



## Rental Application Procedures

Before we can begin to process your Rental Application, we must have the following:

- A Rental Application for each occupant 18 years or older who will be residing in the apartment.
  - Any omission, errors or falsifications may result in denial of the Rental Application or terminate applicant(s) right to occupancy.
- Signed Authorization for Release of Information.
- Submit the Application Fee
  - Application Fee of \$35.00 for one person.
  - Application Fee of \$5.00 per additional adult over the age of 18.
  - Any applicant under the age of 21 is required to have a co-signer with good credit over the age of 21
- Include proof of income and/or sufficient funds.
  - Copy of current pay stub reflecting year-to-date earnings or employment offer letter on company letterhead.
  - If self-employed, W-2, prior year federal tax return statement, or bank statement reflecting 3 months of recent activity is acceptable.
- If you have filed bankruptcy in the last 7 years, proof of discharge and the list of debtors who were included in the bankruptcy must accompany the Rental Application.
- Copy of government-issued photo ID.

Once the Rental Application is approved, a premises hold fee equivalent to the first month's rent must be paid to reserve the apartment. Apartments can be reserved for 30-45 days prior to move-in.

Apartment keys will be given once all, if any, additional monies are paid, Standard Lease Agreement has been signed, move-in inspection has been conducted, and utilities have been transferred into tenant's name.

**Thank you for choosing AIY Properties!**



P.O. Box 771160, Lakewood, OH 44107

Suite: _____
Rent: _____

**GENERAL INFORMATION**

**\*items marked with asterisk must be filled in to run application**

Name\*: \_\_\_\_\_ Full Middle Name\*: \_\_\_\_\_ Last\*: \_\_\_\_\_

Co-Tenant Name (A separate application is needed): \_\_\_\_\_

Current Address\*: \_\_\_\_\_ City\*: \_\_\_\_\_ Zip\*: \_\_\_\_\_

Date of Birth\*: \_\_\_\_\_ Social Security Number\*: \_\_\_\_\_

Current Home Phone Number: \_\_\_\_\_ Cell Phone Number\*: \_\_\_\_\_

Current Fax Number: \_\_\_\_\_ Current Email Address: \_\_\_\_\_

How long have you lived at this current address? \_\_\_\_\_ years \_\_\_\_\_ months

Name of current landlord: \_\_\_\_\_ Landlord's Phone Number: \_\_\_\_\_

Current Monthly Rent: \_\_\_\_\_ **Have you ever been served an eviction notice?\*** \_\_\_\_\_

If less than two years at current address, please list prior address: \_\_\_\_\_

How long were you at the above address? \_\_\_\_\_ years \_\_\_\_\_ months

**Have you ever been convicted of a felony?\*** \_\_\_\_\_ If yes, when? \_\_\_\_\_

**EMPLOYER INFORMATION**

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

**Monthly Income\***: \_\_\_\_\_ Other income: \_\_\_\_\_

**BANKING INFORMATION**

Checking Account Number: \_\_\_\_\_ Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Savings Account Number: \_\_\_\_\_ Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

**Have you ever filed for bankruptcy before?\*** \_\_\_\_\_ If yes, when? \_\_\_\_\_

**AUTOMOBILE INFORMATION**

Drivers License/State ID Number\*: \_\_\_\_\_ State of Issue\*: \_\_\_\_\_

Make & Model of Vehicle: \_\_\_\_\_ Year: \_\_\_\_\_

Own or Lease (circle) Lender: \_\_\_\_\_ Loan Balance: \_\_\_\_\_

**PERSONAL REFERENCE/CREDIT**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

**I understand that a non-refundable application fee of \$35.00 will be collected to cover the cost of processing the application and obtaining a criminal background and credit report.**

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

How did you hear about us?
_____
_____
_____
_____

<b>OFFICE USE</b>
Actual Move-In Date: _____ App accepted: _____
Application Fee Paid: _____ App denied: _____
Deposit Paid: _____ Check #: _____



**CREDIT REPORT**  
**TENANCY**  
**RELEASE OF INFORMATION**

I hereby authorize AIY Properties LLC or other authorized representatives of the company, within one year of the date signed below, to obtain any information in your files pertaining to my employment, military, credit, law enforcement, medical or educational records including, but not limited to academic achievement, attendance, personal history and disciplinary records. I hereby direct you to release such information upon request of the bearer. I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, law enforcement agency, lending institution, consumer reporting agency, information databases, or retail business establishments including its officers, employees, or other related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs or associates, because of your compliance with this authorization and request to release information, or any attempt to comply with it or the nature of information you provide. This release is executed with the knowledge and understanding that the information will be used in connection with the consideration of my tenancy by AIY Properties. Should there be any questions as to the validity of this release, you may contact me as indicated below.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

SSN: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ DRIVERS LIC #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

PREVIOUS CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_