

LEASE APPLICATION

Office: 125 Harrisburg Drive, Englewood, OH 45322

Please call between Mon – Fri 9 am – 4 pm

Mgr: 937-603-8333 Fax: 937-832-1443

PLEASE TELL US ABOUT YOURSELF

First name _____ Middle name _____ Last name _____
Other names used _____ e-mail: _____
Date of birth _____ Social Security # _____
Home phone: () _____ Work phone: () _____ Cell: () _____
Facebook page: _____

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)

Current address _____ City _____ State _____ Zip _____
Month/Year Moved In _____ Reason for leaving _____ Rent \$ _____
Owner/Agent _____ Phone () _____

Previous address _____ Reason for leaving _____ Rent \$ _____
Owner/Agent _____ Phone () _____

Previous address _____ Reason for leaving _____ Rent \$ _____
Owner/Agent _____ Phone () _____

PLEASE DESCRIBE YOUR CREDIT HISTORY

Have you declared bankruptcy in the past seven (7) years? Yes _____ No _____
Have you ever been evicted from a rental residence? Yes _____ No _____
Have you had two or more late rental payments in the past year? Yes _____ No _____
Have you ever willfully or intentionally refused to pay rent when due? Yes _____ No _____
List current financial obligations? (Car payment, alimony, child support, etc.): _____

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION

Your Status: ___ Full Time ___ Part Time ___ Student ___ Unemployed ___
Employer _____
Dates employed _____
Employed as _____
Supervisor Name _____ Phone () _____
Salary \$ _____ Per ___ Week ___ @ 2 weeks ___ Month (If employed by above less than 12 months) give name & phone of previous employer or school. _____

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application:

Amount \$ _____ Source/Contact Name: _____
Telephone (____) _____

DRIVER'S LICENSE, VEHICLE AND BANK ACCOUNT INFORMATION

Your Driver's License Number: _____ State _____

Vehicle: Make: _____ Year: _____ License Plate# + State: _____

Bank Accounts:

Bank Name _____ Type of Account _____ Account Number _____

OTHER PERSONS LIVING IN UNIT OR VISITING ON A REGULAR BASIS WILL BE:

Name: _____ date of birth: _____ ss# _____
Name: _____ date of birth: _____ ss# _____
Name: _____ date of birth: _____ ss# _____

Has any occupant been a plaintiff or defendant in any lawsuits in the last seven years?
Yes _____ no _____ What court? _____

Describe issue _____

Is any occupant on parole, probation, or post release control? Yes _____ no _____

Who? _____ What court? _____ Charge? _____

Do you or any other occupant have any history of drug offenses, sex offenses, or any felony convictions?
Yes _____ no _____ Name(s) of person(s) charged? _____

Are you or any other occupant listed on the sexual offender list in any state? Yes _____ no _____

ADDITIONAL INFORMATION:

List all pets (type, weight, breed) _____
Pets MUST BE PRE-APPROVED by management in writing. Any pet that is or becomes a nuisance or dangerous to other residents will be banned from property. Resident will still be responsible for the remaining terms of the lease. **ALL RESIDENTS ARE REQUIRED TO MAINTAIN RENTERS INSURANCE**

PERSONAL REFERENCES: (other than parents)

Name _____ Address _____ City _____
State _____ Zip code _____ Phone () _____ Relationship _____

Name _____ Address _____ City _____
State _____ Zip code _____ Phone () _____ Relationship _____

In case of emergency, notify: _____ Relationship: _____ Home
phone: () _____ cell: () _____ work phone: () _____
Or notify: _____ Relationship: _____
Home phone: () _____ cell: () _____ work phone: () _____

In the event of serious illness, death, or court order, are persons above authorized to enter your residence and remove contents? Yes: _____ no: _____

I hereby apply to lease one unit and agree that the rental is to be payable the first day of each month in advance. I agree to permit an investigation and release of information of my credit, tenant history, personal, criminal background, banking and employment information for the purposes of renting an apartment and collections activities if required with Plaza Apartments or its assigns. I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with acquaintances. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that the application fee of \$30 per adult is non-refundable. The above information, to the best of my knowledge, is true and correct. Falsification will result in the forfeiture of application fees and any deposits to compensate for losses. All deposits/down payments presented to landlord are non-refundable if application is approved and applicant decides not to reside with us. Until execution and delivery of an agreement to the applicant(s), the lessor reserves the right to reject this application for any reason other than those that would violate the Fair Housing Act.

Any concessions are void and full amounts will be charged if lessee moves before lease agreement expires.

Applicant _____ Date _____ Applicant _____ Date _____

AUTHORIZATION TO RELEASE INFORMATION

Date_____

To Whom It May Concern,

I do hereby authorize _____ to obtain information concerning my past and present credit, rental, criminal, and employment history from the date of my signature for the application and approval process for housing with the above mentioned company and any time after for collection activities. I hereby authorize any of the following sources including but not limited to:

- (1) Credit reporting agencies
- (2) Public or privately owned utility companies
- (3) Governmental agencies and housing authorities
- (4) Current or past landlord's, references, employers or creditors, to release any said information to the above named party. I hereby release any of the above sources, their officers, agents, or employees from liability for damage of any kind whatsoever, whether it be cause by negligence or not, which at any time result to be my reason of compliance with the above mentioned inquires, which may include the answering of specific questions and the giving of any information concerning my present or past record.

Additionally, I give the above named party permission to copy and submit this form as needed for the purpose of processing my rental application or to continue to get information for credit collections.

Signed _____.

Name _____.

Address _____.

_____.

Home phone () _____ Cell () _____

Date of birth _____

Social Security # _____.

Note: If Joint accounts, both parties must sign

Signed _____

Name _____.

Address _____.

_____.

Home phone () _____ Cell () _____.

Date of birth _____.

Social Security # _____.

OFFICE CHECKLIST

	Required Information	Recvd	Comments
	Completed Tenant Application		
	Co-Applicant if applicable		Name:
	Authorization to release info		
	Credit Report		
	Background/Criminal Report		
	License Plate(s) #		
	Driver's License		
	SS Copy For All In Household		
	Birth Certificate Copy For All In Household		
	Income/Employment Verification		
	Rental Verifications		
	Personal References		
	Lease Agreement		
	Pictures of Pets		
	Pet Addendum		
	Pet Name 1		
	Pet Name 2		
	Insect Addendum		
	Community Policies		
	Move In Inspection Report		
	Parking Assignment if Applicable		
	Application Fee Amt/Ck or MO #		
	Security Deposit Amt/Ck or MO #		
	Base rent		
	Pet Fee if applicable		
	Pet Deposit if applicable		
	Prorated Rent if applicable		
	Move-In Date		
	Move-Out Date		
	Lease Extension(s)		New Rent Amt:
	Emergency Contact Names	Phone #	Addresses
	Current Employer	Phone #	Addresses
	Government Assistance Info	Phone #	Addresses
	Other Concession		