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**GUIDELINES AND POLICY FOR FILLING OUT AND PROCESSING APPLICATION**

Thank you for your interest in our apartment community. In an effort to provide a more complete understanding of our application process, Stile Companies, expects all applicants to meet the following guidelines:

1. Applicant(s) must be 18 years of age or more at time of application.
2. Applicant(s) should have verifiable, consistent employment and favorable references.
3. Applicant(s) should have adequate income from employment, social security and or pension payments will be considered in determining adequate income. Excluded but taken into consideration are funds from child support, alimony, non-verifiable tips or gratuities, and student loans.
4. Applicant(s) should have some history of prior rental with good record.
5. Applicant(s) who have been evicted may be denied unless restitution has been made.
6. A nationwide criminal/registered sex offender background check will be run on all applicants applying for an apartment with Stile Companies. A police record should be free of any drug related arrests, and convictions that may be of a nature that would negatively impact the applicant’s willingness and ability to comply with the rules, regulations and peaceful enjoyment and/or safety of other tenants of the community applied for.
7. Occupancy Guidelines:

1 bedroom – Maximum of Two (2) persons

2 bedrooms – Maximum of Four (4) persons

 3 bedrooms –Maximum of Six (6) persons

**POLICY IN PROCESSING APPLICATION**

1. View vacant unit with Leasing Agent.
2. Complete all line items on the application and if not applicable place N/A where appropriate, sign application and present a driver’s license or a state issued identification card.
3. Applicants must be prepared to take occupancy within 15 days on all available units.
4. A **$45.00** Non-refundable application fee for the 1st applicant and **$25.00** for each additional applicant will be collected with this application. Checks can be made payable to Stile Companies.
5. Application will be reviewed and approved or denied within 5 business days of date of application.
6. Approved applicants will be notified and must accept or decline the unit within 3 business days of contact, or unit will be placed back on the market for rental.
7. Approved applicants who have accepted a unit, must set up a lease signing appointment and pay the Security Deposit within 3 business days of acceptance.
8. An approximate date of occupancy will be determined at lease signing on pre-leased units. (The Lessor shall not be under any obligation to provide occupancy on the date due to unexpected problems or for any reason).
9. Should the unit not be ready for occupancy within 30 days from the approximate occupancy date determined the applicant may cancel the application and receive full refund of Security Deposit and be under no obligation for the signed Lease Agreement.

**Stile Companies is an Equal Opportunity Housing Company and processes all applications of all persons in a reasonable and prompt manner and without regard to race, color, religion, sex, handicap, national origin and/or familial status.**

 **I have read and understand Stile Companies’ Policy in accepting or rejecting an application and also understand A NON-REFUNDABLE application fee of $45.00 and an additional $25.00 for any co-applicant is due at the time of original application. Any new co-applicants after the original Lease Agreement are an additional application fee of $45.00. (ALL APPLICATION FEES ARE NON-REFUNDABLE)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Signature** **Date**



**A Stile Companies Property**

**454 Crestmont Court** **RENTAL APPLICATION**

Copley, Ohio 44321

330.670.9281

Fax 330.668.6296

|  |  |
| --- | --- |
| **RESIDENT MANAGER TO COMPLETE THIS SECTION** | Date: |
| Apt. Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rent $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Security $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What date are you looking to move? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How did you hear about Stile Companies? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tenant will be responsible for all gas, electric, and water/sewer utilities |
| Applicant Information |
| Name:  |
| Date of birth: | SSN: | Phone: |
| Drivers License #: | State Issued: |
| Current address: |
| City: | State: | ZIP Code: |
| Own Rent (Please circle) | Monthly payment or rent: | How long? |
| Current Owners name: | Owners Phone #: |
| **Previous address**: |
| Previous owners name:  |  Phone #: |
| City: | State: | ZIP Code: |
| Owned Rented (Please circle) | Monthly payment or rent: | How long? |
| Reason for leaving? |
| Employment Information |
| **Current employer**: |
| Employer address: | How long? |
| City: | State: | ZIP Code: |
| HR contact: | Phone #: | Fax #: |
| Position: | Hourly Salary (Please circle) | Annual income: |
| **Previous Employer:** |
| Employer address: | How long? |
| City: | State: | ZIP Code: |
| HR Contact: | Phone #: | Fax #: |
| Position: | Hourly Salary (Please circle) | Annual income: |
| **Other income to consider:** |
| Alimony/Child Support | $ | Name & Address of Payer: |
| Social Security | $ | Description of Benefits: |
| Retirement | $ | Name or Source of Payments: |
| Other | $ | Describe: |
|  |
| All Occupants |
| (ALL APPLICANTS 18 OR OVER MUST FILL OUT A SEPARATE APPLICATION) |
| Name: | Relationship: |
| Name: | Relationship: |
| Name: | Relationship: |
| Name: | Relationship: |
| Emergency Contact |
| Name of a person not residing with you**:** |
| Address: |
| City: | State: | ZIP Code: | Phone: |
| Relationship: |
|  |
| Personal Reference |
| Name: |
| Address: |
| City: | State: | ZIP Code: | Phone: |
| Relationship: |
|  |
| Automobile |
| **Vehicle 1** | Year | Make | Model |
| Color | License Tag | State | County |
| **Vehicle 1** | Year | Make | Model |
| Color | License Tag | State | County |
|  |
| Pets (Limit of 1 pet per apartment, 35 lbs or under) |
| Do you have any pets? | Are all Pets current w/vaccinations?Phone: |
| Name of Pet: | Spayed/neutered?  |
| Type: | Weight : | Breed |
|  |  |  |
| Mandatory Screening Questions |
| 1. Have you ever been evicted or a defendant in an eviction action? **YES [ ] NO [ ]**
 |
| 1. Have you ever filed bankruptcy, or are you currently in the process of filing bankruptcy? **YES [ ] NO [ ]**
 |
| 1. Do you owe any other landlords a balance? **YES [ ] NO [ ]**
 |
| 1. Have you ever been asked to move because of a lease violation of any kind? **YES [ ] NO [ ]**
 |
| 1. Have you been convicted of a felony? **YES [ ] NO [ ]**
 | If so, What charge & Date of offense: |
| 1. Have you ever been convicted of a misdemeanor? **YES [ ] NO [ ]**
 | If so, What charge & Date of offense: |
|  |
| **EACH APPLICANT MUST ATTACH A COPY OF THEIR DRIVERS LICENSE OR STATE ISSUED IDENTIFICATION TO THIS APPLICATION, IN ORDER FOR IT TO BE PROCESSED** |
| Each person eighteen (18) years of age or older must complete and sign an application. If a co-signer is necessary, the co-signer must also complete and sign an application. A **$45.00** non-refundable processing fee for the 1st applicant and **$25.00** for each additional applicant will be collected with this application, in order to process the consumer reports on each applicant. Please completely fill in your application, if a section is not applicable please fill in N/A. If you do not fill out the entire application, we will not be able to process the application successfully.Tenancy will be denied if any information is misrepresented on this application. If misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated immediately, and you will be asked to leave the property. We verify your current and past employment, your current and past rental and eviction history, run a credit report, and review all criminal records within the past 20 years on a nationwide scale. All applicants are processed without regard to race, color, religion, sex, handicap, familial status or national origin.This is to advise that I, the undersigned, hereby authorize Stile Companies and Resident Research, LLC, to obtain a consumer credit report from any or all 3 credit bureaus, conduct a nationwide criminal records search, verify employment and rental history, and a nationwide eviction search, to determine eligibility for tenancy and accessing credit worthiness. |
| Print applicant name: |
| Signature of applicant: | Date: |