

Print this application and fill out completely. Bring the UNSIGNED application to the Community Management Office, along with the application fee and most recent pay stub. Call for the fee amount.

Property code: \_\_\_\_\_

Application for address: \_\_\_\_\_

**Application for Rental  
PLAZA PROPERTIES, Inc.**

***If accepted as a resident, this application will become part of your lease. If this application is falsified in any manner, the Lease may become null and void at the discretion of Plaza Properties, Inc.***

How did you hear about us? \_\_\_\_\_ If Resident, Please give Name \_\_\_\_\_

Have you previously resided with Plaza Properties? If yes: Community \_\_\_\_\_ Address \_\_\_\_\_

<b>Applicant's full name:</b> _____		DOB:	_____	SS#	_____
Drivers lic #	_____	State	_____	Marital Status	_____
Phone#	_____	Email	_____		
<b>Spouse's full name:</b> _____		DOB	_____	SS#	_____
Drivers lic #	_____	State	_____		
Phone#	_____	Email	_____		

**Other occupants- All occupants over 18 are required to apply and qualify under the Criminal History criteria**

Name _____	Relationship _____
Name _____	Relationship _____
Name _____	Relationship _____
Name _____	Relationship _____

**Pet Information: Dogs are NOT PERMITTED at MANY of our properties (size and breed restrictions apply- see lease))**

Do you have a pet? Yes  No  If yes, what type of pet: \_\_\_\_\_ Size: \_\_\_\_\_ (lbs)

**Residential History- if at present address less than five years, please include previous**

<b>Present Address</b>			
_____	City _____	State _____	Zip _____
Apartment Name _____	<b>or</b> Mortgage Holder _____		
Address _____	City _____	State _____	Zip _____
Phone# _____			
Move-in date _____	Move-out date _____	Monthly payment \$ _____	
Reason for moving _____			
<b>Previous Address</b>			
_____	City _____	State _____	Zip _____
Apartment Name _____	<b>or</b> Mortgage Holder _____		
Address _____	City _____	State _____	Zip _____
Phone# _____			
Move-in date _____	Move-out date _____	Monthly payment \$ _____	
Reason for moving _____			

**PLEASE ANSWER BY CHECKING YES OR NO AND INITIAL**

Have your or your co-applicant ever been threatened with an eviction, received a notice to leave a rental property or a 3-day notice to leave, pursuant to Ohio Revised Code Section 1923.04, from a leased premises?

Yes  No  \_\_\_\_\_ initials Yes  No  \_\_\_\_\_ initials

Have you or your co-applicant ever been convicted of, or plead guilty or no contest to, any criminal offense(s) (other than a minor traffic violation) or had any criminal offense(s) disposed of other than by acquittal or finding of "not guilty"? Yes  No  \_\_\_\_\_ initials Yes  No  \_\_\_\_\_ initials

Have you or your co-applicant ever been convicted of a sexual offense that requires mandatory address registration with any Federal, State or Local law enforcement agency?

Yes  No  \_\_\_\_\_ initials Yes  No  \_\_\_\_\_ initials

Do you or your co-applicant have charges pending against you for any criminal offense(s)?

Yes  No  \_\_\_\_\_ initials Yes  No  \_\_\_\_\_ initials

**Employment History Verification of income is required**

<b>Present Employer:</b>			
_____	Address _____	City _____	State _____ Zip _____
Phone# _____	Employment Date _____		
Position: _____	Supervisor _____	Net Monthly Income \$ _____	
<b>Spouse's Employer</b>			
_____	Address _____	City _____	State _____ Zip _____
Phone# _____	Employment Date _____		
Position: _____	Supervisor _____	Net Monthly Income \$ _____	
<b>Previous Employer</b>			
_____	Address _____	City _____	State _____ Zip _____
Phone# _____	Employment Date _____		
Position: _____	Supervisor _____	Net Monthly Income \$ _____	

**Personal References**

In case of emergency, contact: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Please list 3 other personal references:

Name _____	Relationship _____	Phone # _____
Name _____	Relationship _____	Phone # _____
Name _____	Relationship _____	Phone # _____

