



ACE PROPERTY MANAGEMENT - P.O. Box 42774 • Cincinnati, OH 45242

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Application for Rental

EACH PROSPECTIVE TENANT (OCCUPANT 18 YEARS OF AGE OR OLDER) MUST COMPLETE AN APPLICATION

Address of unit applying for _____

Full Name _____ Phone (____) _____ - _____ Email _____

Social Security Number _____ D.O.B. _____ Current Driver's Lic# _____ State _____

Present Address _____ City _____ State _____ Zip _____

How Long? _____ If renting, Landlord/Manager name _____ Phone (____) _____

Why are you leaving? _____ Current Rent \$ _____

Previous Address _____ City _____ State _____ Zip _____

How long? _____ If renting, Landlord/Mgr's name _____ Phone (____) _____

Why did you leave? _____ Rent Payment \$ _____

Present employer _____ Position _____ How long? _____

Address _____ Phone (____) _____

Net Income \$ _____ Monthly / Bi-Monthly / Weekly Other Income \$ _____ Source _____

Former Employer _____ Position _____ How long? _____

Address _____ Phone (____) _____

Why did you leave? _____

Have you ever been evicted? YES [] NO []. Have you ever had a foreclosure/repossession? Yes [] No []

Have you ever filed for bankruptcy? Yes [] No [] Have you ever been convicted of a crime? Yes [] No []

If yes, explain _____

The undersigned expressly agrees that completion of this application is a first step toward consideration as an approved tenant. If the information provided indicates that the undersigned is likely to meet the criteria for consideration of potential tenants (attached), a showing of the rental property will be scheduled. Once the showing is completed, if the undersigned is interested in renting the apartment, they agree to complete the required on-line Tenant Credit Report and Background Check and pay a \$35 application processing fee. Processing and consideration shall be completed in as timely a manner as possible and the results may be delivered via telephone, email or mail. Once approved, applicant agrees to pay the balance of funds and complete the paperwork within 72 hours, otherwise management will assume that applicant has decided not to rent this property and will begin re-marketing the property. If applicant is not approved, results may be delivered via telephone, email or mail. Any deposits submitted to hold an apartment are non-refundable if application is approved.

A PHOTOSTATIC COPY OF MY DRIVER'S LICENSE OR PICTURE ID CARD, SOCIAL SECURITY CARD, AND LAST TWO PAY CHECK STUB(S) ARE ATTACHED TO THE APPLICATION, OR WILL BE PROVIDED. I declare that the application is complete, true and correct and I herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to Management or their authorized agents, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize Management or their Authorized Agents to verify the application information including but not limited to obtaining criminal records, contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with Management. Any false information will constitute ground for rejection of the application, or Management may at any time immediately terminate any agreement entered into in reliance upon misinformation given on this application.

Applicant's Authorization

Date



CRITERIA FOR CONSIDERATION OF POTENTIAL TENANTS

At Ace Property Management, we work to provide a safe, clean, comfortable and enjoyable place for all of our tenants to live. We strive to identify tenants who share this objective. As such, the following criteria are used when considering prospective tenants:

- Tenant(s) monthly “take-home” income must be at least 3X the rent price. Income must be objectively verified and documented (typically by providing photo-copies of the tenant’s two most recent pay check stubs). Prospective tenant employer references will be considered. Negative references may indicate income instability which will harm a prospective tenant’s chances for consideration.
- Tenant(s) must not have filed for bankruptcy in the past 7 years.
- Tenant(s) must have a good credit history. When all other items are equal, applicants with higher credit scores will be selected over applicants with lower scores. Absent new or mitigating information, a low credit score (620 or lower) may eliminate a prospective tenant from consideration.
- Tenant(s) must not have any significant criminal history (for example, felonies, domestic violence, assault, vandalism, arson, theft, trespassing).
- Tenant(s) must have no prior evictions in the past 7 years.
- Tenant(s) must not have negative rental history (skipped rent payments, leaving previous properties in bad condition, history of damaging property, etc.).
- Prospective tenant(s) must completely fill out rental application and background check forms. A separate form must be completed for each prospective tenant. A tenant is defined as any occupant 18 years of age or older.
- Prospective tenant(s) must not provide false or incomplete information during the tenant consideration process.
- Each prospective tenant must authorize a Tenant Credit Report and Background Check (Each prospective tenant pays a \$35 fee for these checks / report.)
- Tenant(s) must agree to provide a photo-copy of their driver’s license or valid picture ID card or social security card.
- A maximum of 2 occupants are allowed to live in each 1-bedroom apartment.
- Tenant(s) must not smoke. No smoking is allowed in building or on property.
- Tenant(s) must have no pets other than cats. A maximum of 2 cats are allowed per apartment. A one-time non-refundable fee and additional monthly rent will be charged. Certified animal assistants for individuals with disabilities are exempt from this policy.
- Tenant(s) must agree to all rental terms as outlined in the lease and agree to comply with all properly posted notices, rules and regulations.