

APPLICANT SCREENING CRITERIA

We are working with neighbors and other landlords in this area to maintain the quality of the neighborhood. We want to make sure that people do not use rental units for illegal activity. To that end, we have a thorough screening process.

If you meet the application criteria and are accepted, you will have the peace of mind of knowing that other renters in this area are being screened with equal care, and as a result there may be a reduced risk of illegal activity occurring in the area.

Please review our list of criteria. If you feel you meet the criteria, please apply.

Please note that we do not discriminate on the basis of race, color, religion, sex, handicap, national origin, or familial status.

SCREENING CRITERIA

- 1. A COMPLETE APPLICATION:** One application for each adult (18 years or older) must be completed. If a line isn't filled in, or the omission explained satisfactorily, we will return the application to you.
- 2. TWO PIECES OF I.D. must be shown.** We require a photo I.D. (a driver's license or other government issued photo identification card) and a second piece of I.D. as well. Present with completed application.
- 3. RENTAL HISTORY VERIFIABLE FROM UNBIASED SOURCES:** If you are related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least two previous landlords (minimum of 2 years rental history), we will require a qualified Guarantor on your rental agreement. Qualified Guarantors must meet all applicant screening criteria. It is your responsibility to provide us with the information necessary to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. If you owned a home LLL rather than rented LLL you will need to furnish mortgage company references and proof of title of ownership or title transfer.
- 4. SUFFICIENT INCOME/RESOURCES:** If the monthly rent payments will exceed 28% of your gross monthly income (before taxes), we will require a qualified Guarantor on your rental agreement. If you are unable to obtain a qualified Guarantor, your rental application will be denied. You must be currently employed for at least one year or show a history of dependable employment with successive increase in each job move. We must be able to verify independently the amount and stability of your income. For example: through pay stubs, employer/source contact, or tax records. If self Employed: business license, tax records, bank records, and a list of client references. Please provide 2 consecutive pay stubs with application.
- 5. FALSE INFORMATION IS GROUNDS FOR DENIAL:** You will be denied rental if you misrepresent any information on the application. If the misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated.
- 6. CRIMINAL CONVICTIONS FOR CERTAIN TYPES OF CRIMES WILL RESULT IN DENIAL OF YOUR APPLICATION:** You will be denied rental if, in the last 6 years, you have had a conviction for any type of crime that would be

considered a serious threat to real property or to other residents' peaceful enjoyment of the premises, including the manufacture or distribution of controlled substances.

- 7. CERTAIN COURT JUDGEMENTS AGAINST YOU MAY RESULT IN DENIAL OF YOUR APPLICATION:** If, in the last 6 years, you have been through a court ordered eviction, or had any judgment against you for financial delinquency, your application will be denied. This restriction may be waived if there is not more than one instance, the circumstances can be justified, and you provide a qualified Guarantor on your rental agreement.
- 8. POOR CREDIT RECORD (OVERDUE ACCOUNTS) MAY RESULT IN DENIAL OF YOUR APPLICATION:** Occasional credit records showing payments within 0 to 30 days past due may be acceptable: payments past 90 days are not acceptable. Past due medical bills may be considered an exception.
- 9. POOR REFERENCES FROM PREVIOUS LANDLORDS MAY RESULT IN DENIAL OF YOUR APPLICATION:** You will be turned down if previous landlords report significant complaint levels of noncompliance activity such as: repeated disturbances of neighbors' peace, reports of prostitution, drug dealing, or drug manufacturing, damage to the property beyond normal wear, reports of violence or threats to landlords or neighbors, allowing persons not on the lease to reside on the premises, failure to give proper notice when vacating the property, or left any rental owing money. Also, you will be turned down if a previous landlord would be disinclined to rent to you again for any reason pertaining to lease violating behavior of yourself, your pets, or others allowed on the property during your tenancy.
- 10. THE FULL SECURITY DEPOSIT IS REQUIRED AT THE TIME THE APPLICATION IS SUBMITTED.** The amount of the Security Deposit will vary from apartment to apartment. If you withdraw your application after we have incurred screening expenses, we may not refund your full deposit. In all other cases, the deposit will be refunded. There is a \$69.00 application fee for a married couple and a \$49.00 application fee for all others. Each qualified Guarantor will also be required to pay \$69.00 for a married couple and \$49.00 for an individual.
- 11. WE WILL ACCEPT THE FIRST QUALIFIED APPLICANT:** This means, we will screen applicants in the order that the applications are received in our office. In no instance will we screen a 2nd applicant until a decision has been decided on the first applicant.
- 12. PETS:** Must be approved by Management. The maximum size is 28 pounds, 14 inches.

