

**Forest Meadows Apartment Homes
699 East Reagan Parkway
Medina, Ohio 44256
Phone: (330)723-1252
Fax: (330)723-0968**

GUIDELINES FOR COMPLETING YOUR LEASE APPLICATION

PLEASE FOLLOW THESE GUIDELINES SO WE CAN PROPERLY PROCESS YOUR APPLICATION

- Rental application(s) must be filled out completely, including driver's license and social security numbers. Do not leave any blanks. **Make sure to include the address that is on the Drivers License or Photo I.D.**
- All addresses must include city, state and zip code. Include area codes for phone numbers.
- Documentation and/or verification of monthly income must be provided. It may be necessary to provide paycheck stubs upon request. The name and phone numbers of the department supervisor or human personnel who can verify employment history must be provided upon application.
- Applicants who are self employed may provide copies of their Schedule C, 1099 and/or six months of bank/financial statements showing monthly income.
- Statement of benefits and/or letter of verification from a government and/or court appointed agency or your employer may be submitted as a documentation of spousal/child support and/or social security/disability and/or pension benefits.
- Previous landlord(s) must be listed along with a telephone number they may be reached at.
- All occupants who will be living in the apartment must be listed and occupants over the age of 18 must be lease holders.
- A \$25.00 non-refundable application fee shall be required for each applicant. A \$100.00 processing fee will be due at the time of completing application as a "holding fee" and will go towards your refundable security deposit. A 295.00 refundable security deposit will be needed when credit has been processed. Additional security deposit may be needed pending on credit history.

**PLEASE WRITE LEGIBLY ON THE APPLICATION(S)
YOU MAY FAX, MAIL OR DROP OFF YOUR APPLICATIONS TO THE LEASING OFFICE ALONG WITH 2 PERSONAL
CHECKS OR MONEY ORDERS FOR THE APPLICATION FEE AND PROCESSING FEE. PLEASE MAKE SURE THE
CHECKS ARE MADE OUT TO FOREST MEADOWS APARTMENTS. A DROP BOX IS LOCATED IN THE FRONT OF THE
OFFICE.**

RENTAL APPLICATION
FOREST MEADOWS APARTMENTS



PERSONAL – APPLICANT

Bldg. _____ Apt. _____

Applicant full Name: _____ Soc. Sec. # _____

Date of Birth: _____ Drivers License # _____ State: _____ or State Id# _____ State: _____

RESIDENCY

Current address: _____ Apt. No. _____

City: _____ State: _____ Zip Code: _____

Current Home Phone Number: () _____ Work # () _____ Ext.: _____

Cell Phone No: () _____ E-Mail () _____ Check Preferred Method of Contact

Do you own/rent at this address: _____ Current Rent/Mortgage: \$ _____ Dates of Residency: _____ to _____

Name of Apartment Building and/or Landlord: _____

Landlord Phone Number: () _____ Fax No: () _____ Reason for Moving: _____

EMPLOYMENT AND INCOME

Current Employer: _____ Position: _____ Dates of Employment: _____ to _____

Address: _____ City/State/Zip Code: _____

Work Phone No: () _____ Fax No: () _____ Gross Monthly Income: \$ _____

Previous Employer: _____ Position: _____ Dates of Employment: _____ to _____

Address: _____ City/State/Zip Code: _____

Work Phone No: () _____ Fax No: () _____ Monthly Gross Income: \$ _____

Have you ever been sued, Garnished, Evicted or filed Bankruptcy? _____

Have you or any person who will reside with you in the apartment ever been convicted of a felony? _____

If yes, please provide date and place of conviction, nature of offense, sentence and dates of incarceration if any on the back of this application.

Have you or any person who will reside with you in the apartment ever been convicted of or plead guilty to a "sexually-oriented offense" or been required to register with a designated law enforcement official pursuant to Ohio Revised Code 2950.01 ET. Seq., or been determined to be a "sexual predator" or a "sexually-oriented offender" with the meaning of Ohio Revised Code 2950.01 ET. Seq.? Yes _____ No _____

MINORS: 0 – 17 YEARS OF AGE

Name: _____ Relationship to Resident: _____ Date of Birth: _____

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VEHICLE INFORMATION

Auto Make: _____ Year: _____ Model: _____ Color: _____ Plate #: _____ State: _____

Auto Make: _____ Year: _____ Model: _____ Color: _____ Plate #: _____ State: _____

PET INFORMATION

Kind of Pet: _____ Breed: _____ Weight: _____ Age: _____ Name: _____

Kind of Pet: _____ Breed: _____ Weight: _____ Age: _____ Name: _____

EMERGENCY CONTACT INFORMATION: In an emergency, notify (preferably a relative not living with you)

Name: _____ Phone No: (_____) _____

Address: _____ City/State/Zip Code: _____

Work Phone No: (_____) _____ Relationship: _____

If you become seriously ill or die, you authorize the person listed above to enter your dwelling to remove and store all contents, as well as your property in the mailbox, storerooms and common areas.

