

# APPLICATION TO RENT

HOLDEN  
PROPERTIES, LLC

Each Individual Occupant Who is Responsible for Rent Payment MUST Complete a Separate Application Form

## PERSONAL INFORMATION

|                          |                         |            |                          |                              |                          |
|--------------------------|-------------------------|------------|--------------------------|------------------------------|--------------------------|
| Last Name                |                         | First Name |                          | Middle Name                  | Social Security Number   |
| Date of Birth            | Driver's License Number | State      | Home Phone Number<br>( ) |                              | Cell Phone Number<br>( ) |
| Email Address            |                         |            |                          | Work Phone Number<br>( )     |                          |
| 1. Present Home Address  |                         | Rent \$    | City                     | State                        | Zip Code                 |
| Length of Time           | State Reason for Moving |            | Landlord Name            | Landlord Phone Number<br>( ) |                          |
| 2. Previous Home Address |                         | Rent \$    | City                     | State                        | Zip Code                 |
| Length of Time           | State Reason for Moving |            | Landlord Name            | Landlord Phone Number<br>( ) |                          |

## PROPOSED OCCUPANT(S) (list every person who may live with you even if only temporary)

|                                  |                                  |
|----------------------------------|----------------------------------|
| Name, Age, Relation & Occupation | Name, Age, Relation & Occupation |
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|                  |  |
|------------------|--|
| Any pets?        | Describe (type, age, size, name etc.)                          |
| Neutered? YES No | If cat, declawed? YES No Is pet current with all shots? YES No |

## EMPLOYMENT / FINANCIAL INFORMATION

|                              |                         |                         |       |                           |  |
|------------------------------|-------------------------|-------------------------|-------|---------------------------|--|
| Present Occupation           |                         | Employer Name           |       |                           |  |
| How long with This Employer? | Employer Phone #<br>( ) | Name of your Supervisor |       | Supervisor Phone #<br>( ) |  |
| Employer Address             |                         | City                    | State | Zip Code                  |  |
| Prior Occupation             |                         | Employer Name           |       |                           |  |
| How long with This Employer? | Employer Phone #<br>( ) | Name of your Supervisor |       | Supervisor Phone #<br>( ) |  |
| Employer Address             |                         | City                    | State | Zip Code                  |  |

|                               |            |                     |        |                |                  |                             |
|-------------------------------|------------|---------------------|--------|----------------|------------------|-----------------------------|
| Current Gross Income \$       | ø Week PER | ø Bi-weekly ø Month | ø Year | Source         | ø Salary ø Other | ø Wages ø Tips ø Commission |
| Other Current Gross Income \$ | ø Week PER | ø Bi-weekly ø Month | ø Year | Source         | ø Salary ø Other | ø Wages ø Tips ø Commission |
| Name of your Bank             |            | Branch Address      |        | Account Number |                  |                             |
|                               |            |                     |        | ø Checking     |                  |                             |
| Name of your Bank             |            | Branch Address      |        | Account Number |                  |                             |
|                               |            |                     |        | ø Savings      |                  |                             |

Please list ALL of your Financial Obligations including, but not limited to: Alimony, Credit Cards, Loans, Collections, Judgements, Medical or other. (If More Creditors Use Additional Sheet of Paper)

| Name of Creditor | Address | Phone Number | Monthly Payment Amt. |
|------------------|---------|--------------|----------------------|
|                  |         | ( )          |                      |
|                  |         | ( )          |                      |
|                  |         | ( )          |                      |
|                  |         | ( )          |                      |
|                  |         | ( )          |                      |
|                  |         | ( )          |                      |
|                  |         | ( )          |                      |

**EMERGENCY / PERSONAL REFERENCE INFORMATION**

| IN CASE OF EMERGENCY, NOTIFY: | ADDRESS | PHONE | RELATIONSHIP |
|-------------------------------|---------|-------|--------------|
| 1.                            |         | ( )   |              |
| 2.                            |         |       |              |

MOTHER'S MAIDEN NAME:

| PERSONAL REFERENCES | ADDRESS | PHONE | YEARS KNOWN |
|---------------------|---------|-------|-------------|
| 1.                  |         | ( )   |             |
| 2.                  |         |       |             |
| 3.                  |         |       |             |

**VEHICLE INFORMATION – (Please state exact number of motor vehicle that will be at the premises)**

| VEHICLE MAKE                 | MODEL | YEAR | LICENSE NUMBER |
|------------------------------|-------|------|----------------|
| 1.                           |       |      |                |
| 2.                           |       |      |                |
| 3.                           |       |      |                |
| MOTORCYCLES (OTHER VEHICLES) |       |      |                |

Have you ever filed for bankruptcy? IF YES, DATE BK FILED AND DESCRIBE:

Have you ever been evicted or asked to move? IF YES, PLEASE DESCRIBE:

Do you Smoke? Do you have any water filled furniture? If yes, describe.

**APPLICANT AUTHORIZATION**

I declare that the statements above are true and correct. I understand that any false or incomplete statements made by me will be sufficient grounds for terminating my lease or rental agreement up to and including eviction and loss of any security deposit. I authorize and agree to pay the sums below, to verify the information provided, including, but not limited to the obtaining of a credit report, credit sources, current and previous landlords, employers and personal references.

