

Shaker Village Rental Communities
2800 Mall Drive North, Sandusky, Ohio 44870
Phone: (419) 621-8200 Fax: (419) 624-8200

RENTAL APPLICATION

Unit Type Requested _____ **Date Needed** _____

Screening Fee: \$50.00 (Please Note! This Fee is non refundable)
APPLICANTS MUST BE 21 YEARS OF AGE
NON SMOKING
NO PETS

Applicants Name: _____ **Phone:** _____
Drivers License Number: _____ Social Security Number: _____
Current Address of Applicant: _____ City: _____ State: _____ Zip: _____
Move in Date: _____ Length of Residency: _____ Monthly Housing Cost: _____
Email Address: _____

Current Landlord: _____ **Phone:** _____

Spouse's Name: _____ **Phone:** _____
Drivers License Number: _____ Social Security Number: _____

Previous Landlord: _____ **Phone:** _____
Previous Address of Applicant: _____ City: _____ State: _____ Zip: _____
Move in Date: _____ Length of Residency: _____ Monthly Housing Cost: _____

Name of Applicants Employer: _____ **Phone:** _____
Name of Supervisor: _____
Business Address: _____ City: _____ State: _____ Zip: _____
Length of Employment: _____ Position: _____ Gross Income (monthly): _____
***(Please include copies of a month's worth of paycheck stubs to verify income)**

Previous Employer: _____ **Phone:** _____
Business Address: _____ City: _____ State: _____ Zip: _____
Length of Employment: _____ Position: _____ Gross Income (monthly): _____

Spouse's Employer: _____ **Phone:** _____
Business Address: _____ City: _____ State: _____ Zip: _____
Length of Employment: _____ Position: _____ Gross Income (monthly): _____

Other Sources of Income and amounts to household members such as alimony, social security, child support, wages etc.
Member: _____ Source: _____ Gross Income: _____
Member: _____ Source: _____ Gross Income: _____
***(All sources of income must be verified by paycheck stubs, vouchers, or court orders)**

INFORMATION ON ALL THOSE WHO WILL OCCUPY THE APARTMENT **(INCLUDING APPLICANTS)**.

Name	Birthdate	Sex	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Bank References:

Savings: Name: _____ Address: _____
Checking: Name: _____ Address: _____
Loans: Name: _____ Address: _____

Credit References:

Name: _____ Balance: _____ Payment: _____
Name: _____ Balance: _____ Payment: _____

Vehicles:

Make: _____ Model: _____ Year: _____ Color: _____ Lic.: _____
Make: _____ Model: _____ Year: _____ Color: _____ Lic.: _____

In an Emergency, Notify: _____ Phone: _____

Relationship: _____ Address: _____ City: _____ Zip: _____

Have you ever been evicted? YES/NO When: _____ Where: _____

Why are you vacating you present place of residence? _____

Have you ever been convicted of a crime? YES/NO If yes, explain _____

Rental Criteria

1. Below are our some of our guidelines for renting apartments:
 - A. Bankruptcy within the last 3 years is automatic disqualification.
 - B. Eviction within the last 4 years is automatic disqualification.
 - C. You must gross 3.5 times the monthly rent and be employed in Northern Ohio or have verifiable pension, social security, or retirement.
 - D. Good credit and background history is a necessity for approval of this application. A minimum credit score of 600 is required but does not guarantee approval. Any prior landlord collections are automatic disqualification.
 - E. We will not allow a co-signer for any of the above criteria.
 - F. If you are not a U.S. citizen, we require a copy of your passport and visa.
2. A copy of your driver’s license is required to complete your application.

** All application approvals are at the discretion of Shaker Village Management based on the above criteria.

In signing this application, I certify that the above information is correct and complete and I authorize Shaker Village Rental Communities to make the inquiries necessary to process my application and verify above information. I also understand that falsified or incomplete information is sufficient grounds for rejection of my application. If any information supplied on this application is later found to be false, this is grounds for termination of tenancy.

If this application is approved, applicants will have 48 hours from time of notification of an available unit to return and make any deposits required by owner/agent. If applicants fail to make the deposits within that time, they will deemed to have refused the unit and the next application for the unit will be processed.

Applicant’s Signature: _____ **Date:** _____

Spouse’s Signature: _____ **Date:** _____

Please make checks payable to: Shaker Village Rental Communities

ANY APPLICATION THAT IS NOT COMPLETE CANNOT BE APPROVED

APPLICANT APPROVAL CRITERIA

Management will not discriminate against on the basis of race, color, religion, sex, familial status, or origin.

Identification

Before leaving the office to begin a tour, a valid Driver's License or other type of valid photo identification is required per visitor. The I.D. must be left in the office during the property tour and will be returned at the conclusion of the tour.

Rental Application

A non-refundable application fee of \$50.00 per person is required at the time of completion. A rental application must be completed by anyone 21 years of age or older who will be residing in the apartment. Each applicant must have a social security number, green card, or non-expired working or student visa. In addition, the rental application must be completed in its entirety.

Occupancy Standards

No more than two occupants per bedroom may occupy the apartment. Any new household members must be approved in writing from the office prior to occupancy.

Employment Status

Current employment and income are verified for income.

Income Status

The income listed by the applicant must be sufficient to meet the income standard set by management. Applicant's gross income must meet the minimum of 3.5 times the amount of rent charged for the unit desired. Acceptable income verification will be required and verified.

Past Residency

Prior rental history is researched to ensure that the applicant paid rent on time and did not have any lease violations at their prior residence. Any collection from a past landlord is automatically denied. Any eviction actions are automatically denied.

Past Credit History

A credit report provided by a Credit Reporting Service will be processed and verified to be in good standing. An acceptable Credit score of at least 600 is required but does not guarantee approval. Both past and current credit is evaluated. An unsatisfactory credit report can disqualify an application if it reflects past or current bad debts, late payments or unpaid bills, utility balances,

court judgements, or open bankruptcies. Property management record owing a balance or prior eviction is automatic denial.

Criminal History

A criminal background check will be completed. Final approval is completely at the discretion of Shaker Village. An application is automatically declined if a felony conviction is evident, including drug-related felony offences. An application is also denied if a conviction is evident for any of the following:

- Two or more DUI offenses within five years of application date,
- One or more domestic violence offenses within seven years of application date,
- And/or one or more misdemeanor drug offenses within seven years of application date
- Registered Sex Offender

Co-signer

Co-signers are not permitted under any circumstance.

An initial or full security deposit will be collected to hold the apartment/home. Once approved for move-in, all remaining funds must be paid at lease signing with all utilities in the resident's name at move-in.

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