

Application Process

Washington Estates Apartments

Application Criteria

We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.

Application Process. We evaluate every application in the following manner:

Each applicant or occupant 21 years of age or older must submit a separate rental application and completely answer all questions on the form. You must submit a valid picture ID and have a valid social security number in order to rent an apartment. You must pay a \$25.00 non-refundable fee per application. If you meet our criteria and the information you have provided to us has been verified, we will approve your application. After you have been approved, we will need at least **\$100.00 as a holding fee.** When you move in, this will be applied to your security deposit. If you change your mind within 72 hours (3 days) we will return the \$100.00 to you. If you do not submit the \$100 after approval, the apartment you have applied for will continue to be actively marketed

A. MINIMUM AGE

Applicant must be at least 21 years old.

B. CREDIT

All credit status will be checked through the appropriate agency. If no credit report can be obtained, we will phone the credit references that you have supplied on your application. Your credit record must be satisfactory. If your credit report shows any unpaid utility bills, unpaid housing expenses, evictions, unpaid child support your application will be rejected. A previous bankruptcy that has been fully discharged will not automatically disqualify an applicant.

C. RESIDENT / RENTAL HISTORY

We require satisfactory verification of the previous 12 months residential history (living with parents, relatives, dormitory, etc.) and /or rental history. If you are currently under eviction or have been evicted or sued for any lease violation, your application will be denied.

D. EMPLOYMENT

Employment must be verified, including salary amounts and start date. If the applicant is not employed they must show proof of having the equivalent of 12 months rent in liquid assets or proof of a source of income. Including 2 pay stubs with your application will help expedite the approval process. Self-employed individuals must provide copies of tax returns, 1099's, or copies of other forms deemed necessary to establish source of income. Non-reported or "under the table" will not be included when calculating gross monthly income.

E. CO-SIGNER / GRANTOR

If you do not meet one or more of the above criteria and you are under 25 years of age, you may be able to qualify for an apartment if you can get a third party to guarantee your lease. The grantor must pass the same application and screening process that you must pass the same application and screening process that you must pass, except that we will deduct guarantor's housing.

F. OCCUPANCY STANDARDS

To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair-housing laws.

	<u>1 BR</u>	<u>2 BR</u>
Maximum occupants	2*	4*
Maximum adults	2	3**

*Infants under the age of one sleeping in the same bedroom as the parent(s) or guardian(s) are not counted for occupancy standards.

**Third adult must be immediate family.

G. AUTHORIZED PETS

Pets are allowed with a signed pet agreement.

WASHINGTON ESTATES ALLOWS ONE (1) DOG WITH CERTAIN QUALIFICATIONS:

Dog must be at least one year old and not weigh more than 25 pounds at full growth. Cats (limit 2) that are spayed/neutered and declawed will be allowed.

The pet rent is \$20.00 per pet and a pet deposit (non-refundable) of \$250.00 per pet is required. A limit of two pets is allowed.

A visitor cannot bring an animal onto the premises.

If we are unable to verify, or if application is deficient in any of the above categories, your application may be rejected. PLEASE TAKE YOUR TIME AND FILL OUT YOUR APPLICATION THOROUGHLY TO ENSURE TIMELY PROCESSING.

Read and accepted _____ Date _____

Read and accepted _____ Date _____

Return to: Washington Estates Apartments
1102 Solid Rock Blvd., Apt. 1
Washington C.H., OH 43160
Phone: (740) 335-4088
Fax: (740) 335-4082

www.washingtonestatesapartments.com

CREDIT REFERENCES

- 1. _____
- 2. _____
- 3. _____

Your driver's license number _____

Your Vehicle Make/ Model _____ Color _____ Year _____ Tag No. _____ State _____

2nd Vehicle Make/Model _____ Color _____ Year _____ Tag No. _____ State _____

Other Vehicles _____

Have you or proposed occupant ever:

- Filed for bankruptcy? ____ Yes ____ No
- Been evicted? ____ Yes ____ No
- Willfully or intentionally refused to pay rent when due? ____ Yes ____ No

If yes explain _____

Please give any additional information which might help management evaluate this application: _____

How did you hear about our apartments? _____

If Management has any questions about this application, please give PHONE NUMBERS where you can be located:

DAY PHONE: _____ EVENING PHONE _____

I hereby agree to lease the above-described premises for the term and conditions above set forth and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application. I warrant that all statements above set forth are true: however, should any statement made above be a misrepresentation or not a true statement of facts, \$_____ of the earnest money deposit will be retained to offset the agent's cost, time and effort in processing my application.

