



The Real Property Solutions Team
(P) 614-300-2900 ~ (F) 614-300-3020

THANK YOUR FOR YOUR INTEREST IN OUR RENTAL PROPERTY!

*We understand that moving is a big step, and you are anxious to get your application approved! To help speed things up, we have listed the requirements that will get your application processed as quickly as possible! **Please note, once all required documentation is received, we will begin the approval process as quickly as possible, however it can take up to 48 hours to approve an application.***

Property Address: _____

****YOUR APPLICATION CANNOT BE PROCESSED WITHOUT ALL REQUIRED INFORMATION****

EVERY ADULT THAT IS 18 & OVER WHO WILL BE RESIDING AT THE PREMISES MUST FILL OUT AN APPLICATION AND MUST BE NAMED IN THE LEASE AND IS REQUIRED TO SIGN THE LEASE. NO EXCEPTIONS

*****Please initial next to each item upon completion*****

- ___ Please complete the attached Rental Application in full
- ___ Please **ONLY** print your name and sign the bottom of the Employment Verification Request
- ___ Please **ONLY** print your name and sign the bottom of the Rental Verification Request
- ___ A copy of all applicants Driver's License is required
- ___ **Proof of income is required:**
 - If any applicants are currently working, a copy of the most recent Pay Stub is required.
 - If you are including Social Security, Disability, or Child Support as part of your income, please include documentation showing this income.
 - If you are self-employed, a profit and loss statement and two years tax returns is required.
- ___ All intended occupants under the age of 18 must be listed with name and date of birth on application
- ___ Each applicant agrees to pay a \$40 non-refundable application processing fee which is due at the time of presenting application to management company
- ___ A \$100 holding fee is required upon application. Upon approval, holding fee will apply towards security deposit
- ___ Once application is approved, full deposit is due within 48 hours .

I have completed the rental application, signed the employment verification and rental verification forms. I understand that my application will not be processed until all required information is given.

Print Name

Signature

Date

****YOUR APPLICATION CANNOT BE PROCESSED WITHOUT ALL REQUIRED INFORMATION****



3971 Hoover Rd Ste 275, Grove City, OH 43123
(614) 300-2900 • FAX (614) 300-3020

RENTAL APPLICATION

FOR OFFICE USE ONLY
Suspend Marketing
Pets are
Do they have a pet:
Monthly Rent
Security Deposit
Move-In Special

DATE:

PREMISES ZIP

Desired Date of Occupancy Minimum Years of Occupancy Expected

APPLICANT INFORMATION

APPLICANT Last First Initial Applicant SSN Date of Birth
Current Address Street City State Zip
Home Phone Mobile Phone E-mail
Drivers License Number Emergency Contact: Name Phone
Vehicle Make & Type Color Year License Number

CO-APPLICANT Last First Initial Co-applicant SSN Date of Birth
Current Address Street City State Zip
Home Phone Mobile Phone E-mail
Drivers License Number Emergency Contact: Name Phone
Vehicle Make & Type Color Year License Number

NAMES OF OTHERS THAT WILL BE LIVING WITH YOU:
1. DOB
2. DOB 3. DOB

PRESENT LANDLORD: Name Does your landlord know you are moving? yes no
Phone Fax E-mail
How long have you lived at your present address? Rent Paid \$ What is the reason for moving from your present address?
Former Address When and how long did you live there?
Landlord Rent Paid
Phone Fax E-mail

EMPLOYMENT INFORMATION

APPLICANT'S EMPLOYER Address Phone Ext.
Length Of Time Employed Supervisor Approximate Monthly Income Position Held
If Less Than One Year Give Previous Employer Address Phone
Length Of Time Employed Supervisor Approximate Monthly Income Position Held
CO-APPLICANTS EMPLOYER Address Phone Ext.
Length Of Time Employed Supervisor Approximate Monthly Income Position Held
If Less Than One Year Give Previous Employer Address Phone
Other Sources of Income:

PETS

Do you currently have a pet living with you? Pets: Dog Cat Other _____

Pet 1) Type _____ Breed _____ Weight _____

Pet 2) Type _____ Breed _____ Weight _____

Pet 3) Type _____ Breed _____ Weight _____

If a pet is permitted a \$250.00 per pet deposit is required, and the monthly rent is increased by \$25.00 per pet.

REFERENCES

BANK

Name of Bank _____ Address _____ Account # _____

Name of Bank _____ Address _____ Account # _____

PERSONAL

Name _____ Address _____ Phone Number _____

Name _____ Address _____ Phone Number _____

Name _____ Address _____ Phone Number _____

I was referred to you by _____

GENERAL INFORMATION

List Other Vehicles: (state make, year, license number)

1. _____ 2. _____

Have you ever been evicted from a rental property? No Yes Give details including property address and date _____

Have you ever declared bankruptcy? No Yes Date: _____ Explain _____

Have you ever been charged or convicted of a felony? No Yes If yes Explain: _____

Do you intend to purchase a home in the near future? No Yes If so, how soon? _____

NOTICE

Ohio's Sex Offender Registration and Notification Law: Ohio's Sex Offender Registration and Notification Law requires the local sheriff to provide written notice to certain members of the community if a sex offender resides in the area. The notice provided by the sheriff is a public record and is open to inspection under Ohio's Public Records Law. Therefore, you can obtain information from the sheriff's office regarding the notices that have been provided pursuant to Ohio's sex offender notification law.