I hereby apply to lease the apartment indicated on this application form. The fee of one hundred Dollars (\$100.00) has been paid with the understanding that it is not refundable if I am accepted by Forest Meadows Apartments or cancel my application. If Forest Meadows Apartments does not accept this application, the One Hundred Dollar (\$100.00) fee shall be refunded in full. Approval of this application by the leasing office of Forest Meadows Apartments takes a minimum of three to five business days.

In addition, the application fee(s) has been paid for the express purpose of a credit report, criminal background check, residency verification, employment verification and administrative costs of Forest Meadows Apartments in connection with this application all of which we hereby authorize Forest Meadows Apartments to undertake. This fee shall not be applied toward rent or security deposit and is nonrefundable.

I understand that this application may not be accepted if I have a criminal record, and that a person shall not be permitted to occupy the apartment if before or during the term of the Lease that person (1) has been convicted of, is convicted of, has pleaded guilty to, or pleads guilty to a "sexually-oriented offense" or had or has a duty to register with a designated law enforcement official pursuant to Ohio Revised Code 2950.01 et. Seq. or (2) is or becomes a "sexual predator" or a "sexually-oriented offender" within the meaning of Ohio Revised Code 2950.01, et.seq.

If this application is approved, and a lease is executed, then upon occupancy, the processing fee shall be applied toward the Security Deposit. I will sign a lease on Forest Meadows Apartments standard form and pay the security deposit due and the required pre-payment of rent within five (5) business days after notification from Forest Meadows Apartments that this application has been approved. Forest Meadows Apartments will notify applicant that this application has been approved by phone by calling on two different days between 9:00 a.m. and 5:00 p.m. Monday through Friday at the work phone number listed above for the primary applicant unless the applicant, upon making this application, designates in writing another phone number at which applicant is to be contacted. If by 5:00 p.m. on the day following the second day that Forest Meadows Apartments has called, applicant has failed to make an appointment, or if applicant fails to be present at the appointment made to sign the lease, the processing fee and the application fee will be retained by Forest Meadows Apartments and not be refunded to applicant. The apartment will be re-marketed to any third party and Forest Meadows Apartments will have no further obligation to lease this or any apartment to applicant. If the applicant is out of town or cannot make an appointment to sign the lease, then applicant must request Forest Meadows Apartments to fax a complete set of all lease and other documents to be signed by applicant to a fax number designated by applicant. Applicant agrees to sign and notarize the faxed documents and to overnight deliver to Forest Meadows Apartments the lease and other documents with notarized original signatures and a check for the amount due upon signing the lease. In any event the signed lease and check for the amount due Forest Meadows Apartments must be received by Forest Meadows Apartments within five (5) business days of notification from Forest Meadows Apartments that the application has been accepted for the apartments. If applicant does not comply with all of the above, the processing fee and the application fee will be retained by Forest Meadows Apartments and not refunded to applicant. The apartment will be re-marketed and Forest Meadows Apartments will have no further obligation to lease this or any apartment to applicant.

I have read this application and hereby certify that the information in this application is complete and accurate; and I agree that, in the event that this information is not complete and accurate, Forest Meadows Apartments may deny this application and have no further obligation to lease to me. I also agree that this application will become part of the lease agreement entered into with Forest Meadows Apartments. I authorize Forest Meadows Apartments to obtain all such information as may be required by it concerning all of the statements made in this application. In addition, I am required to sign a separate release of information form.

**APPROVAL SUBJECT TO SATISFACTORY EMPLOYMENT, RESIDENCY, CRIMINAL HISTORY, AND CREDIT VERIFICATION
Application for residency required for all prospective residents 18 and over.**

APPLICANT SIGNATURE

DATE

SIGNATURE OF LEASING SPECIALIST ACCEPTING APPLICATION

DATE

AUTHORIZATION FOR RELEASE OF INFORMATION

PURPOSE: The owner and manager(s) of **Forest Meadows Apartments** may use this authorization and the information obtained with it to administer and enforce rules and policies related to the rental of apartment suites by the above reference organization.

AUTHORIZATION: I authorize and consent to an investigation on all statements and information contained in this application by, **Forest Meadows Apartments** about me (us) or my family that is pertinent to the rental of property owned and/or managed by such organizations.

