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# GCBC CONLEY 2016, LLC.

THE FOLLOWING ARE SOME VERY IMPORTANT INSTRUCTIONS FOR YOUR RENTAL APPLICATION AND WILL **"STOP"** THE PROCESSING IF **NOT** INCLUDED:

## **APPLICATION:**

- Completely fill out the entire application including addresses, zip codes, phone numbers, dates and all applicable information.
- Birthdate & Social Security Numbers for all applicants.
- A copy of a valid Driver's License for all applicants.
- Two (2) copies of your last 60 day pay check stubs for all applicants.
- ALL applicants must sign and date the application.
- Include the Application Fee (\$25 per adult or \$40 per married couple) – Money Order, Cashier Check Only, or Cash (No Personal Checks).

## **RENTAL HISTORY FORM(S): (Last 2 Years)**

- You **ONLY** complete and sign the top portion!
- **WE** will contact your Landlord/Leasing Company

## **EMPLOYMENT HISTORY FORM(S): (Last 2 Years)**

- You **ONLY** complete and sign the top portion!
- **WE** will contact your employer.

## **RETURN APPLICATION:**

- Drop off at our office located below, if after hours or office is closed there is a black drop box located on the wall by the front door! You may put your application and fee in the drop box at any time to be processed the next business day!

GCBC CONLEY 2016, LLC.  
GREGORY CONLEY  
BRENT CONLEY

6751 A-2 Taylor Rd.  
Blacklick, OH 43004

PHONE (614) 866-6536  
EMAIL [brent@conley.properties](mailto:brent@conley.properties)  
WEBSITE [www.conley.properties](http://www.conley.properties)

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GCBC CONLEY 2016, LLC.

Return to: 6751 A-2 Taylor Rd.  
Blacklick, OH 43004  
Phone: 614-866-6536  
Email: brent@conley.properties

APPLICATION

Application Fee Required  
\$25.00/Individual  
\$40.00/married couple

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

ALL INFORMATION MUST BE FILLED OUT

Property Location: \_\_\_\_\_ Date \_\_\_\_\_

Type: \_\_\_\_\_ Date Available \_\_\_\_\_ Unit is [ ]Vacant [ ]Occupied

Have you previously applied with Conley Properties? \_\_\_\_\_ If so, when? \_\_\_\_\_  
Did you previously rent from Conley Properties? \_\_\_\_\_ If so, when? \_\_\_\_\_

Conditions of Occupancy

Lease Terms: \_\_\_\_\_ Monthly Rent \_\_\_\_\_ Security Deposit \_\_\_\_\_

Applicant Information: (Co-Applicant on Page 2)

Full Name (include maiden name and all other names used): \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Work Phone: ( ) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Drivers License Number/State \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_  
Vehicle Make: \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_

Rental History

Current Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Dates Lived at Address: \_\_\_\_\_ Rent \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Landlord/Manager: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
Fax Number: ( ) \_\_\_\_\_

Previous Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Dates Lived at Address: \_\_\_\_\_ Rent \$ \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Landlord/Manager: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
Fax Number: ( ) \_\_\_\_\_

Employment History

Name of Current Employer \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
Dates Employed at this Job: \_\_\_\_\_ Position/Title \_\_\_\_\_  
Gross monthly income (before deductions): \_\_\_\_\_

Name of Previous Employer: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
Dates Employed at this Job: \_\_\_\_\_ Position/Title \_\_\_\_\_

All Other Occupants: (List Everyone, including children and their ages, who will live with you)

Full Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_  
\_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_  
\_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_  
\_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Pets: Do you have pets? \_\_\_\_\_ If Yes, what type & weight: \_\_\_\_\_

**Co-Applicant Information:**

Full Name (include maiden name and all other names used) \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Driver's License Number/State \_\_\_\_\_  
Current Address: \_\_\_\_\_ Landlord \_\_\_\_\_  
Landlord's Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Rent: \_\_\_\_\_

**Applicants Employment History**

Name of Current Employer \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
Dates Employed at this Job: \_\_\_\_\_ Position/Title \_\_\_\_\_  
Gross monthly income (before deductions): \_\_\_\_\_  
Name of Previous Employer: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
Dates Employed at this Job: \_\_\_\_\_ Position/Title \_\_\_\_\_

Any other Income (Child Support, Etc) \_\_\_\_\_ Total Monthly Income \$ \_\_\_\_\_

**Credit and Financial Information**

Bank/Financial/Savings Account: \_\_\_\_\_  
Checking Account: \_\_\_\_\_

Type of Account (Auto, Visa, etc.)	Name of Creditor	Amount Owed	Monthly Payment
Credit Accounts & Loans			
Major Credit Card: _____			
Major Credit Card: _____			
Loan (mortgage, car _____			
Student loan, etc.) _____			

**Nearest Relative:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

**Personal references:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**NO CASH OR PERSONAL CHECKS ACCEPTED – MONEY ORDERS OR BANK CASHIERS CHECKS ONLY**