Ohio Fair Housing Law: It is illegal, pursuant to the Ohio Fair Housing Law, Division (H) of Section 4112.02 of the Revised Code and Federal Fair Housing Law, 42 U.S.C.A. 3601, to refuse to sell, transfer, assign, rent, lease, sublease, or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations, or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status, ancestry, handicap, or national origin, or to so discriminate in advertising the sale or rental of housing, in the financing of housing, or in the provision of real estate brokerage services.

It is also illegal, for profit, to induce or attempt to induce a person to sell or rent a dwelling by representatives regarding the entry into a neighborhood of a person or persons belonging to the protected classes.

ONLY COMPLETE APPLICATIONS WILL BE PROCESSED

A non-refundable \$40 processing fee per adult is due with the application. This processing fee cannot be applied to rent, pet fee, holding fee or security deposit due. The undersigned does hereby agree and consent that all information stated on this application may be verified. The applicant hereby authorizes Real Property Solutions of Ohio, LLC, with Keller Williams Premier Realty to conduct any investigation necessary, including but not limited to, rental history, employment history, credit history, financial history and civil and criminal background checks. The applicant also agrees that all information pertaining to their rental record can be released for future verification. The applicant hereby releases all parties from liability in connection with this provision and use of such information. In signing this rental application, the applicant certifies that all information is complete and accurate. If any misrepresentation, omission, or falsification is discovered, it will constitute grounds for denial to rent the property applied for and forfeiture of holding fee and security deposit, or eviction from the property if it was rented to you. Upon application a holding fee of \$100.00 is due. The property applied for cannot be held for the applicant until the entire holding fee is paid. After the holding fee is paid, should the applicant decide not to rent the premises the holding fee will be forfeited to the landlord. Once the applicant signs a lease and takes occupancy, the holding fee shall be held as a security deposit pursuant to the lease.

I hereby acknowledge receipt of a copy of this application agreement. I agree that landlord may terminate any agreement entered into in reliance on any misstatement made above. I declare, under penalty of perjury, all of the above information to be true and correct, to the best of my knowledge.

Applicant Signature: _____ Co-Applicant: _____



RENTAL VERIFICATION

TENANT NAME: _____
CURRENT ADDRESS: _____
ORIGINAL MOVE IN DATE: _____
LEASE DATES: _____
WAS PROPER NOTICE GIVEN: _____
MONTHLY RENT: _____
RENT ON TIME: _____ HOW MANY LATES: _____ NSFS: _____
ANY PETS: _____ TYPE: _____ COMPLAINTS: _____
WOULD YOU RE-RENT: _____
WAS DEPOSIT RETURNED: _____
OTHER COMMENTS: _____

LANDLORD PRINT

LANDLORD SIGNATURE DATE

The below referenced individual(s) has/have applied for an apartment/house at Keller Williams Premier Realty. Please complete the rental history and fax back to 614-300-3020 or email to Jessica@RPSofOhio.com.

I/We have applied for an apartment/house through The Real Property Solutions Team at Keller Williams Premier Realty. We authorize you to provide Keller Williams Premier Realty the information requested above. A faxed copy of this request may be accepted as the original.

PRINT NAME

PRINT NAME

SIGNATURE DATE

SIGNATURE DATE



The Real Property Solutions Team

(P) 614-300-2900 ~ (F) 614-300-3020

EMPLOYMENT VERIFICATION REQUEST

Applicant Please Print and Sign Only Bottom

DATE: _____

To Whom It May Concern:

_____ has applied to rent a property with Keller Williams Premier Realty and has named you as their employer. Would you please provide us with the following information as verification of employment and salary? Please be assured that any information furnished to us by you will be kept in strict confidence. You may complete and return this form by fax to our office at 614-300-3020.

Thank you,

Kevin Coffey, Property Manager
The Real Property Solutions Team

EMPLOYER TO COMPLETE:

Date of Employment: _____

Position: _____

Salary Verification Per Year: \$ _____

Probability of Continued Employment: _____

Person Filling Out This Form: _____

Title of Person Filling out this Form: _____

I _____ authorize the release of this information to Keller Williams Premier Realty.

Signature

Date



The Real Property Solutions Team

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EMPLOYMENT VERIFICATION REQUEST

Applicant Please Print and Sign Only Bottom

DATE: _____

To Whom It May Concern:

_____ has applied to rent a property with Keller Williams Premier Realty and has named you as their employer. Would you please provide us with the following information as verification of employment and salary? Please be assured that any information furnished to us by you will be kept in strict confidence. You may complete and return this form by fax to our office at 614-300-3020.

Thank you,

Kevin Coffey, Property Manager
The Real Property Solutions Team

EMPLOYER TO COMPLETE:

Date of Employment: _____

Position: _____

Salary Verification Per Year: \$ _____

Probability of Continued Employment: _____

Person Filling Out This Form: _____

Title of Person Filling out this Form: _____

I _____ authorize the release of this information to Keller Williams Premier Realty.

Signature

Date