Information Conveyed and or Inquiries may be made about:

- Credit History
- Criminal Activity for the last Seven (7) years
- Employment/Income
- Residence and Rental History

Individuals and or Organizations that may release information:

- Banks and other financial institutions
- Courts and Law enforcement agencies
- Credit Bureaus
- Employers, present and past
- Landlords, present and past
- Utility Companies
- Providers of : Welfare, alimony, child care, child support, credit

LOCAL TAXING AUTHORITY: In cities where municipal income tax exists, we are obligated to release to the local taxing authority the names and social security numbers of all lease holders.

CONDITIONS: I agree that photocopies of this authorization may be used for the purpose stated above. If I do not sign this authorization, I understand I may be denied occupancy of rental property owned and/or managed by the above referenced organizations.

Applicant Signature

Date

Co-Applicant Signature

Date

Authorized Agent Signature and Title

Date

RULES AND REGULATIONS OF FOREST MEADOWS APARTMENTS

1. Rent payments are due the 1st day of each month, payable no later than midnight on the 3rd day of each month. A \$25.00 late charge is assessed on the 4th day of the month and \$10.00 each day thereafter until payment is received.
2. In the case of a returned check, there is a \$25.00 return-check charge plus late charges will be assessed as stated above. Return checks are not re-submitted, and must be replaced with a money order or an official bank check.
3. All payments must be made with a personal check, money order or bank draft. WE DO NOT ACCEPT CASH UNDER ANY CIRCUMSTANCES.
4. All occupants must be named on the lease and application. No one shall be permitted to reside in an apartment unless so named.
5. Waterbeds are NOT permitted above the first floor. NO LIVE Christmas trees are permitted.
6. Move-ins are permitted only between 8am and 8pm. All cartons and boxes must be broken down and put in dumpsters (Large items such as furniture, tires, etc. are not permitted in dumpsters). You must make other arrangements to discard these items.
7. At the time of move in, you will be required to pay the balance of your security deposit (if not previously paid), any non-refundable pet fee if applicable, and your first month's rent in advance. If your move-in date is after the 1st of the month, you will be charged a prorated amount for your first month.
8. If you have been issued an Ohio Buckeye Card, please provide a copy in order to receive any applicable discount.
9. If the apartment you are requesting is presently unavailable for occupancy for any reason whatsoever, there is a possibility that the requested move in date may have to be delayed due to circumstances beyond management's control. Accordingly the move in date is subject to modification at the discretion of the owner. You will be given as much advance notice of any delay as possible.
10. Any resident, or prospective resident, residing **on the first floor** who is unable due to handicap or physical disability to utilize the laundry room in the building, will be provided with a washer and dryer in their suite at no additional charge. Medical letter from a licensed physician must prove disability.
11. We will approve any reasonable request for adaptation of an apartment suite in order to accommodate handicapped residents. Any such accommodation will be at the sole cost of the resident. Resident must submit a written request for consideration of any accommodations.
12. The only pets permitted on the premises are spayed/neutered cats and certain dogs (breed restrictions apply) ONLY at specified property locations. A maximum of 2 pets per apartment. There is a \$300.00 nonrefundable pet fee for cats and a \$300.00 nonrefundable pet fee for dogs. Certain properties also may charge monthly pet fees. You must provide to the leasing office proof that the animal has been spayed or neutered (e.g. a copy of veterinarian's certification) BEFORE move in. Should the pet later become a nuisance, in the owner's discretion, it must be removed from the property. Tenant shall provide Landlord with evidence of Renter's Insurance (excluding cats) with general liability coverage in an amount not less than \$300,000. Pet Addendum will be made part of the Lease prior to move in.
13. If a present resident has referred you to our community, they must be named on your application for them to receive any applicable referral fees.
14. Authorized vehicles must be parked in their assigned garages. Garages are for cars only not storage.
15. Balconies or patios are to be kept neat and orderly and free of debris. Only appropriate size outdoor furniture may be placed on balconies or patios. Nothing is to be nailed or hung, i.e. wind chimes, plants, bird feeders, etc.
16. NO motorcycles, RV's, jet skis, boats; trailers, etc. are permitted on the property. These are merely a short summary of some of the items in your Lease. To the extent the provisions of the Lease are inconsistent or more specific the Lease shall apply.

Tenant Signature: _____

Date: _____

PET DOCUMENTATION REQUIREMENTS

The following is a list of pet documents required by Forest Meadows Apartments **PRIOR** to move-in:

- I. Veterinary certificate indicating pet's
 - Breed
 - Weight
 - Certification of required shots
 - Certification that the pet has been spayed/neutered

- II. Renter's Insurance documentation, which includes General Liability coverage in an amount not less than \$300,000.00* is recommended.

- III. Current Copy of dog license*.

It is understood that the above-described documents are mandatory and required **PRIOR** to move-in. Keys will not be issued without the above documentation.

*(Dog's only)

Signature of Applicant

Date

Signature of Applicant

Date