I hereby deposit with owner/agent the sum of \$ \_\_\_\_\_ as \_\_\_\_\_ partial \_\_\_\_\_ full security deposit on the above premises pending execution of a lease agreement. I understand that my deposit WILL be applied towards any rent loss, advertising cost, re-rental fees, etc., if this application is approved and I am unable to fulfill the conditions of occupancy. (IF I CHANGE MY MIND, I WILL NOT GET MY APPLICATION FEE OR SECURITY DEPOSIT BACK)

I hereby grant Conley Properties permission to verify the validity of current and future information through a credit agency and that all the above statements are to be true and correct. This may also include a criminal background check. I understand that this application does not constitute any oral and/or written commitments on the part of the owner/agent.

The application fee of \$ \_\_\_\_\_ is included herewith, which payment is made for the purpose of verifying current information relative to the applicant and/or co-applicant(s). I understand this charge is not under any circumstances, to be returned to me.

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

**PLEASE INCLUDE COPIES OF 2 RECENT PAYSTUBS & COPY OF DRIVERS LICENSE OR PHOTO ID.**

**GCBC CONLEY 2016, LLC.**  
**6751 A-2 Taylor Rd.**  
**Blacklick, OH 43004**  
**Phone: 614-866-6536**  
**Email: brent@conley.properties**

**EMPLOYMENT HISTORY RELEASE**

I \_\_\_\_\_  
PRINT NAME SOCIAL SECURITY NUMBER

hereby give permission to you to release my employment history information to Conley Properties.

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
EMPLOYER PHONE # FAX #

**EMPLOYMENT HISTORY TO BE COMPLETED  
"ONLY" BY EMPLOYER**

Please complete and EMAIL back to brent@conley.properties at your earliest convenience!

POSITION: \_\_\_\_\_

HIRE DATE: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

Salary: per hr. \_\_\_\_\_ per month \_\_\_\_\_ or year \_\_\_\_\_

Hours per week required: \_\_\_\_\_

Full time: \_\_\_\_\_ Part time \_\_\_\_\_ Is job permanent? \_\_\_\_\_

Person preparing this document? \_\_\_\_\_ Title: \_\_\_\_\_

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POSITION: \_\_\_\_\_

HIRE DATE: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

Salary: per hr. \_\_\_\_\_ per month \_\_\_\_\_ or year \_\_\_\_\_

Hours per week required: \_\_\_\_\_

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**RENTAL HISTORY RELEASE**

I/We \_\_\_\_\_  
PRINT NAME(S)

hereby give permission to you to release our rental history information to Conley Properties.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
**ADDRESS**

**RENTAL VERIFICATION TO BE COMPLETED  
“ONLY” BY LANDLORD/LEASING COMPANY**

Please complete and EMAIL back to [brent@conley.properties](mailto:brent@conley.properties) at your earliest convenience!

NAME OF LANDLORD OR MORTGAGE COMPANY: \_\_\_\_\_

ADDRESS OF RENTAL PROPERTY: \_\_\_\_\_

MOVE IN DATE: \_\_\_\_\_ LEASE EXPIRES: \_\_\_\_\_ PET(S): \_\_\_\_\_

MONTHLY RENT: \_\_\_\_\_ How many times late? \_\_\_\_\_ NSF'S? \_\_\_\_\_ # \_\_\_\_\_

REQUIRED NOTICE GIVEN? \_\_\_\_\_ IF NOT, WHAT IS REQUIRED? \_\_\_\_\_

WOULD YOU RENT TO THEM AGAIN? \_\_\_\_\_ WAS/WILL DEPOSIT BE REFUNDED? \_\_\_\_\_

Did you have problems with Lessee? \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**RENTAL HISTORY RELEASE**

I/We \_\_\_\_\_  
PRINT NAME(S)

hereby give permission to you to release our rental history information to Conley Properties.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
**ADDRESS**

**RENTAL VERIFICATION TO BE COMPLETED**  
**“ONLY” BY LANDLORD/LEASING COMPANY**

Please complete and EMAIL back to brent@conley.properties at your earliest convenience!

NAME OF LANDLORD OR MORTGAGE COMPANY: \_\_\_\_\_

ADDRESS OF RENTAL PROPERTY: \_\_\_\_\_

MOVE IN DATE: \_\_\_\_\_ LEASE EXPIRES: \_\_\_\_\_ PET(S): \_\_\_\_\_

MONTHLY RENT: \_\_\_\_\_ How many times late? \_\_\_\_\_ NSF'S? \_\_\_\_\_ # \_\_\_\_\_

REQUIRED NOTICE GIVEN? \_\_\_\_\_ IF NOT, WHAT IS REQUIRED? \_\_\_\_\_

WOULD YOU RENT TO THEM AGAIN? \_\_\_\_\_ WAS/WILL DEPOSIT BE REFUNDED? \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_