I hereby deposit \$_____ as earnest money to be refunded to me if this application is not accepted within_____ business banking days. Upon acceptance of this application, this deposit shall be retained and upon taking physical possession of the apartment, converted to security deposit. When so approved and accepted within_____ days after said notice, I agree to execute a lease for_____ months or the deposit will be forfeited as liquidated damages. If this application is not approved and accepted by the owner, the earnest money deposit will be refunded after applicant's check has cleared applicant's bank. The applicant hereby waives any claim for damages by reason of nonacceptance which the owner or his agent may reject without stating any reason for doing so.

I HEREBY AUTHORIZE **Washington Estates Apartments** TO OBTAIN CONSUMER REPORTS, AND ANY OTHER INFORMATION IT DEEMS NECESSARY, FOR THE PURPOSE OF EVALUATING MY APPLICATION. I UNDERSTAND THAT SUCH INFORMATION MAY INCLUDE, BUT IS NOT LIMITED TO , CREDIT HISTORY, CIVIL AND CRIMINAL INFORMATION, RECORDS OF ARREST, RENTAL HISTORY, EMPLOYMENT/SALARY DETAILS, VEHICLE RECORDS, LICENSING RECORDS, AND /OR ANY OTHER NECESSARY INFORMATION. I UNDERSTAND THAT SUBSEQUENT CONSUMER REPORTS MAY BE OBTAINED AND UTILIZED UNDER THIS AUTHORIZATION CONNECTION WITH UPDATE, RENEWAL, EXTENSION OR COLLECTION WITH RESPECT OR IN CONNECTION WITH THE RENTAL OR LEASE OF A RESIDENCE FOR WHICH APPLICATION WAS MADE.

The above information, to the best of my knowledge, is true and correct. This Application, upon execution of a Lease Agreement with Washington Estates Apartments shall be incorporated into the Lease and made a part thereof.

Signature of Applicant _____ Date Signed _____

Washington Estates Apartments IS AN EQUAL OPPORTUNITY HOUSING PROVIDER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, DISABILITY, NATIONAL ORIGIN, RELIGION OR FAMILIAL STATUS.

APPLICANT: DO NOT WRITE BELOW THIS LINE

DEPOSIT OF \$ _____ RECEIVED BY (NAME) _____ DATE _____
THIS APPLICATION FORM RECEIVED BY (NAME) _____ DATE _____
COPY OF DRIVER'S LICENSE OR PHOTO I.D. MADE BY (NAME) _____ DATE _____

Reference Verification Name	Reference Comments

Comments:

This application approved not approved by _____

Applicant Notified _____ Date Notified _____



RENTAL HISTORY VERIFICATION FORM

_____ located at _____
has made an application for an apartment managed by J.W. Management, Inc. It is important that we determine the applicant's past history of meeting financial obligations, especially rent. We also need to determine whether the applicant has a record of non-financial lease violations or eviction notices.

The information that we ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of this form, the applicant(s) have consented to the release of the information we request.

Introductory Information

- a. Name of Manager _____
- b. Address _____
- c. Phone Number _____
- d. Is the applicant(s) currently living in your community? YES ___ NO ___
- e. Are you related to the applicant(s)? YES ___ NO ___
- f. Did the applicant(s) (check one) Rent from you? ___ Stay as guest? ___
- g. Did the applicant(s) have a lease? YES ___ NO ___
- h. Date applicant(s) moved in _____ Move Out _____
- i. What was the monthly rent? \$ _____

Rental Payment Information

- a. Did the applicant(s) have a record of paying rent promptly?
___ Always paid promptly ___ Usually paid promptly
___ Occasionally paid late ___ Frequently paid late
- b. If applicant(s) paid late, how many days late? _____
- c. Did you ever begin eviction proceedings against the applicant(s) for non-payment of rent? YES ___ NO ___
- d. Do the applicant(s) still owe you money? YES ___ NO ___
If yes, how much do they owe? \$ _____

Treatment of Apartment and Common Areas

- a. Did the applicant(s) keep the apartment clean? YES ___ NO ___
- b. Did the applicant or the applicant's family or guests damage the apartment beyond ordinary wear and tear? YES ___ NO ___
If yes, please describe _____
Did the applicant or the applicant's family or guests damage or vandalize any common areas? YES ___ NO ___
- d. Did the applicant(s) pay for the damages? YES ___ NO ___

