entities to ensure compliance. This includes cooking and baking food items for resale.
- Any business that interrupts the quiet enjoyment of others living at Knox Hills, such as causing increased traffic and/or parking issues.

**Please initial:**

1. Residents must submit proof of renter's insurance that includes coverage for running a business from their home and any certificates/licenses legally required to operate the business. Resident must keep the insurance on the home the entire duration the business is being performed from the home. \_\_\_\_\_(initial)
2. Resident acknowledges that they must also receive final approval through Fort Knox MWR (502-624-2593) and AAFEES (502-942-0067) prior to running any business on the installation. \_\_\_\_\_(initial)
3. Residents must sign below acknowledging that they will fully comply with all rules and regulations set forth by Knox Hills and Fort Knox Installation Command. \_\_\_\_\_(initial)
4. Resident is fully aware that any damages resulting from operating this business will be the sole responsibility of the resident and will require full payment at the time damages are repaired by Knox Hills. Approval of home business will be immediately revoked until full payment is received by Knox Hills. \_\_\_\_\_(initial).
5. Residents shall indemnify and hold harmless Knox Hills from any and all claims, damages, fines, judgments, penalties, costs, liabilities or losses arising out of or in any way related to the creation and/or management of their home-based business.

**Please complete:** I \_\_\_\_\_(name) am seeking approval to have the following home business that will be run out of the home I rent at Knox Hills located at \_\_\_\_\_(Address).

Type of business: \_\_\_\_\_.

I have read and fully understand the above policies and procedures.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Manager Signature

\_\_\_\_\_  
Date

**For Office Use Only: Attach copy of renters insurance certificate**  
This request is \_\_\_Accepted\_\_\_ \_\_\_Denied\_\_\_ If denied, provide reason: \_\_\_\_\_

REV: 9/20/18

