

# APPLICATION & OFFER TO RENT/LEASE REAL PROPERTY

This section to be filled out by leasing agent only:

Community: Carriage Court

Leasing Agent: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Apartment #	Move-in Date	Security Deposit	Rental Rate	Move-in Special
		\$	\$	

Type of Pet	Pet Name	Pet Weight	Pet Deposit	Pet Rent	Utilities Paid by Resident
			\$	\$	Electric, Cable, Phone, Water, Sewer, Trash

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### Instructions to Applicant:

Please use black or blue ink. Each applicant must show satisfactory identification and one month's worth of pay-stubs at the time this application is submitted for processing.

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**APPLICANT'S PERSONAL DATA:** Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Full Name	Social Security Number	DL or State ID Number	State	Birth Date

All other names by which you have been known: \_\_\_\_\_

**SPOUSE'S PERSONAL DATA:** Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Full Name	Social Security Number	DL or State ID Number	State	Birth Date

All other names by which you have been known: \_\_\_\_\_

**MINORS TO OCCUPY THE PREMISES:** Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Full Name	Relationship	Age	Occupation

**APPLICANTS EMPLOYMENT OR INCOME HISTORY:** (List ALL employers for the past 2 years. Start with present.)

Company Name or Source of Income	Address Please include city & zip	Phone Number	Position	Dates	Gross Monthly Income

**RESIDENCE HISTORY:** (List ALL residences for the past 2 years. Start with present.)

Street Address and Apartment #	City	State	Zip	Dates	Rent	Landlord Name & Phone #
					\$	
					\$	
					\$	
					\$	



**BANKING INFORMATION:**

Bank Name	Branch	Phone Number	Account Number	Date Opened	Present Balance

DO YOU HAVE ANY PETS? YES  NO  (Keeping of pets requires a pet deposit, pet fee, and pet rent)

Type	Breed

NEAREST RELATIVE: (Not living with you)

Full Name	Relationship	Address	Phone Number

IN CASE OF EMERGENCY NOTIFY:

Full Name	Relationship	Address	Phone Number

VEHICLES:

Make	Model	Year	Color	License Number & State

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Y N

Has any civil judgment been entered against you for the collection of a debt in the past 10 years?		
Do you have or intend to have water filled furniture in the apartment home?		
Do you have or intend to have any pets in the apartment home?		
Have you filed for bankruptcy in the past 10 years?		
Have you been evicted or refused to pay rent for any reason?		
Have you ever possessed, sold, or used illicit drugs or narcotics in or about your residence?		
Have you or any person anticipated to occupy the premises ever been convicted of any criminal offense (misdemeanor or felony)?		
Have you or any person anticipated to occupy the premises ever been part of a plea agreement relating to any criminal activity?		
Have you or any person anticipated to occupy the premises ever been arrested, accused, detained, convicted, or otherwise involved in any sex related crime?		
Do you or any person anticipated to occupy the premises have any outstanding warrants?		
Are you or any person anticipated to occupy the premises now or have ever been listed on any sex offender list?		
Do you or any person anticipated to occupy the premises have any pending case or action relating to any type of criminal offense?		
Have you or any person anticipated to occupy the premises ever been arrested, or have any criminal record not previously disclosed above?		

If you answered "yes" to any of the above questions, please explain:

HOW DID YOU HEAR ABOUT OUR COMMUNITY? \_\_\_\_\_  
 HOW LONG DO YOU EXPECT TO STAY? \_\_\_\_\_

KEEPING OF PET REQUIRES CONSENT OF MANAGEMENT, PAYMENT OF APPLICABLE FEES/DEPOSITS, AND EXECUTION OF PET ADDENDUM. HANDICAP ASSISTANCE ANIMALS USED FOR DISABILITIES ARE NOT CONSIDERED PETS.

The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, prohibits discrimination in the rental of housing based on race, color, religion, sex, handicap, familial status or national origin. The Federal Agency, which administers compliance with this law, is the U.S. Department of Housing and Urban Development.

