



# WINDSOR

## REALTY & MANAGEMENT RENTAL APPLICATION

Property Name:

Apartment Type:

Rental Price:

Apartment # Requested:

APPLICANT INFORMATION		
Date:	Name of Applicant: (Last, First, MI)	SSN:
Name(s) of Other Applicants Applying:		Are you over the age of 18?
Present Address:	City: State: Zip:	How long at present address in years?
Email Address:	Driver's License No.:	State of Issuance:
Cell Phone:	Work Phone:	Home Phone:
Present Landlord/Apartment Name:	Phone Number:	Monthly Rent:
Former Address:	City: State: Zip:	How long at former address in years?
Former Landlord/Apartment Name:	Phone Number:	Monthly Rent:
EMPLOYMENT INFORMATION		
Current Occupation:	Gross Monthly Salary:	Length of Employment in years?
Current Employer:	Complete Address:	Phone Number:
Immediate Supervisor's Name and Title:		Phone Number:
Past Occupation: if less than 6 months at current position	Gross Monthly Salary:	Length of Employment in years?
Past Employer:	Complete Address:	Phone Number:
Past Supervisor's Name and Title:		Phone Number:
Additional Income (Describe Sources):		
EMERGENCY CONTACT (cannot be co-tenant)		
In case of Emergency, Notify:		Emergency Contact's Relation to Applicant:
Complete Address:		Phone Number:

1. Has any civil judgment been entered against you for the collection of a debt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	4. Have you ever been evicted or refused to pay rent for any reason?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have you filed for bankruptcy in the past 10 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	5. Have you been convicted of a misdemeanor in the last five years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you ever been convicted of a sexual offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	6. Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**List names of all others who will reside in the apartment: 18 or older must fill out their own application.**

Name:	SSN:
Name:	SSN:
Name:	SSN:

**FEE. NO CASH ACCEPTED** A NON-REFUNDABLE application fee of \$ \_\_\_\_\_ is being provided by applicant. The application fee is retained by management in consideration for completing a background check, including, but not limited to, a criminal background check, rental history report and credit report of the Applicant. Applicant shall also deposit \$ \_\_\_\_\_ as a suite holding fee, which shall apply as the security deposit when a lease is executed by and between the Applicant and Windsor. **The application fee is nonrefundable whether or not the Applicant is approved or denied and suite holding will become non-refundable should the Applicant fail to execute a lease once approved or fail to take occupancy subsequent to entering into a lease with Windsor.**

**VERIFICATION.** The Applicant agrees to provide documentation necessary to substantiate present or prior earnings which are to be considered as a basis for payment of rent. This application and deposit are taken subject to previous applications made by Applicant or other occupants intending to reside with Applicant. The Applicant shall provide management with a photocopy of his/her driver's license. The Applicant further authorizes management to conduct background and investigative checks on the Applicant and other occupants, who are over the age of 18, that management deems necessary in its sole discretion including, but not limited to, credit checks, rental history, criminal background checks and criminal history reports, income verification, and reference checks now or in the future in the event Applicant seeks to renew his/her lease with Windsor or for the purposes of collecting past due charges that are owed to the landlord.

**APPROVAL.** Applicants approval or denial shall be based upon information furnished by Applicant and obtained by Windsor and shall be in Windsor's sole and absolute discretion. Once the Applicant is notified by management that the application has been approved, the Applicant will be required to execute a lease and the suite holding fee shall become the Security Deposit under the lease. In the event that the Applicant fails to execute a lease for the suite within one (1) week of being approved, or the Applicant fails to take occupancy within (1) week of the start date of the Lease. Windsor will have the right to place the suite back on the market for rent and the suite holding fee will become nonrefundable and may no longer be applied as a security deposit. Applicant releases Windsor from any loss, claim or cause of action resulting from the failure to deliver occupancy of the leased premises on the date projected in the Lease.

**TRUE AND ACCURATE.** The undersigned warrants and represents that all statements herein are true and permits management to conduct such checks as management may deem necessary in its sole discretion in order to verify Applicants statements. Should it be determined prior to or at any time during a subsequent tenancy that information given was false, management reserves the right to terminate said tenancy immediately through legal process and without the need for a thirty (30) day notice of termination.

**FAIR HOUSING.** Pursuant to Fair Housing Laws, the management shall neither refuse to rent or lease an apartment to any person because of race, color creed, religion, national origin, ancestry, handicaps or familial status of the applicant nor discriminate in the terms offered or the services rendered. We are an Equal Housing Opportunity.

THE APPLICANT ACKNOWLEDGES THAT IF HE/SHE IS APPROVED, SOME OR ALL FUNDS PAID (REGARDLESS WHEN PAID) ARE OR MAY BECOME NON-REFUNDABLE, AND THAT THIS DOCUMENT IS NOT A LEASE AND DOES NOT, UNDER OHIO LAW, CREATE A LANDLORD/TENANT RELATIONSHIP. NO RELATIONSHIP SHALL BE DEEMED TO EXIST UNTIL THE APPLICANT AND WINDSOR FULLY EXECUTE A LEASE FOR THE SUITE.

The provisions contained in this application constitute the entire understanding among Windsor and the Applicant and no promises or agreements were made by management to the Applicant except as contained herein. No promise, inducement, or representations other than those which are expressly set forth herein have been made as consideration to Applicant.

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

**Applicant Name (Print)** \_\_\_\_\_

**Property Manager's Signature** \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Evaluated By:	Results Delivered to:
	APPROVED: <input type="checkbox"/> DENIED: <input type="checkbox"/> OTHER: <input type="checkbox"/>	EMAILED: <input type="checkbox"/> CALLED: <input type="checkbox"/> FAXED: <input type="checkbox"/>
Explain if other:	Date:	Time: