

DATE OF APPLICATION: _____

<u>Name of Applicant (18 yrs.&older)</u>	<u>Date of Birth</u>	<u>Social Security #</u>	<u>Drivers License No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<u>Other Occupants</u>	<u>Date of Birth</u>	<u>Social Security #</u>	<u>Drivers License No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Home Phone # _____ Cell Phone # _____
Work Phone # _____ Email _____

Residency References: *(please provide information for the last two years)*

Present Address

Street _____
City _____ State _____ Zip Code _____
Dates of Residency: From _____ To _____
Reason For Leaving _____
Landlords Name _____
Phone _____ EMAIL or Fax # _____
Monthly Rent Rate: \$ _____ Did you have a Pet: _____ Type: _____

Previous Address

Street _____
City _____ State _____ Zip Code _____
Dates of Residency: From _____ To _____
Reason For Leaving _____
Landlords Name _____
Phone _____ EMAIL or Fax # _____
Monthly Rent Rate: \$ _____ Did you have a Pet: _____ Type: _____

Have you ever been convicted of a felony? *(circle one)* No Yes





Riverview Square Apartments
APPLICATION FOR RESIDENCY

515 Riverview Dr, Columbus OH 43202
T: (614) 396-9206 F: (614) 987-7307

Employment Information: Please list income from each job or source separately.

Employed by [redacted] Position [redacted] How Long? [redacted]
Gross Monthly Income Amount: [redacted] Payment Frequency: [redacted]
Personnel Dept. Phone # [redacted] Fax # [redacted] Supervisor [redacted]

Employed by _____ Position _____ How Long? _____
Gross Monthly Income Amount: _____ Payment Frequency: _____
Personnel Dept. Phone # _____ Fax # _____ Supervisor _____

Employed by _____ Position _____ How Long? _____
Gross Monthly Income Amount: _____ Payment Frequency: _____
Personnel Dept. Phone # _____ Fax # _____ Supervisor _____

Other Income _____ / Month / Week / Biweekly / Annual

How Did you hear about us: _____

Vehicle Information:

Year/ Make _____ License # & State _____ Registered To _____
Year/Make _____ License # & State _____ Registered To _____

Pet Information:

Type _____ Breed _____ Color _____ Weight _____ Age _____
Name _____ Veterinarian Name _____ Phone Number _____

Type _____ Breed _____ Color _____ Weight _____ Age _____
Name _____ Veterinarian Name _____ Phone Number _____

In case of emergency, please contact:

Name _____ Relationship _____
Address _____ City / State / Zip _____
Phone # _____

Name _____ Relationship _____
Address _____ City / State / Zip _____
Phone # _____





**Riverview Square Apartments
APPLICATION FOR RESIDENCY**

515 Riverview Dr, Columbus OH 43202

T: (614) 396-9206 F: (614) 987-7307

Applicant Approval and Deposit Disclosure:

An applicant scoring 803 points or higher will be approved with a standard security deposit (\$500.00 for 1 bedroom). An applicant scoring between 707-802 will be approved conditionally requiring the standard security deposit with an additional \$125.00 (\$625.00 for 1 bedroom). An applicant scoring 706 or less will be denied and cannot reapply for three months.

A Deposit will be taken as holding fee for the apartment. Once the applicant moves in, the holding fee will become the deposit for the apartment. The applicant has 72 hours to cancel their application and request a deposit refund. If the applicant cancels the application after 72 hours the deposit (holding fee) will not be refunded.

I hereby authorize Riverview Square to verify information enclosed therein. By signing below I affirm that the information provided is true and complete to the best of my knowledge. I understand that if any information provided by the undersigned applicant is found to be false or misleading this application can be denied. By signing below I acknowledge that I have read and understand the application and I agree to the terms within.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Rental Agent's Signature _____ Date _____



Resident Selection Criteria

ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA

A Rental Application Must Be Processed on all prospective residents. All Applicants Must be at least 18 YEARS OF AGE or Older. A **Non-Refundable Application Fee of \$25.00 must be paid for each person who is 18 years or older.** A State or Federal issued Photo ID will be required of each applicant.

1. INCOME:

Gross income per apartment must be at least two and a half times the amount of the market rent rate. Verification may include original pay stubs, written verification from income sources, bank statements, statements from accountants, formal offer letter, tax returns, etc. A prospect must have verifiable current employment or a verifiable source of income.

2. VERIFICATIONS:

Applicants will be required to provide current and past housing and employment verification. Applicants having unresolved debts to a current/previous landlord, non-compliance with any terms of the lease, contract or community policies will be denied. Applicants having been evicted in the last year or currently in the process of being evicted by a landlord for cause will be denied. Applicants who are unable to provide housing or employment verification will not have their application processed.

3. OCCUPANCY:

All residents and all occupants must be listed on the Lease. No more than two (2) occupants per bedroom are permitted. Residents whose household size changes while under a lease agreement will be required to upgrade to an apartment that will allow them to adhere to occupancy guidelines (Children less than 24 months of age will not be counted as an occupant.)