This is to inform you that as part of our procedure for processing your application, an Investigative Consumer Report may be prepared whereby information obtained through personal interviews with your landlord, employer, or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics, mode of living and credit report. You have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation (Fair Credit Reporting Act). I/We hereby agree, in the event of the approval of this application, to execute a lease in accordance with the terms set forth in this rental application and my/our rental liability shall commence on \_\_\_\_\_, 201\_\_ pursuant to the terms of the lease. That if I/We fail to sign the lease and/or pay agreed rental, Security deposit, utility fees, or other required charges as shown in this rental application the \$\_\_\_\_\_ holding fees accompanying this application shall be retained by landlord as liquidated damages and I/We agree to this amount being retained by landlord as a reasonable estimate of actual damages to landlord if I/We fail to perform as stated above after approval. I/We understand that the holding fees accompanying this application are non-refundable after forty-eight (48) hours. Owner and/or agent for the owner reserves the right to reject this application and to refuse possession of the above mentioned accommodation. I/We have read the foregoing; certify that the information herein is TRUE and CORRECT, that this application is submitted for the purpose of inducing approval of this application in my/our behalf. Any "yes" or "no" question unanswered shall be considered a "yes".

BY SIGNING THIS APPLICATION, YOU DECLARE THAT ALL OF YOUR RESPONSES ARE TRUE AND COMPLETE AND AUTHORIZE AGENT OF LESSOR TO VERIFY THIS INFORMATION, REFERENCES, AND CREDIT RECORDS AND PERFORM A CRIMINAL BACKGROUND CHECK. ANY FALSE STATEMENT ON THIS APPLICATION CAN LEAD TO REJECTION OF YOUR APPLICATION OR IMMEDIATE TERMINATION OF YOUR LEASE.

_____	_____	_____
Date	Applicant's Signature	Applicant's Name PRINTED
_____	_____	_____
Date	Applicant's Signature	Applicant's Name PRINTED



**Carriage Court**  
11580 Olde Gate Drive  
Springdale, OH 45246  
PHONE: 513-772-6623  
FAX: 513-772-6625

## **QUALIFICATIONS FOR RESIDENCY**

### **APPLICATION TO RENT**

1. Each person 18 years of age or older must complete and sign a separate application to occupy the apartment.
2. The fee for the application processing is \$\_\_\_\_\_ for each applicant.
3. All applications must be returned to the office with a separate check or money order for the deposit if you intend to hold a specific apartment home.
4. All information on the application must be legible, factual, and verifiable.
5. If applicant provides ANY FALSE information, the application will be considered void and the applicant(s) will be denied an apartment.
6. Management requires an original, valid Driver's License or government issued Photo Identification Card to be shown after an application is approved. In the event an applicant(s) does not have a Social Security Number, then they should have a document from Immigration and Naturalization Services showing proof of permanent residency or authorization to work.

**WE DO NOT ACCEPT CASH: ALL MOVE IN FEES MUST BE PAID BY MONEY ORDER OR CASHIER'S CHECK. PROCESSING FEES AND HOLDING DEPOSIT MAY BE PAID BY PERSONAL CHECK.**

### **Qualifying Criteria**

#### **INCOME**

1. Verifiable gross monthly household income must be no less than three (3) times the total rent. Acceptable documents for income verification include pay stubs (2), Social Security, pension, trust fund, support checks, bank statements or tax returns.

#### **RENTAL HISTORY**

1. Current telephone numbers and addresses must be provided for the purpose of contacting current and/or former landlords.
2. Mortgage payment history is acceptable as a rental history.
3. Any unlawful detainer action (eviction) against applicant(s) will be cause for denial.

#### **CREDIT HISTORY**

1. Applicants to be in good standing with all existing creditors.
2. Bankruptcies must be discharged. Any unpaid judgments/liens and collections/charge offs can be grounds for denial of application
3. Any questions about information received from credit reporting agencies is to be directed to the credit reporting agency for further discussion.