Mail this completed application with a \$30.00 non-refundable fee to:  
Holden Properties, P.O. Box 1282, Perrysburg, OH 43552-1282

The undersigned makes application to rent housing accommodations designated as follows:

For property at: \_\_\_\_\_ City/State \_\_\_\_\_ Projected Move-in date if accepted \_\_\_/\_\_\_/\_\_\_

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

Applications will not be fully processed until all information requested has been received. To speed up processing include copies of the following:

- \_\_\_\_ Two recent pay stubs for each person over 18, alimony pension checks, other income.
- \_\_\_\_ Copies of drivers' license and vehicle registration for everyone 18 years or older
- \_\_\_\_ Copies of auto insurance form showing company name, policy number, date of expiration & phone number
- \_\_\_\_ If self employed, a copy of last year's tax return

Verified: SSN \_\_\_\_\_ DL/ID \_\_\_\_\_ CurTenancy \_\_\_\_\_ Prev \_\_\_\_\_ Credit \_\_\_\_\_ Inc \_\_\_\_\_ PersRefs \_\_\_\_\_ By \_\_\_\_\_

Discrimination: It is against the law to discriminate on the basis of race, religion, color, national origin, gender, familial status or disability

## RENTAL APPLICATION INSTRUCTIONS

We appreciate your interest in the rental dwelling we currently have available. Because we want to rent this dwelling to people who are considerate of their neighbors, clean in the living habits, capable of paying the rent, and prompt in paying their bills, we use a rental application to help us determine whether our applicants meet these qualifications.

In order for you to rent from us, you must complete a rental application. We want you to know how to complete the application we use, and we also want you to know what our company does with your application.

When filling out the application, put something in every blank, even if you have to put "None" or "NA" in some blanks. Try to write so that your entries fit in the spaces provided. If they don't, continue them on the backside. Take your time to look up any information called for on the application, which you're at all uncertain about. Don't guess.

Make sure that you read the declaration just above the signature line and agree to it before you sign your name to the application. It states that the information on your application is true and correct, and it authorizes us to verify your references and your credit as they relate to your tenancy now and to your paying rent in the future.

When you have completed your application, read it over carefully to make sure that it is accurate, complete, and legible. Look especially for misspellings and transposed numbers.

Once we receive your application, we verify as much of it as we can. If you look at the last line on the application itself, you will notice all of the things we verify. We verify your Social Security number (SSN), your driver's license (DL) or personal identification number (ID), your current tenancy (CurTenancy), your previous tenancy (Prev), your credit (Credit), your income (Inc), and your personal references (PersRefs). When we have verified each of these items, we put a check mark next to its abbreviation.

We verify this information in a variety of ways. We look at your Social Security card or some other evidence of your Social Security number. We look at your actual driver's license or some other official picture identification, which you use whenever you cash a check. We call your current landlord or manager to ask whether the information you put on your application is correct about how long you've been at your current address, how much you've been paying in rent, and why you are moving. Then we call your previous landlord or manager and ask the same questions about your previous tenancy.

At the same time that we order a credit report, we also order an eviction report and a bad check report. The credit report tells us whether you pay your bills on time. The eviction report tells us whether you have ever been evicted and why. The bad check report tells us whether you write bad checks.

Next, we call whoever can verify your source of income to determine how much you generally receive from that source every month and how long you have been receiving it.

Finally, we call your personal references to verify that they know you and that we have their correct addresses and phone numbers so that we can contact them should anything happen to you.

That's the procedure we follow when we check applications.

Now, if you suspect we might discover "skeleton in your closet" when we check your application and you want to tell us about it before we go to all the trouble of checking you out, please feel free to do so. We'd be glad to talk to you about it. Otherwise, we will expect no surprises when we're checking you out and hope that we will soon be doing business together as landlord and tenant.

If mailing application send to:

Holden Properties, LLC  
P.O. Box 1282  
Perrysburg, OH 43552-1282

Direct Questions To: (419) 873-0098 FAX (419) 874-8999

**Tenant Screening Authorization for Release  
Fair Credit Reporting Act Notice**

I authorize \_\_\_\_\_ (Landlord/Property Manager) to obtain a consumer report in connection with my application to rent or lease property located at:

\_\_\_\_\_

I understand that the report will contain information about my credit, character, general reputation, lifestyle, rental history, civil and criminal court records; and other personal information.

I authorize \_\_\_\_\_ (Landlord/Property Manager) to provide the following information to a consumer reporting agency for such purpose.

*Please be advised that you have the right to request in writing, within a reasonable time, that we make complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within five (5) days of the date on which we receive the request from you or within five (5) days of the time the report was first requested, whichever is later. The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.*

By signing below I acknowledge receipt of a copy of this notice.

Applicant \_\_\_\_\_  
Please print full name

Previous Name(s) \_\_\_\_\_  
Please print full name (For verification purposes only)

Current Address \_\_\_\_\_

DOB \_\_\_\_\_ SSN \_\_\_\_\_  
(For verification purposes only)

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

**\*ONE AUTHORIZATION FOR EACH ADULT TENANT.**