

Applying for:

Apt# \_\_\_\_\_

Rent \$ \_\_\_\_\_

## Residential Rental Application

**Milton Manor Apartments** – 216-861-0574

2344 Prospect Avenue, Suite 100, Cleveland, Ohio 41115

Visit us at: [www.MiltonManor.us](http://www.MiltonManor.us)

**Name of Applicant:** \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security# \_\_\_\_\_ Driver's License# or State ID# \_\_\_\_\_

Phone #: \_\_\_\_\_ Email \_\_\_\_\_

### PROVIDE US WITH 24-MONTH RENTAL HISTORY:

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Apt. Bldg. Name \_\_\_\_\_ How Long at Present Address \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_

Landlord Name \_\_\_\_\_ Landlord's Phone # \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Previous Address (if less than 24 Months) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Apt. Bldg. Name \_\_\_\_\_ Landlord Name \_\_\_\_\_ Landlord's Phone # \_\_\_\_\_

### PROVIDE US WITH 12-MONTH WORK HISTORY:

**Your Work Status:** Hours/week \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Student \_\_\_\_\_ Unemployed \_\_\_\_\_

Current Employer: \_\_\_\_\_ Date Started \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_

Previous Employer (if less than 12 months) \_\_\_\_\_ How Long \_\_\_\_\_ Gross Monthly Income? \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_

### List All Other sources of income that you would like us to consider:

Source: \_\_\_\_\_ Amount: \$ per Month \_\_\_\_\_

Name of a person that can verify this info: \_\_\_\_\_ Phone # \_\_\_\_\_

**(Complete Other Side and Sign)**

**Vehicle**

**Make & Model** \_\_\_\_\_ **Year** \_\_\_\_\_ **Color** \_\_\_\_\_ **License #** \_\_\_\_\_ (We only allow small to mid-size cars to park in our lot. Large cars have to find alternate parking. Our fee is \$75 per month.)

In case of emergency, please notify \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Relationship** \_\_\_\_\_

List All Pets \_\_\_\_\_ Do you smoke? \_\_\_\_\_

How many total Tenants including minors will live in the Apartment \_\_\_\_\_ (Anyone over 18 needs a separate application.)

**Were you ever convicted of a felony?** \_\_\_\_\_ **When** \_\_\_\_\_ **Have you been incarcerated** \_\_\_\_\_ **How long** \_\_\_\_\_

Explain the circumstances: \_\_\_\_\_

Any other felonies? \_\_\_\_\_ Explain \_\_\_\_\_

**Have you ever been evicted?** \_\_\_\_\_ **When** \_\_\_\_\_ **What City** \_\_\_\_\_ **What State** \_\_\_\_\_

If yes explain the circumstances: \_\_\_\_\_

Are you currently under an eviction \_\_\_\_\_ Explain \_\_\_\_\_

**Do you have a legal guardian?** If yes: **Guardian Name** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**APPLICANT FOR TENANCY REPRESENTS THAT ALL THE ABOVE STATEMENTS ARE TRUE, CORRECT AND COMPLETE AND HEREBY AUTHORIZES VERIFICATION OF THE INFORMATION PROVIDED HERE INCLUDING, BUT NOT LIMITED TO OBTAINING BACKGROUND CHECK, CREDIT REPORT, VERIFICATION OF EMPLOYMENT AND RENTAL HISTORY. APPLICANT ALSO AGREES TO FURNISH ALL ADDITIONAL INFORMATION NEEDED UPON REQUEST.**

**(A COMPLETED AND SIGNED APPLICATION IS REQUIRED FOR EACH ADULT APPLICANT)**

\_\_\_\_\_  
**Signature**

**CHECK LIST OF THINGS NEEDED BEFORE APPLICATION CAN BE PROCESSED:**

1. Completely filled out and signed application.
2. Copy of a Driver's License, or a State Issued Picture ID.
3. Copy of a most current pay stub, and year to date earnings statement. If your source of income is other than earnings, then a statement from that organization how much. (monthly)
4. Copy of rental payments you made to your landlord. Such as copy of canceled checks you wrote to your landlord. Or, bank statement showing monthly payments made to your landlord for rent. (We need verification where you have been paying rent.)
5. Copy of one utility bill you paid, such as cable, electric, or gas bill, at your current address.

**Once you have collected all of the information you can drop it all off at the office, or email it to:**

**[MiltonManorApartments@gmail.com](mailto:MiltonManorApartments@gmail.com)**

**Milton Manor Apartments** 216-861-0574  
2344 Prospect Avenue, Suite 100, Cleveland, Ohio 41115  
Visit us at: [www.MiltonManor.us](http://www.MiltonManor.us)

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

Your name: \_\_\_\_\_

**Supplemental information about your current residence:**

Do you have a lease? \_\_\_\_\_ When does your lease end? \_\_\_\_\_

When are you planning to move? \_\_\_\_\_

Are you current with your rent? \_\_\_\_\_

**IF NOT:** *When did you last pay your rent?* \_\_\_\_\_ *How much you owe in total?* \_\_\_\_\_

Are you currently under eviction? \_\_\_\_\_

**IF YES:** *When is your court date?* \_\_\_\_\_ *Move out date?* \_\_\_\_\_

Why are you moving out from your place? \_\_\_\_\_

\_\_\_\_\_

Did you have roach or bedbug problem in your last place? \_\_\_\_\_

How many people currently live with you? \_\_\_\_\_

Do you have pets living with you now? \_\_\_\_\_

Do you pay utilities in your current residence? Circle which applies:

Gas      Electric      Cable      Internet