



# Houck Management Services, Inc.

5360 Monroe Street, Suite A, Toledo, Ohio 43623

Phone (419) 882-8482 Fax (419) 885-5897

## STANDARD RENTAL APPLICATION

Apt Address _____	Rental Amount \$ _____	Will Move In _____	Referred By _____
Term of Lease _____	Credit Approved _____	Security Deposit \$ <u>one month's rent</u>	Prepare Lease _____
Bal. S/D Pd. _____	1 <sup>st</sup> Mo. Rent Pd. _____	Rent Pro-rate \$ _____	Date Approved _____
			Approved By _____

Applicant Name \_\_\_\_\_ Birth date \_\_\_\_\_ S.S.# \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Ph. \_\_\_\_\_

How Long \_\_\_\_\_ Present Rent \$ \_\_\_\_\_ Present Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_

Reason for moving \_\_\_\_\_

Have you ever been asked to move? Yes  No  If yes, explain \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Ph. \_\_\_\_\_

How Long \_\_\_\_\_ Previous Rent \$ \_\_\_\_\_ Previous Landlord \_\_\_\_\_ Landlord Ph. \_\_\_\_\_

Reason for moving \_\_\_\_\_

Marital Status: Co-Habitate  Divorced  Married  Separated  Single  Other \_\_\_\_\_

Present Employer \_\_\_\_\_ Position \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Other Income \_\_\_\_\_ Phone \_\_\_\_\_ Monthly Amount \$ \_\_\_\_\_

Drivers License # \_\_\_\_\_ Expires \_\_\_\_\_ State \_\_\_\_\_ Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_ Financed By \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

Open Credit Acct. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

Open Credit Acct. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

Bank of Checking \_\_\_\_\_ Checking Account # \_\_\_\_\_

Bank of Savings \_\_\_\_\_ Savings Account # \_\_\_\_\_

Co Applicant Name \_\_\_\_\_ Birth date \_\_\_\_\_ S.S.# \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Ph. \_\_\_\_\_

How Long \_\_\_\_\_ Present Rent \$ \_\_\_\_\_ Present Landlord \_\_\_\_\_ Landlord Phone \_\_\_\_\_

Reason for moving \_\_\_\_\_

Have you ever been asked to move? Yes  No  If yes, explain \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Ph. \_\_\_\_\_

How Long \_\_\_\_\_ Previous Rent \$ \_\_\_\_\_ Previous Landlord \_\_\_\_\_ Landlord Ph. \_\_\_\_\_

Reason for moving \_\_\_\_\_

Marital Status: Co-Habitate  Divorced  Married  Separated  Single  Other \_\_\_\_\_

Present Employer \_\_\_\_\_ Position \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Address \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_

Other Income \_\_\_\_\_ Phone \_\_\_\_\_ Monthly Amount \$ \_\_\_\_\_

Drivers License # \_\_\_\_\_ Expires \_\_\_\_\_ State \_\_\_\_\_ Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ License # \_\_\_\_\_ State \_\_\_\_\_ Financed By \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

Open Credit Acct. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

Open Credit Acct. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

Bank of Checking \_\_\_\_\_ Checking Account # \_\_\_\_\_

Bank of Savings \_\_\_\_\_ Savings Account # \_\_\_\_\_

Persons who will occupy apartment (include yourself):			
NAME	RELATIONSHIP	BIRTHDATE	SOCIAL SECURITY #

Do You Have a Pet? Yes/No  If yes, Type \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_ Weight \_\_\_\_\_ Name \_\_\_\_\_

Do you own or anticipate owning a waterbed? Yes  No

Rental Insurance Company Name \_\_\_\_\_ Phone \_\_\_\_\_

In event of emergency, please contact: Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

How did you learn of this apartment? Newspaper Ad  Friend  Drove By  An Apt. Guide  Other: \_\_\_\_\_

Were you convicted of a felony or have you been in prison for a felony conviction? yes  no  This application is not intended to create or extend a duty or obligation of the owner and property manager to protect against criminal conduct against tenants, guests and their property.