4. SECURITY DEPOSIT:

A Deposit will be taken as holding fee for the apartment. Once the applicant moves in, the holding fee will become the deposit for the apartment. The applicant has 72 hours to cancel their application and request a deposit refund. If the applicant cancels the application after 72 hours the deposit (holding fee) will not be refunded.

5. PET DEPOSIT/PET POLICY:

There is a \$200 non-refundable pet fee per pet. Additionally, a monthly fee of \$25.00 per pet is assessed. There is a limit of two (2) pet per apartment. All pets are subject to management approval and exotic pets and specific breeds may be prohibited. Each pet must be properly documented.

6. PAYMENTS:

All INITIAL RENT, DEPOSITS AND FEES must be paid by money order or cashier's check. If the bank returns the deposit check, application will automatically be denied and applicant will be assessed \$40 NSF Fee plus applicable late fees. (If rent is returned due to insufficient funds, management may require the payment to be made in the form of a cashier's check or money order ONLY).

7. SCREENING

Each applicant will be screened through AM Rent. A score will be generated taking into account the following: credit history, rental history, rent-to-income ratio and debt-to-income ratio, and employment history. Applicant's individual scores will be combined to provide a leasing score.

8. APPROVAL

An applicant scoring 803 points or higher will be approved with a standard security deposit (\$500.00 for 1 bedroom). An applicant scoring between 707 -802 will be approved conditionally requiring the standard security deposit with an additional \$125.00 (\$625.00 for 1 bedroom). An applicant scoring 706 or less will be denied and cannot reapply for three months.

9. LEASE GUARANTOR

A Lease Guarantor will only be granted to fulfill the income requirements for students or special needs residents. A Lease Guarantor cannot be used to improve the applicant's credit score. The guarantor's income must be three times the amount of rent and will be screened using the same criteria as above; a guarantor must score a minimum of 803 points to be approved.





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AN APPLICANT WILL AUTOMATICALLY BE DENIED FOR THE FOLLOWING REASONS:

- a) Any information on the rental application is not true.
- b) Having been convicted of manufacturing or distributing a controlled substance.
- c) Having been convicted of a felony.
- d) Having been required to register with any government (federal, state, or local) as a sexual offender.

Note: The effect of any criminal background could result in denial of applicant. The decision will depend upon the nature of the crime.

I HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY APPLICATION WILL BE APPROVED.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

PROPERTY REPRESENTATIVE DATE

Riverview Square Apartments does business in accordance with FEDERAL FAIR HOUSING LAW





**Riverview Square Apartments
APPLICATION FOR RESIDENCY**

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REQUEST FOR VERIFICATION OF EMPLOYMENT

I, _____ hereby authorize the release of
(Applicant's Name)

employment and salary to **Riverview Square Apartments.**
(Community Name)

(Social Security Number) (Work Division/I.D. Number)

(Company Name) (Supervisor's Name)

(Employer's Street Address)

(City) (State) (Zip)

(Phone Number) (Fax Number)

Applicant Signature/Date

EMPLOYER'S VERIFICATION

(To be completed by the employer)

The above named applicant has submitted an application for Residency at our Apartment Community. Please confirm the information in the space below.

Present Status: (Please circle) Full time Part Time Previously Employed

Job Title: _____ Employment Dates: _____

Gross salary or Wage: \$ _____ Per: Month Week Hour

Average number of hours worked per week: _____

(Signature)

(Title & Date)

**PLEASE FAX BACK TO: (614) 987-7307
OR EMAIL TO: LHolder@ForesiteRealty.com**



LANDLORD REFERENCE

_____ who resides at

(Resident's Name)

_____ Apt. # _____
(Resident's Current Address & Community Name)

Applicant authorizes the release of information and has applied to live at
Riverview Square Apartments, 515 Riverview Drive, Columbus, OH 43202.

I would appreciate the verification of the following:

1. Dates of occupancy: Lease start date: _____ Lease end date: _____
Move Out Date _____ Did resident give proper notice? () yes () no
Did resident break their lease: () yes () no
Comments: _____
2. Was the applicant ever late with rent or other payments? () yes () no
If yes, how many times? _____
Any NSF's? () yes () no If yes, how many? _____
3. Current rent: _____
What portion of the rent was the resident responsible for? _____
4. How many people occupied the apartment when the applicant rented from you? _____
5. What is/was the general condition and cleanliness of the apartment?
() Exceptional () Good () Fair () Poor
6. Did the applicant have any pets when renting from you? () yes () no
7. Were there any damages to the apartment during the applicant's lease period?
() yes () no If yes, explain: _____
8. Have other residents or management had problems with the conduct of the applicant or guests of the applicant? () yes () no If yes, explain: _____
9. Has the applicant ever been in breach of the lease? () yes () no
If yes, explain: _____
10. Does the resident currently owe a balance or has eviction been filed? () yes () no
Comments: _____
11. Does the apartment currently have an infestation? () yes () no
If yes, what type of infestation? _____
12. Would you rent to this person again? () yes () no

Landlord's Signature/Date _____

Resident's Signature/Date _____

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OR EMAIL TO: **LHolder@ForesiteRealty.com**

