

Waterford Place Apartments & Villas
5399 Waterford Circle
Sheffield Village, Ohio 44035
P. 440.934.9080 Email: Office@WaterfordLuxuryApartments.com

RENTAL APPLICATION PROCEDURES

Please remit the following:

- _____ Fully completed Rental Application
- _____ Application Fee (\$50.00) – non-refundable per applicant
- _____ Processing Fee (\$150.00) – non-refundable
- _____ Holding Deposit (\$500.00) – must be paid BEFORE apartment will be assigned or Reserved, and is non-refundable after 72 hours

**Holding Deposit will be applied to Security Deposit upon Move-In*

**Application/Processing Fee and Holding Deposit must be paid with two separate checks/MO*

- _____ Copies of last 2 paychecks from all income sources stated in Rental Application

****Application cannot be approved until all of the above-mentioned is submitted****

Additional Procedures:

- _____ Lease must be signed within 10 days of apartment assignment
- _____ Security Deposit must be paid in full at time of Lease signing

Must provide BEFORE we will release Keys/Remote:

- _____ Proof of Rental Insurance, listing “Waterford Place Apartments & Villas / as Certificate Holder (see Leasing Agent for more details)
- _____ Confirmation of gas utility transferred into Tenant’s name
- _____ Confirmation of electric utility transferred into Tenant’s name
- _____ Up to date veterinary records and pictures of all pets (if applicable)

Please make all checks payable to Waterford Place Apartments & Villas

In fairness to all future residents, apartment homes cannot be reserved until all applicable fees have been paid – No exceptions!

Thank you for your assistance in helping us expedite your rental application approval process.

Waterford Place Apartments is a Non-Smoking Community

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RENTAL APPLICATION

Application Date: _____

Requested Occupancy Date: _____

APPLICANT(S) PLEASE COMPLETE THE FOLLOWING:

Name: _____ Soc. Sec. #: _____
(First, Middle Initial, Last)

Date of Birth: _____ Driver's License #: _____ Issuing State: _____

Are You Legally Able to Reside in the United States? _____

Address: _____
(Street) (City) (State) (Zip Code)

Telephone: (C) _____ (W) _____ Email: _____

Spouse (if applicable): _____ Soc. Sec. #: _____
(First, Middle Initial, Last)

Date of Birth: _____ Driver's License #: _____ Issuing State: _____

Are You Legally Able to Reside in the United States? _____

Address: _____
(Street) (City) (State) (Zip Code)

Telephone: (C) _____ (W) _____ Email: _____

How Many People Will Be Living In Your New Apartment? _____

Please List All **Other** Occupants: _____

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Do you have Pets? (Circle One) Yes No Breed _____ Cat/Dog
****Certain Buildings Do Not Allow Dogs. Please ask for more information. (Photo Required)**

Please Initial (all applicants): I understand that dogs and/or cats are permitted with signed Pet Addendum and related fees only. _____

Rental Record for The Past Five Years:

Present Landlord: _____ Address of Property: _____

Dates of Occupancy: From: _____ To: _____ Landlord's Telephone: _____

Previous Landlord: _____ Address of Property: _____

Dates of Occupancy: From: _____ To: _____ Landlord's Telephone: _____

Employment Record for The Past Five Years:

Present Employer: _____ Address: _____

How long: _____ Occupation: _____ Salary: _____

Previous Employer: _____ Address: _____

How Long: _____ Occupation: _____ Salary: _____

Spouse's Employer: _____ Address: _____

How long: _____ Occupation: _____ Salary: _____

Previous Employer: _____ Address: _____

Income:

Current Income: \$ _____ Weekly Bi-Monthly Monthly Annually

Current Income Spouse \$ _____ Weekly Bi-Monthly Monthly Annually

Name of relative or other (in case of emergency): _____

Relationship: _____ Address: _____ Telephone: _____

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We DO NOT insure your personal property. Do you presently have personal property insurance? Yes No
(You will be required to obtain rental insurance prior to move-in)

Have you ever been convicted of a sex-oriented or child-victim offense? Yes No

Have you ever been evicted or had eviction action filed against you? Yes No

Have you ever been convicted of a felony? Yes No

Have you or any occupant resided in the last 12 months in any dwelling or apartment
Community that has had a bedbug or other pest infestation (to your knowledge)? Yes No

I (We), _____ (print names), hereby authorize Waterford Place Apartments & Villas to obtain a consumer report and background check, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby expressly release Waterford Place Apartments & Villas and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.

Fair Credit Reporting Act Pre-Notification. This is to advise you that part of our procedure for processing your application may include an investigative report whereby information is obtained through personal interviews with third parties, such as business associates, financial sources, criminal background records, or friends. This inquiry includes information as to your character, general reputation, personal characteristics, and mode of living. You have the right to make a written request within a reasonable period of time for a complete disclosure of information concerning the nature and scope of the investigation.

The undersigned warrants and represents that he/she has read this application and that all statements herein are true and complete, and agrees that if such application is accepted, to execute upon presentation a lease agreement in the usual form and on the terms and conditions therein stated, which lease or agreement may be terminated by the lessor if any statement made herein is not true. The undersigned understands and agrees that the application fee is payable upon submission of this application and is non-refundable. Even if said application is not accepted, the undersigned further agrees that the application fee is to be retained by Waterford Place Apartments & Villas as payment for services rendered and liquidated damages.

Applicant's Signature *Date*

Applicant/Spouse's Signature *Date*
(If Applicable)

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REQUEST FOR VERIFICATION OF RESIDENCY

The listed Applicant(s) has applied for residency at Waterford Place Apartments & Villas in Sheffield Village, Ohio. We would appreciate it if you could confirm the Applicant's residency status by completing the bottom portion of this form; **Please email back to** WaterfordLuxuryApartments.com. If you should have any questions, please contact our office at (440) 934-9080

By: The Waterford Place Apartments & Villas

I (we), hereby consent to the residency background inquiry below.

Applicant Name(s): _____

Applicant Signature(s): _____

Address: _____

Waterford Place Apartments & Villas will contact your current landlord to retrieve the information below

Landlord Verification

Move-in date: _____ Monthly payment amount: \$ _____

Move-out date: _____ Condition of apartment (if observed): _____

Was a written lease executed? Yes No

Were the terms of the lease met by Applicant? Yes No Explain No: _____

Did Applicant timely pay rent as agreed? Yes No Explain No: _____

Has Applicant ever paid late fees? Yes No How often/How much? _____

Did Applicant leave on good terms? Yes No Explain No: _____

Would you rent to Applicant in the future? Yes No Explain No: _____

Please provide any additional details that would help us understand the responses above or provide any additional details on your landlord/tenant relationship with Applicant(s):

Form Completed By: _____ Title: _____ Date: _____