**Rental Qualification Policy** - All adults (excluding husband/wife) who will be living in the apartment will be required to fill out separate rental applications to be qualified individually as follows:

- Income** - Your gross monthly income must be at least two and a half (2.5) times the monthly rent. Income must be verifiable. If the employer (or other source of income) refuses to verify income, it will be the applicant's responsibility to furnish suitable verification. Proof of income may be shown in the form of a current pay stub, most recent W-2, bank statement showing direct deposits, and statements of other financial assets. Roommate's income CANNOT be combined to qualify for the apartment.  
 Example: You work 40 hours per week at \$10.50 per hour.  $40 \times \$10.50 = \$420$  per week.  
 $\$420$  per week  $\times 52$  weeks in a year =  $\$21,840$  annual income.  
 $\$21,840 \div 12$  months per year =  $\$1820$  gross monthly income.  
 You would qualify for an apartment up to  $\$728$  per month. ( $\$1820 \div 2.5$ )
- Credit** - We obtain your credit report from Kroll Factual Data. Any bankruptcies must be discharged and positive credit must have been established post bankruptcy. Credit Scores must be above 600. Scores between 599 and 500 might be approved, subject to special review. Past due balances, collections and judgments must be paid off or show proof of payment through a combined credit plan, although being involved with a combined credit plan does not guarantee approval. Any late payments and collections may result in denial of rental application, even if currently paid.
- Rental History** - we contact your present/past landlord for a rental reference. We will inquire about your payment history, lease violations, pets and if your lease has been fulfilled. If you are obligated under a current lease, you must have permission from your landlord to move out early or make arrangements to continue to pay your rent. If you intend to break your lease without landlord approval, your application will be denied.
- Student Restrictions** - Undergraduate students are not offered an alternative qualification process. You may not use a co-signer for qualification. You must meet with all of our standard qualifications on your own. No student funding may be used toward your income. All income must be received from current employment only. Graduate students may use student funding as a source of income upon proof of enrollment in school. A co-signer may be accepted due to a lack of income. A co-signer will not be accepted due to a poor credit history.
- Occupancy Guidelines** - we restrict the number of people who may reside in an apartment. One Bedroom apartment - maximum of (2) two persons. Two Bedroom Apartment - maximum of (4) four persons.
- We will not speculate** whether your rental application will be approved or denied. Your entire credit history is taken into consideration. You must submit the rental application for processing along with the \$50 nonrefundable application fee.
- We are an equal opportunity housing provider.** We fully comply with the Federal Fair Housing Act. We do not discriminate because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws. Houck Properties reserves the right to make exception to and to modify this Rental Policy from time to time without notice.

**Receipt of \$50 nonrefundable application fee is hereby acknowledged.** I/we represent to you that I have read this entire application and that all of the above information herein is true and correct. I/we understand that this application is subject to your approval, and I/we must sign my/our lease within 48 hours of acceptance. I/we also understand that the nonrefundable application fee will only hold the above apartment for up to 48 hours after acceptance. I/we understand that my credit check and criminal background check are an integral part of qualifying for the apartment, and hereby authorize you to obtain a consumer credit report, and criminal background check regarding myself/ourselves. I/we also understand that this is not a lease and should my application be accepted, I/we agree to sign your lease form currently in use. If for any reason whatsoever you are unable to make the apartment which is the subject of this application available at the beginning of the lease term, I/we hereby waive any and all rights to seek to recover any damages whatsoever against you, including without limitation, actual, punitive or consequential damages. I further hereby authorize any person or company to supply you with any information requested concerning me/us. I also agree that if any information shown is materially incomplete or inaccurate, the management may deny this application.

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

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

BY: \_\_\_\_\_ Date \_\_\_\_\_

Lessor: Houck Management Services, Inc.; Agent for Houck Properties I, LLC

**FAIR HOUSING STATEMENT:** Lessor is an equal-opportunity housing manager. It is the policy Lessor for it and its employees and agents not to discriminate on the basis of race, color, religion, national origin, ancestry, physical or mental disability, familial status, age, marital status, sex or unfavorable discharge from military service in the offering of rental apartments or in the terms, conditions or privileges of rental. You have the right to be offered and to choose any rental apartment that we have available that meets your budgetary requirements. We will offer any available rental apartment to you, subject to our standard confirmation of your credit history, income and housing references. If you believe that you have been discriminated against by any employee or agent of Lessor, please contact the Fair Housing Center at (419) 243-6163