

# RENTAL APPLICATION



**BHG Real Estate  
Property Management**  
601 W. Fair Avenue

Circle one that applies  
Voucher, Section 8, outside assistance

**CHECK LIST**  
\*Valid ID  
\*Two month proof of Income  
\*Credit Score above 450  
\*No Criminal charges within 3 years  
\*No debts to previous landlord  
\*\$30.00 application fee for each adult  
\*Vouchers and Section 8 accepted

## APPLICANT INFORMATION:

\_\_\_\_\_  
Last First Middle Date: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

How long at this address? \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Drivers License # or State ID: \_\_\_\_\_

**EMPLOYMENT HISTORY: Must show one months proof of income** Email: \_\_\_\_\_

Currently Employed by: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Full-time  Part-time Position Held: \_\_\_\_\_  
*Circle one*

How Long: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_  
Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ How Long? \_\_\_\_\_

## SPOUSE/CO-APPLICANT INFORMATION:

\_\_\_\_\_  
Last First Middle

Birthdate: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Drivers License # or State ID: \_\_\_\_\_

## EMPLOYMENT HISTORY:

Employed by: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Full-time  Part-time Position Held: \_\_\_\_\_  
*Circle one*

How Long: \_\_\_\_\_ Salary: \_\_\_\_\_ per \_\_\_\_\_  
Previous Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ How Long? \_\_\_\_\_

**OTHER INCOME:** (List source and amount) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER HOUSEHOLD MEMBERS:**

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

Marital Status:  **Single**  **Married Date**  **Divorced**

**Former Full Names Used:**

\*\*\*\*No Pets\*\*\*\*

**CREDIT REFERENCES:** (minimum three required)

Name	Address	Account Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PREVIOUS ADDRESS OF APPLICANT:** (over last five years, starting with present address)

**Must have contact information**  
From \_\_\_\_\_ To \_\_\_\_\_

Address or Complex Name	Landlord	Phone #	From	To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PERSONAL REFERENCES:** (minimum three required)

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

**GENERAL INFORMATION:**

Nearest Relative **not** residing with you:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

In case of emergency, or if you become unable to look after your affairs, is this person authorized to dispose of or remove any or all belongings from the apartment?  Yes  No

Has an eviction action been filed in court on you or co-applicant in the last five years?  Yes  No

If yes, give date(s) and explain: \_\_\_\_\_

## Verification of Rental History

To: \_\_\_\_\_

We are requesting verification of rental history for the individual named below, who states they are a present or former tenant.

Please complete the information and fax to : **614-635-2668** or email to **Krystal-Kaneff@bighill.com**

Thank you for your cooperation.

Cordially,

Krystal Kaneff

Realtor / Property Manager

Better Homes and Gardens Bighill

I hereby Authorize you to release information

regarding the tenancy to the inquiring landlord.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

Rental History of \_\_\_\_\_

Date moved in \_\_\_\_\_ Moved out \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

Was rent paid on time: Yes or No Number of times late: \_\_\_\_\_

What utilities included in rent? \_\_\_\_\_

Number of persons living in unit: \_\_\_\_\_ Was everyone on the lease yes or no

Did tenant follow all rules and regulations Yes or No

Complaints from other tenants? If so explain \_\_\_\_\_

Any Damages to unit? If so explain \_\_\_\_\_

Any Pets? Yes or No Any pet violations? If so explain: \_\_\_\_\_

Over all Rating as a tenant: Good Fair Poor Explain: \_\_\_\_\_

Would you rent to them again: Yes or No Did they give notice to move? Yes or No

If previous tenant, did you return full security deposit? Yes or No

If not why? \_\_\_\_\_

Person providing information \_\_\_\_\_

Title \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever filed for bankruptcy?  Yes  No

If yes, give date(s) and explain: \_\_\_\_\_

Have you ever been charged with a felony?  Yes  No

If yes, give date(s) and explain: \_\_\_\_\_

Do you have a waterbed?  Yes  No (if yes, renter's insurance with waterbed rider required)

Automobiles, motorcycles, etc:

Make	Model	Year	Color	Style	License Plate #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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

Desired Move-in Date \_\_\_\_\_ Referred by: \_\_\_\_\_

**Any extra information the owner and property manager to know when process application?**

Applicant certifies the above information is true and accurate, and understands that false or incomplete information shall be cause for rejection of this application or termination of any subsequent rental agreements. I/we understand that only those persons named on the application are to reside in the apartment. Applicant has no objections to inquires being made by the Owner, Management agent, or screening service for the purpose of verifying any and all statements made herein and hereby gives consent for any or all institutes or persons noted to release any/all information needed to verify the information including, but not limited to, employers, financial institutes, police/sheriff departments, agencies, current and past landlords or employers, or credit bureaus, as is necessary to screen this application. All information hereon, and release above, will be kept confidential.

This application must be fully completed, signed and dated, and an application fee \$30.00 for one \$60.00 for two adults (cash or money order) made payable to Sladeco must accompany the completed application to be considered. Return completed application and fee to: **Better Homes and Gardens Real Estate Big Hill 601 W. Fair Avenue Lancaster OH 43130 Monday - Friday 9:00 am to 4:00 pm**

Accepted and Agreed to:

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Copies of ID Required

**Applications can take 1-2 weeks to process depending on verifications returned.**

**Contact Michael for Whittier Dr, Scenic Dr, E. Walnut St**

We appreciate your interest in tenancy. As part of our normal procedure for processing applications, a routine inquiry into your background may be made. This inquiry may include a review of current employment, credit report, driving record, civil and criminal litigation searches and general reputation within the community. Would you please read the following statement and indicate your agreement by signing below. I authorize all persons, business organizations, companies, corporations, landlords, banks, credit bureaus and law enforcement agencies to provide the landlord and/or its agents any information concerning my background. I release the landlord/management and its agents from any and all liability, responsibility, damages and claims of any kind whatsoever arising from this investigation of my background.

**TENANT MUST SIGN BELOW! ONE NAME PER FORM!!!!**

[Signature Line]		
Signature	Date	Date of Birth

Driver's license number	State	Social Security Number
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Current address INCLUDING ZIP CODE \_\_\_\_\_

Former address WITH ZIP CODE if the current address is temporary or resided in for less than 2 years. \_\_\_\_\_

**THE LANDLORD MUST COMPLETE THE FOLLOWING:**

PLEASE PRINT THE NAME, SSN AND DOB TO BE RESEARCHED BELOW: \*\*\*

FIRST AND LAST NAME \_\_\_\_\_

SSN \_\_\_\_\_ DOB \_\_\_\_\_

PRINT NAME OF LANDLORD \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

**UNTIL A SITE VISIT IS COMPLETE, ONLY A VERBAL REPORT IS AVAILABLE.  
PLEASE CALL THE OFFICE WITHIN 3 DAYS TO RECEIVE THE RESULTS.**