

# Application For Residency

FULL NAME (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MI) \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
 DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_  
 OCCUPATION \_\_\_\_\_ ANNUAL GROSS INCOME \_\_\_\_\_  
 CO-APPLICANT (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MI) \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_  
 VEHICLES: TYPE \_\_\_\_\_ COLOR \_\_\_\_\_ MAKE \_\_\_\_\_ STATE \_\_\_\_\_ LICENSE # \_\_\_\_\_

### LIST OTHERS WHO WILL RESIDE IN APARTMENT ON A PERMANENT BASIS:

NAME: \_\_\_\_\_ RELATIONSHIP TO APPLICANT: \_\_\_\_\_ AGE: \_\_\_\_\_  
 NAME: \_\_\_\_\_ RELATIONSHIP TO APPLICANT: \_\_\_\_\_ AGE: \_\_\_\_\_  
 NAME: \_\_\_\_\_ RELATIONSHIP TO APPLICANT: \_\_\_\_\_ AGE: \_\_\_\_\_

### APPLICANT INFORMATION

**PRESENT ADDRESS:**  
 STREET: \_\_\_\_\_ APARTMENT #: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 RENT OR OWN? \_\_\_\_\_ DATES: \_\_\_\_\_ MONTHLY PAYMENT: \_\_\_\_\_  
 LANDLORD/LENDER: \_\_\_\_\_ STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ PHONE # TO LANDLORD: \_\_\_\_\_  
**PREVIOUS ADDRESS:**  
 STREET: \_\_\_\_\_ APARTMENT #: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 RENT OR OWN? \_\_\_\_\_ DATES: \_\_\_\_\_ MONTHLY PAYMENT: \_\_\_\_\_  
 LANDLORD/LENDER: \_\_\_\_\_ STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ PHONE # TO LANDLORD: \_\_\_\_\_  
**CURRENT EMPLOYER:**  
 NAME: \_\_\_\_\_ STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 EMPLOYMENT DATE: \_\_\_\_\_ POSITION: \_\_\_\_\_ SALARY: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
**CO-APPLICANTS EMPLOYER:**  
 NAME: \_\_\_\_\_ STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 EMPLOYMENT DATE: \_\_\_\_\_ POSITION: \_\_\_\_\_ SALARY: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
**PREVIOUS EMPLOYER:**  
 NAME: \_\_\_\_\_ STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 EMPLOYMENT DATE: \_\_\_\_\_ POSITION: \_\_\_\_\_ SALARY: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_  
**OTHER INCOME:**  
 TYPE OF OTHER INCOME: \_\_\_\_\_ SOURCE/BANK: \_\_\_\_\_ AMOUNT PER MONTH: \$ \_\_\_\_\_  
 TYPE OF OTHER INCOME: \_\_\_\_\_ SOURCE/BANK: \_\_\_\_\_ AMOUNT PER MONTH: \$ \_\_\_\_\_  
**RELATIVES/EMERGENCY CONTACT (NOT RESIDING WITH YOU):**  
 (1) NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
 (2) NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
**PET INFORMATION (MUST BE UNDER 25 LBS!)**  
 TYPE: \_\_\_\_\_ BREED: \_\_\_\_\_ WEIGHT: \_\_\_\_\_  
 KEEPING OF PET REQUIRES CONSENT OF MANAGEMENT, PAYMENT OF APPLICABLE FEES/DEPOSITS, AND EXECUTION OF PET ADDENDUM  
 HANDICAPPED ASSISTANCE ANIMALS USED FOR DISABILITIES ARE NOT CONSIDERED PETS.

How did you hear about our property? \_\_\_\_\_

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's 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 \_\_\_\_\_ 20\_\_\_\_ 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 applications the \$\_\_\_\_\_ holding fees accompanying this applications 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 failed to perform as stated above after approval. I/We also do not believe the loss of this holding fee is an unfair trade practice if I/We fail to perform as stated above after approval. I/We understand that the holding fees accompanying this application are non-refundable. Owner and/or agent for the owner reserves the right to reject this application and to and refuse possession of the above-mentioned accommodation. I/We have read the forgoing; 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".

HAVE YOU EVER BEEN CONVICTED OF OR PLED GUILTY OR "NO CONTEST" TO ANY FELONY OR MISDEMEANOR?  
 YES [ ] NO [ ]

HAVE YOU EVER BEEN CONVICTED OF OR PLED GUILTY OR "NO CONTEST" TO A SEXUAL OFFENSE?  
 YES [ ] NO [ ]

IF YES, PLEASE EXPLAIN, PROVIDING THE LOCATION, DATE AND NATURE OF THE OFFENSE: \_\_\_\_\_

BY SIGNING THIS APPLICATION, YOU DECLARE THAT ALL OF YOUR RESPONSES ARE TRUE AND COMPLETE AND AUTHORIZE AGENT OF THE 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. It is acknowledged and agreed that during the tenancy all persons occupying the premises will be legally residing within the United States.

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_



**The Commons**  
10645 Springfield Pike  
Cincinnati, Ohio 45215  
513-772-7140  
FAX: 513-772-4649

## **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 \$50.00 for each applicant.
3. All applications must be returned to the office with a separate \$100.00 holding 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 AND Social Security Card to be shown when application is submitted. 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, 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) or foreclosure filed against applicant(s) will be cause for denial.

#### **CREDIT HISTORY**

1. Applicants to be in good standing with all existing creditors.
2. Bankruptcies filed within the last two (2) years and/or any unpaid judgments/liens will be grounds for denial of application. Unpaid collections/charge offs less than two (2) years old will also be grounds for denial of application.
3. Any questions about information received from credit reporting agencies are to be directed to the credit reporting agency for further discussion.

#### **CRIMINAL BACKGROUND SEARCH**

1. The Commons 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.
2. Co-signers will be required to pass the qualifying criteria and submit a \$50.00 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 the two (2) pets are permitted per apartment. The Commons does not allow the following breeds of dogs, or mix of, to live in or visit our community.

Aikita	St. Bernard	Bloodhound	Mountain Dog
Great Dane	Dalmation	Eskimo	Mastiff
Chow Chow	Husky	Elkhound	Newfoundland
Pitbull	Hybrid Wolf Mix	Mallamute	Sheepdog
Doberman	Bulldog		

**ADDITIONAL INFORMATION**

All applicant(s) must submit a completed application, processing fee(s), and a minimum of \$100.00 holding deposit to reserve the apartment of choice. This amount holds the apartment from the active rental market while the application is processed. Please carefully read the following:

**I understand that the holding deposit will be refundable only if I cancel this application within (3) days of submitting the rental application. In the event I am approved for occupancy of said apartment the holding deposit will be credited towards the security deposit. If my application is denied, I understand that the holding deposit will be returned to me. 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
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