**Credit Information:**

**Bank Name:** \_\_\_\_\_ **Branch:** \_\_\_\_\_  
 Do you have a savings account? Yes  No  Checking account ? Yes  No   
**Auto Loans:**  
 Loan company: \_\_\_\_\_ Mo.Payment \$ \_\_\_\_\_ year \_\_\_\_\_ make/model \_\_\_\_\_  
 Loan company: \_\_\_\_\_ Mo.Payment \$ \_\_\_\_\_ year \_\_\_\_\_ make/model \_\_\_\_\_  
**Name(s) Credit Cards:**  
 1.) \_\_\_\_\_ 3.) \_\_\_\_\_  
 2.) \_\_\_\_\_ 4.) \_\_\_\_\_

Have you or your co-applicant ever declared bankruptcy? Yes  No  initials \_\_\_\_\_ Yes  No  initials \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_

**Vehicle Information:**

Year \_\_\_\_\_ Make/Model \_\_\_\_\_ Color \_\_\_\_\_ License tag # \_\_\_\_\_  
 Year \_\_\_\_\_ Make/Model \_\_\_\_\_ Color \_\_\_\_\_ License tag # \_\_\_\_\_

The management relies on the information given above to be complete and accurate in order to process your application in a timely manner. *Any false statements, misrepresentations, inaccurate information or failure to supply the data requested above may serve as a rejection of your application or grounds for an eviction action if later discovered to be false, misrepresented, inaccurate or incomplete information.* By signing the application you are authorizing the use of any credit reporting/screening agencies to verify credit and validate accuracy of all information recorded above. *Your signature authorizes the management and the credit reporting/screening agencies to later exchange credit information for collection or skip tracing purposes.* I/We provide \$ \_\_\_\_\_ as a non-refundable screening fee, on the premises listed below. Under no circumstances will screening fee be returned to the applicant(s).

I/We understand that the admin fee deposit will be retained by the management if this application is approved and I accept the terms of the approval and I am unable to fulfill the conditions of occupancy. I/We acknowledge that the Landlord will suffer damages as a result of the processing of this application and holding the specified unit off the market.

**BY SIGNING BELOW, I HEREBY CONSENT AND AGREE TO GIVE MANAGEMENT \$ \_\_\_\_\_ AS A NON-REFUNDABLE ADMIN FEE ONCE APPLICATION IS APPROVED. I UNDERSTAND AND AGREE THAT IF I DO NOT SIGN A LEASE OR FAIL TO MOVE IN FOR ANY REASON, OTHER THAN MANAGEMENT EXERCISING DISCRETION TO NOT RENT UNIT BEING HELD, THIS ADMIN FEE WILL BE FORFEITED BY ME, AND I WILL RECEIVE NO REFUND OF THE ADMIN FEE.**  
**INITIALS** \_\_\_\_\_

IT IS UNDERSTOOD BY THE APPLICANT(S) THAT THIS APPLICATION IS PRELIMINARY ONLY AND INVOLVES NO OBLIGATION OF THE OWNER OR OWNER'S AGENT TO APPROVE THIS APPLICATION OR TO DELIVER OCCUPANCY OF AN APARTMENT.

I/We understand that occupancy of the apartment is limited to persons identified on this agreement. I/We remain responsible for all occupants, guests and invitees to my apartment. Management shall have the right to terminate any lease if any occupant is not approved per this application. I/We warrant that all of the representations in this application are true and correct. I/We agree to submit to Lessor valid photo identification (such as a state driver's license or acceptable alternative).

In compliance with the Fair Credit Reporting Act, I/We understand that a consumer credit report will be made which may include information as to my character, general reputation, personal characteristics and mode of living. The nature and scope of the investigation requested may include information obtained through personal interviews concerning residence verification, marital status, number of dependants, employment, occupation, habits, reputation and mode of living.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

I acknowledge receipt of Lead Paint Disclosure information (where applicable) \_\_\_\_\_ initials \_\_\_\_\_ initials \_\_\_\_\_

**Office Use Only**

Application taken by \_\_\_\_\_ Today's Date \_\_\_\_\_ Time \_\_\_\_\_  
 Community \_\_\_\_\_ Address: \_\_\_\_\_  
 Type Apartment \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_  
 Admin Fee \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ Balance due \$ \_\_\_\_\_  
 Application Fee Collected \$ \_\_\_\_\_  
 Occupancy date: \_\_\_\_\_ Lease starting date: \_\_\_\_\_ Lease term: \_\_\_\_\_  
 Special Comments: \_\_\_\_\_