

1400 Sycamore Street, LLC
Instructions for Rental Application

Mailing Address: 1411 Sycamore St., Cincinnati, Ohio 45202

Please read the following information before you submit your application for an apartment (“Application”).

We use a two stage screening process to avoid having you pay an application fee (which we use for a third party- background check) when your Application would be denied for other reasons. We hope you appreciate this effort. If we request an application fee, that does not mean that your Application has been approved, it only means that your Application has not been denied at that time. When your background check is complete we will revisit the Application in all respects and may approve or deny it based on any lawful criteria. In either event, we will comply at all times with the applicable laws and regulations in this process.

We are an Equal Opportunity Housing Provider. We comply with all state and local fair housing laws as well as the Federal Housing Act. We do not discriminate against any person because of race, color, sex, familial status, national origin or disability.

All applications will be reviewed for the following:

MINIMUM AGE:

All applicants must be at least 18 years old. Each person 18 years and older who will occupy the apartment shall complete a separate Application. Any minors who will occupy the apartment on a regular basis must be listed on the Application and must be under the direct supervision of the adult applicant(s). Applicant must provide 1400 Sycamore Street, LLC, in order for the Application to be processed, a form of government issued identification with photo. Applicant must have their own Social Security Number (SSN).

SECURITY DEPOSIT:

Upon Approval of your Application a Security Deposit (equal to first month's rent) is required within 24 hours of notice of acceptance to hold the residence for you. The security deposit must be in the form of a money order or cashier's check only. Security Deposit to hold the residence must be made in the form of a certified check or money order.

In the event that your Application is approved and you have submitted your security deposit to hold your residence and if for any reason you decide not to move in on the Move-in Date set

forth in your Application, your security deposit will be forfeited.

EMPLOYMENT & INCOME:

Your monthly gross income from all sources you disclose must be equal to or exceed three and one-third (3.33) times your monthly rent. If there is more than one applicant your incomes can be combined. If you receive child or spousal support or public benefits, you may include such as a source of income for consideration of your Application; but you are not required to disclose child support or spousal support if you do not wish to have it included for income eligibility consideration.

Your source(s) of income must be verifiable by a previous year W-2, 30 day or less pay stub or other similar documents. We may request all or so much of your federal income tax returns as we deem necessary to verify your income. However, we ask that you not submit tax returns as filed (other than the prior IRS Form W-2 with your Application.

At least one (1) applicant must have been continuously employed for the last twelve (12) months or have a verifiable source of funds sufficient to satisfy the equivalent of one year's rental obligation.

CURRENT RESIDENCE:

Applicant must provide their current landlord's contact information and have given consent to contact such current landlord; and must have prompt payment history that is verifiable and receive a positive recommendation from applicant(s) current landlord.

If current residency is less than twelve (12) months, the applicant will be required to provide the above information as to their previous landlord(s).

CRIMINAL VERIFICATION:

Applicant and all proposed occupants must have no felony convictions; convictions based upon: illegal gun ownership or handling, or convicted of any crimes involving violence against others, including but not exclusively, assault, battery, rape, abuse of any adult or child or any crime involving assault, or endangerment of a child, and may not have been adjudicated a sexual predator, habitual sexual offender or sexual offender.

Applicant must not have been convicted of misdemeanor offence for which incarceration was or could have been imposed involving the use, possession or intent to distribute a controlled substance or illegal drug.

NUMBER OF OCCUPANTS:

Two (2) occupants are allowed per bedroom.

CO-SIGNER POLICY:

If an Application is approved conditioned upon a non-resident co-signor of the rental agreement,

all co-signors must be complete an Application, pay an application fee, and meet all requirements listed above.

APPLICATION PROCESS:

We evaluate every apartment application in the following manner. You must submit a rental application and answer the questions on the form and, when and if requested, pay the non-refundable application fee. We will determine whether, from your responses to the Application questions if you qualify for the apartment for which you are applying. If you do not, we will reject your Application. If you do, after payment of your application Fee, we will send your Application to our screening company, which will check your credit report and criminal history. We may then verify employment and rental references to confirm that they meet our rental criteria. This process takes one to two days. We will rent available apartments to applicants in the event that their Applications are approved. If we are unable to verify any information necessary for the processing of an Application or if an Application is deficient in any of the categories outlined, the entire Application may be rejected.

PLEASE TAKE YOUR TIME AND FILL OUT YOUR APPLICATION THOROUGHLY TO INSURE TIMELY PROCESSING.

THESE CRITERIA ARE SUBJECT TO CHANGE AT ANY TIME AT THE SOLE DISCRETION OF 1400 SYCAMORE STREET, LLC

If your Application gets our preliminary approval (subject to review) a \$40.00 Non-Refundable Application fee is required for every adult occupant 18 years of age or older.

CREDIT VERIFICATION:

Applicant's credit report must be favorable and meet the minimum credit score requirements. If no credit report can be obtained, we may phone the credit references that you have supplied on the Application.

When your Application is Complete, Mail or Fax it as Follows:

**1400 Sycamore Street, LLC
1411 Sycamore St.
Cincinnati, Ohio 45202
Fax: 513-823-2891**