#### **CRIMINAL BACKGROUND SEARCH**

1. Carriage Court will conduct a criminal background search. It is our policy not to lease to applicants who have been arrested or convicted of certain felonies or misdemeanors. Prior to final acceptance of any applicant, our Criminal Search vendor will search for criminal background information on each applicant. If a report is found, it will be compared to our pre-selected criteria and a determination regarding whether an applicant meets our criteria will be made. If your application is rejected based upon our pre-selected criteria, you will be given the name, address and telephone number of the consumer reporting agencies which provided your criminal information to us. An applicant rejected for an unsatisfactory criminal

background is encouraged to obtain a copy of the criminal report, correct any erroneous information that may be on the report and submit a new application to this community for further consideration.

**CO-SIGNERS**

1. Co-signers may be accepted only for the purpose of meeting the income criteria and/or credit criteria.
2. Co-signers will be required to pass the qualifying criteria and submit a \$\_\_\_\_\_ processing fee.
3. Co-signers must sign "Guarantor of Lease Agreement" as provided by Management.

**OCCUPANCY STANDARDS**

1. The following describes limits on the number of occupants per apartment:

One Bedroom	No more than (2) persons
Two Bedroom	No more than (4) persons

**PET RESTRICTIONS**

Residents are permitted to have pets in their apartment with written permission from management. No more than two (2) pets are permitted per apartment. Carriage Court does not allow the following breeds of dogs, or mix of, to live in or visit our community. Carriage Court also prohibits mammals, reptiles, birds, rodents or insects.

Akita	Doberman	Mastiff
American Staffordshire Terrier	Elkhound	Newfoundland
Bloodhound	Eskimo	Pitbull
Bulldog (American & English)	Great Dane	Sheepdog
Cane Corso	Husky	St. Bernard
Chow Chow	Hybrid Wolf Mix	Staffordshire Bull-Terriers
Dalmatian	Malamute	Rottweiler

**ADDITIONAL INFORMATION**

All applicant(s) must submit a completed application, processing fee(s), and the required deposit to reserve the apartment of choice. This deposit amount holds the apartment from the active rental market while the application is processed. Please carefully read the following:

**I understand that the deposit will be refundable only if I cancel this application within two (2) days of submitting the rental application or if my application is denied. In the event I am approved for occupancy and after a period of 48 hours of said apartment being held, the deposit will then be cashed and held on applicants' account. Application processing fees are not refundable.**

I have read and understand the criteria by which my application will be reviewed and I authorize the management to obtain my credit history, and also to request any other reports relative to employment, resident history, and public records.

_____ Applicant Name (PRINT)	_____ Signature	_____ Date
_____ Applicant Name (PRINT)	_____ Signature	_____ Date
_____ Applicant Name (PRINT)	_____ Signature	_____ Date

# **Carriage Court**

## **LANDLORD RENTAL VERIFICATION**

Name of Landlord or Landlord Company: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Resident(s): \_\_\_\_\_

Resident Address: \_\_\_\_\_

*I hereby authorize Carriage Court to obtain any information requested and to hold all parties harmless from any liability in the release of information.*

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*A former or current resident at your community has applied for an apartment with our community. Please complete the information below and return this form at your earliest convenience. Thank you.*

1. Move In Date: \_\_\_\_\_ Move Out Date: \_\_\_\_\_

2. Lease Expiration Date: \_\_\_\_\_

3. Amount of Monthly Rent: \_\_\_\_\_

4. Was rent paid on time and as agreed? \_\_\_\_\_ If "No", how many late pays: \_\_\_\_\_

5. Is there money owed at this time? \_\_\_\_\_

6. Number of occupants: \_\_\_\_\_

7. Was proper notice given to vacate? \_\_\_\_\_

8. Would you re-rent to this person? \_\_\_\_\_ If "No", please explain: \_\_\_\_\_

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\_\_\_\_\_  
*Printed Name of Landlord*

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

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\_\_\_\_\_  
*Landlord or Office Signature*