Fair Housing Statement

Ohio Revised Code 4735.55

It is illegal, pursuant to the Ohio Fair Housing Law, Division (H) of Section 4112.02 of the Revised Code and the Federal Fair Housing law, 42 U.S.C.A. 3601, as amended, 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 as defined in section 4112.01 of the Revised Code, ancestry, military status as defined in that section, disability as defined in that section, 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 representations regarding the entry into the neighborhood of a person or persons belonging to one of the protected classes.

RENTAL APPLICATION

(Anyone living at this address over the age of 18 must submit separate application)

Property Address Applying For	
Rental Amount \$	Deposit Amount \$
Desired Occupancy Date	
How did you hear about the property?	

Applicant's Information

Full Name	DOB
Social Security #	Email
Phone #	Drivers License #
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Divorced	
If Applicable: Spouse's Name	Separated / Divorced From Whom
Street Name, City, State and Zip Code Current Address	
Current Landlord's Name	Current Landlord's Phone
Current Rent \$	How long have you lived here?
Have you ever filed bankruptcy? (If Yes Explain)	
Have you ever been evicted, or are you currently being evicted? (If Yes Explain)	
Have you ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense? (If Yes Explain)	

Employment History - Current Employer

Current Employer	Position
Employer Address:	
Employer Phone #	Gross Annual Income
Date of Employment	Supervisor Name

Employment History - Previous Employer

Previous Employer	Position
Employer Address:	
Employer Phone #	Gross Annual Income
Date of Employment	Supervisor Name

Personal References

1. Full Name	Phone	Email
2. Full Name	Phone	Email
3. Full Name	Phone	Email

Spouse's Information

Full Name	DOB
Social Security #	Email

Emergency Contact Information

Emergency Contact	Emergency Phone #
Nearest Living Relative	Nearest Relative Phone #

Other Occupants

1. Full Name	Age	Relationship	DOB ___/___/_____
2. Full Name	Age	Relationship	DOB ___/___/_____
3. Full Name	Age	Relationship	DOB ___/___/_____
4. Full Name	Age	Relationship	DOB ___/___/_____

Vehicle Information

Total Number of Vehicles that will be at Residency			
1. Make	Model	Year	Color
Registered To		Lic. Plate #	
2. Make	Model	Year	Color
Registered To		Lic. Plate #	
3. Make	Model	Year	Color
Registered To		Lic. Plate #	

EMPLOYMENT VERIFICATION

(All applicants must complete this form)

Applicant Information

Applicant's Name	Social Security #
Current Employer	Current Position
Employer Address:	
Employer Phone #	Employer Email
Employed From	Employed To
Supervisor Name	Supervisor Phone #
Gross Wages \$ <input type="checkbox"/> Year <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Hour per	
If Hourly, how many hours are worked a week	

I, _____, authorize my employer (listed below) to verify my personal information listed on this form and the entirety of this application. I authorize my employer to release any pertinent information regarding my employment history that may be used in evaluating my application for residency with VIP Realty, Inc.

Applicant's Signature	Date
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Questions for Employer

Is applicant still employed <input type="checkbox"/> Yes <input type="checkbox"/> No	Is everything on this form correct <input type="checkbox"/> Yes <input type="checkbox"/> No
List any discrepancies or clarifications	
Person Completing This Form Name	Person Completing This Form Position

Person Completing This Form Signature	Date
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RENTAL VERIFICATION

(All applicants must complete this form)

Applicant's Name	Social Security #
Current Address	
Landlord's Name	Landlord's Phone
Landlord's Email	Landlord's Fax

I, _____, authorize you to release the requested information, below, regarding my rental history that may be used in evaluating my application for residency with VIP Realty, Inc.

Applicant's Signature:	Date:
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Questions for Landlord

This individual has authorized you to release the information below which will be used only for the purpose of determining the family's eligibility to qualify for leasing a residence and will be kept in strict confidence. We are required to complete our verification process in a very short time period and appreciate your prompt response. You may fax it to us at the fax number above. If you have any questions, please feel free to contact our office.

