



# RENTAL APPLICATION

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| FOR OFFICE USE ONLY                      |                           |
|--|---------------------------|
| UNIT ID _____                            | PID _____                 |
| Processing Fee \$ _____                  |                           |
| Base Rental Rate \$ _____                | /Addt'l \$ _____          |
| Holding Fee/Sec Dep \$ _____             |                           |
| Date _____                               | Approve/Refuse/Canc _____ |
| Comments _____                           |                           |
| Person making decision _____             |                           |
| Notified of decision _____               |                           |
| Holding Fee to be paid _____             |                           |
| Date Holding Fee Rcvd _____              |                           |
| Lease Signing Date & Time _____          |                           |
| Notified unit rented/Refused letter sent | <input type="checkbox"/>  |

Today's Date \_\_\_\_\_ Time Application Submitted \_\_\_\_\_  AM  PM

Premises \_\_\_\_\_ Date Occupancy Desired \_\_\_\_\_

When and how did you view this property? Date \_\_\_\_\_  Appointment with property manager  Office Key  Appointment with current tenant

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

### APPLICANT INFORMATION

Applicant \_\_\_\_\_ Applicant SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First Initial

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Marital Status  Single  Married  Separated  Divorced

Email \_\_\_\_\_ May we use your e-mail for written correspondence?  No  Yes

Spouse \_\_\_\_\_ Spouse SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First Initial

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_ May we use your e-mail for written correspondence?  No  Yes

### OTHER OCCUPANTS

1) Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

2) Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

3) Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

4) Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

### RESIDENTIAL REFERENCES

Present Landlord \_\_\_\_\_ Does your landlord know you are moving?  No  Yes

Address \_\_\_\_\_ Landlord's Phone \_\_\_\_\_ Fax \_\_\_\_\_

How long have you lived at this property? \_\_\_\_\_ Rent Paid \$ \_\_\_\_\_ Reason for moving? \_\_\_\_\_

### EMERGENCY CONTACT

In case of an emergency, contact \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

### EMPLOYMENT INFORMATION

Applicant's Employer \_\_\_\_\_ Phone \_\_\_\_\_ Length of Employment \_\_\_\_\_

Approximate Monthly Income \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_

If less than one year give previous employer \_\_\_\_\_ Length of Previous Employment \_\_\_\_\_

Spouse's Employer \_\_\_\_\_ Phone \_\_\_\_\_ Length of Employment \_\_\_\_\_

Approximate Monthly Income \_\_\_\_\_ Supervisor's Name \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_

If less than one year give previous employer \_\_\_\_\_ Length of Previous Employment \_\_\_\_\_

**PETS**

Will you have a pet living with you?  Yes  No If Yes: How Many? \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_

Species:  Dog  Cat Other \_\_\_\_\_

If a pet is permitted the monthly rent will be increased by \$50.00.  
\*\*Size and breed restrictions may apply. Please ask to see pet addendum\*\*

**VEHICLE INFORMATION**

Total number of vehicles that will be parked at the applied for property: \_\_\_\_\_

1) Type \_\_\_\_\_ Color \_\_\_\_\_ Make/Model \_\_\_\_\_ Lic. Plate \_\_\_\_\_

2) Type \_\_\_\_\_ Color \_\_\_\_\_ Make/Model \_\_\_\_\_ Lic. Plate \_\_\_\_\_

**GENERAL INFORMATION**

1) Have you, or anyone who will reside at this property, ever been convicted of a sexual offense that requires mandatory address registration with Federal, State or Local law enforcement agencies?  No  Yes

2) Have you, or anyone who will reside at this property, ever been convicted of, or pleaded 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 an acquittal or a finding of "not guilty"?  No  Yes

3) Do you, or any one who will reside at the property, have charges pending against you for any criminal offense(s)?  No  Yes

4) Have you, or your co-applicant even been evicted from a property, threatened with an eviction from any leased premises, received notice to leave a rental property, or received a 3 day notice to leave pursuant to the Ohio Revised Code Section 1923.04?  No  Yes

If you answered yes to any of the above four (4) questions , please explain: (attach addt'l page if needed) \_\_\_\_\_

**APPLICANT AUTHORIZATION**

- 1) The management relies on the information given above to be complete and accurate in order to act on my/our application in a timely manner. Any false statements, misrepresentations, inaccurate information or failure to supply the data requested above may serve as rejection of my/our application, or grounds for an eviction action if later discovered to be false, misrepresented, inaccurate, or incomplete information.
- 2) By signing the application, I/we authorize the use of any credit reporting/screening agencies to verify credit, validate and accuracy of all information recorded above. Further, my/our signature authorized the management and the credit reporting/screening agencies to later exchange credit information and access my/our credit report in the event of default of the lease agreement for collection or skip tracing purposes.
- 3) A non-refundable processing fee (per applicant or per legally married couple) is due with the application. This processing fee cannot be applied to rent, pet privilege fee, holding fee or security deposit due. Applications are processed on a first come first serve basis. Should Myers Real Estate have more than one valid application on this property at the same time, the first completed application will be primary. The primary application is not considered complete without the non-refundable processing fee and this completed application. If my/our application is a back-up application, the non-refundable application fee is not due until my/our application becomes primary. At which time I/We must pay the non-refundable fee within 1 business day from the time I/We are notified that I/We are primary application. If not paid within 1 business day my/our application will become void.
- 4) Applications will be processed upon receipt of the non-refundable processing fee and a completed application. However, a decision cannot be made until proof of income and rental history verification is received. If the proof of income is not provided at the time of the application, the applicant(s) agrees to provide the necessary information within two (2) business days of the date on the application. Should the applicant not fulfill this request within this defined time, the application will be void and other potential applicants could be considered.
- 5) I/We understand the holding fee will be retained by the property owner should I/we become unable to fulfill the conditions of occupancy. I/We acknowledge the property owner will suffer damages as a result of the processing of this application and holding the specified unit off the market. Upon execution of the lease agreement, the holding fee will be applied towards the security deposit.
- 6) By signing this application, I/We warrant all of the representation in this application to be true and correct. I/We also understands the information provided on this application shall survive approval of this application, and execution of a lease agreement.
- 7) I/We understand occupancy of the property is limited to the persons identified on this application. I/We remain responsible for all occupants, guests, and invitees to the specified property.
- 8) I/We agree to submit a copy of a valid photo identification (such as a state driver's license, state ID, passport, etc) with the filing of this application.
- 9) I/We acknowledge the ability to obtain gas, electric, and/or water/sewer services in my/our name for the specified property should the application be approved . Approved applicants must provide the proof and/or account numbers to Myers Real Estate at or before the lease agreement signing in order to execute a lease agreement.

In compliance with the Fair Credit Reporting Act, I/we understand 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, martial status, number of dependants, employment, occupation, habits, reputation and mode of living.

The term "Lessor" shall include the Owner-Landlord and Myers Real Estate, as managing agent and any affiliate, agent or employee thereof.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant \_\_\_\_\_ Date \_\_\_\_\_

Myers Real Estate Representative \_\_\_\_\_ Date \_\_\_\_\_