Date of tenancy:	to	Monthly Rent Amount \$
Balance still owed \$	Number of Late Payments	
Was deposit refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did they ever violate the lease? <input type="checkbox"/> Yes <input type="checkbox"/> No	
The resident vacated with: <input type="checkbox"/> Proper Notice <input type="checkbox"/> Abandoned <input type="checkbox"/> Evicted <input type="checkbox"/> Other		
The property was/is maintained in: <input type="checkbox"/> Excellent Condition <input type="checkbox"/> Good Condition <input type="checkbox"/> Poor Condition		
Would you rent to this person(s) again? (If no, please explain)		
Person Completing This Form Printed Name:	Person Completing This Form Position / Title	

Person Completing This Form Signature:	Date:
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PET WAIVER | APPLICATION

I would like to apply to have pet(s)
Must Fill out the Pet Application

I will NOT have any pets
Must complete the Pet Waiver

PET WAIVER

Applicant is NOT having pets
 (Becomes a part of the Lease Agreement)

The Applicant(s) states that he/she does not intend to obtain and house a pet of any kind during the term of the lease while residing at:

Property Address

Should the undersigned decide to obtain a pet, to obtain written permission from the Property Manager prior to obtaining a pet. Applicant(s) further agrees that if he/she should obtain a pet without the written permission of the Property Manager, to pay a penalty of **\$100.00** plus normal monthly pet rent fee of **\$30.00** retroactive to the date of the property lease signing & also to pay the non-refundable Pet Fee of **\$300.00** for permission to house a pet (See Pet Application & Lease). The penalty, non-refundable fee retroactive rent shall become due and payable upon notification by the Property Manager.

Applicant has been advised of and understands the pet policy & pet restrictions of VIP Realty, Inc.

Applicant Signature:

Date:

Applicant

Guarantor Signature:

Date:

Guarantor

PET APPLICATION

Applicant WANTS to have pet(s)
(Becomes a part of the Lease Agreement)

This is an application to house a pet until the Property Manager has given their approval. Only the following described pet is authorized to be kept in the Resident's home. No substitutions are allowed. No other pet shall be permitted on the premises by resident nor resident's guests and/or occupants.

CERTAIN RESTRICTIONS APPLY FOR DOGS & CATS.

NO MAMMALS, REPTILES, RODENTS &/OR INSECTS WILL BE ALLOWED.

Resident' Name		
Current Address		
City	State	Zip Code
Pet's Name		<input type="checkbox"/> Emailed Photo to team@viprealtyhomes.com
Pet's Age	Type Of Pet	Breed
Color	Weight	Height
Has your pet ever bitten anyone? <input type="checkbox"/> Yes <input type="checkbox"/> No		Spade/Neutered? <input type="checkbox"/> Yes <input type="checkbox"/> No
Declawed? <input type="checkbox"/> Yes <input type="checkbox"/> No		House Broken? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Emailed Copy of License & Immunizations to team@viprealtyhomes.com		

Applicant hereby pays a Non-Refundable Pet Fee of **\$300.00 - \$500.00** per pet, for Permission to house above pet. This Non-Refundable Pet Fee will not be used for damages, defleaing, deodorizing &/or shampooing carpet.

Applicant agrees to pay **\$30.00** per month, per pet, as rent for housing said pet(s).

Rent and Non Refundable Pet Fee must accompany this application.

Applicant Signature:	Date:
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Applicant

Guarantor Signature:	Date:
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Guarantor

APPLICATION FEE

Payment Options Credit/Debit Card Money Order

Rental Application Fee Married **\$69** Single **\$49**

Holding Fee / Deposit (Optional) \$

CREDIT CARD PAYMENT FORM

To pay by debit or credit card, fill out the form below. You may also pay by debit or credit card over the phone or in person at office or by money order. I understand that this credit card service is provided as an alternative payment option. I agree to pay a **3%** convenience fee for each charge to my credit card, which will be added to the authorized dollar amount (s). International credit card transactions will incur an additional 1.25% surcharge.

Credit Card Type Visa Mastercard Discover

Name on Card

Card Number

Security Code (3-4 digits on back)

Expiration

MM

YYYY

Date

Billing Address

City

State

Zip Code

Note: (Convenience Fee May Appear as a Separate Charge) By completing and signing this form, I understand that I am agreeing to, and will be responsible for, the charges listed above **including an additional 3% convenience fee.**

Printed Name:

Applicant

Signature:

Date:

Applicant

Updated 6.24.18