

Application Checklist

The list below has been provided to make your completion of the application process as easy as possible. Please place a checkmark in the "Status" column to indicate you have completed that item. All items must be completed in order for KeyNote Property, Inc. to process your application.

Status	Description
	Application filled out COMPLETELY. Do not leave fields blank. If something doesn't apply then mark it "N/A" for "Not Applicable". A partially completed application will delay our ability to process your application
	\$25.00 Application Fee – This must be certified funds (ex. – Cash, Money Order, or Certified Check). Make payable to " Keynote Property, Inc. "
	Income Verification – A copy of most recent pay stub, alimony, child support, pension checks, other sources of income. If self employed, a copy of last year's tax return.
	Copy of Drivers License – need to verify that you are who you say you are.
	Social Security Card (not necessary if social security number is on driver's license)
	Automobile Registration for all vehicles – so we know that when your car is parked on the property that it is your car.
	Automobile Insurance for all vehicles – so we know that your car is insured.
	Other – Any other information that we requested specific to your situation (ex. – Co-Signer information, Pet information). This step may not apply to you.

APPLICATION FEE

An application fee of \$25.00 will be charged to each prospective resident wanting to complete a rental application. This fee will cover the cost of processing and initiating a credit check. The amount is non-refundable, should the prospective resident withdraw their application.

Should a rental agreement not be completed because of **undisclosed** credit, past landlord problems, etc., the \$25.00 application fee is non-refundable. If a resident is selected before your application is processed, the \$25.00 fee will be refunded to you

Landlord/Agent

Applicant

Applicant

I would like to disclose any potential credit problems that may be revealed through a normal credit check and provide a short explanation. I understand this disclosure is optional and I am providing information voluntarily to aid the application process.

EACH APPLICATION MUST FILL OUT A SEPARATE APPLICATION

Instructions for filling out application

KeyNote Property, Inc. is looking for reliable residents who have the desire to live in a clean, safe, well-maintained, orderly property that they would be proud to call "home". Your application will be accepted or denied based on criteria that we have found useful in predicting the success of applicants in fulfilling the lease requirements. We want to have a "win-win" relationship with you. If we find that, based on our criteria, you cannot or will not qualify to lease the apartment or property, we will not accept your application.

If your application is accepted, you will be given a lease agreement to review before signing and we will begin discussing the details of your lease agreement with KeyNote Property, Inc.. Please take the time to read these instructions carefully so that we can process your application quickly and fully.

Your application will be evaluated based on a "point" system. If you achieve the minimum number of points required, your application will be accepted. If you achieve short of the minimum number, you may be asked to pay a larger up-front security deposit or higher monthly payment. The qualifications are relatively easy to meet, and a large percentage of applicants who fill out the application **truthfully and fully** are accepted. The following affect your score:

- Landlord references
- Employment references
- Income
- Ability to pay rent monthly
- Evictions & rental history
- Credit references
- Ability to pay Deposit Immediately
- Co-Signer who owns real estate if needed

The following items will result in AUTOMATIC REJECTION of your application:

- If you lie about any item on the application. We check all information that you give us VERY CAREFULLY. We can usually overlook poor credit, etc...IF we know ahead of time what we are going to find. However, even one small falsehood will result in immediate and automatic rejection of your application.
- If you have been convicted of a violent, sexual, or drug-related felony in the past 5 years.
- If you have a gross household income (before taxes) of LESS THAN 3 times the monthly payment.
- If you have been a PLAINTIFF (i.e. the one who SUED someone) in a lawsuit other than an auto accident or class action suits.

Please follow these instructions in filling out your application:

1. ALL adults who will be living in the property must fill out applications and pay the associated application fee.
2. Fill out EVERY part of the application.
3. Sign and Date the application.
4. The application fee must be paid in CASH or by MONEY ORDER made out to "**KeyNote Property, Inc.**".
5. If you feel that any items on your application (credit, evictions, etc.) need further explanation, feel free to attach a separate letter of explanation.

**WE LOOK FORWARD TO WORKING WITH YOU!
IF YOU HAVE ANY QUESTIONS, CONTACT US AT:**

**Keynote Property, Inc.
7672 Montgomery Rd, #340
Cincinnati, Ohio 45236
Office – (513) 396-SALE; Fax – (513) 631-7368
tobin@keynoteproperty.com
www.4nobank.com**

Keynote Property, Inc.

Notice: Co-Applicant must complete a separate rental application

RENTAL APPLICATION

The undersigned hereby makes application to rent unit number ... located at ... beginning on ... 20 ... at a monthly rental rate of \$...

PLEASE TELL US ABOUT YOURSELF

FULL NAME: ... Phone (...) ... Date of Birth: ... Social Security No. ... Email ... Name of Co-Applicant ... No. of Dependents (excluding co-applicant) ... List name, age, date of birth and social security number of all other occupants who will live at the property: ...

Pets (#er and kind) ... Neutered? [] No [] Yes If cat, is it declawed? [] No [] Yes Does any applicant Smoke? [] No [] Yes

PLEASE GIVE US YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (BEGINNING WITH MOST CURRENT)

CURRENT ADDRESS ... Current Rent \$... Month & year moved in ... Reason for leaving ... Owner or Agent ... Phone (...) ... PREVIOUS ADDRESS (if within 3 years) ... Month & year moved in ... Reason for leaving ... Owner or Agent ... Phone (...) ... PREVIOUS ADDRESS (if within 3 years) ... Month & year moved in ... Reason for leaving ... Owner or Agent ... Phone (...)

PLEASE GIVE YOUR EMPLOYMENT INFORMATION

YOUR STATUS: [] Employed full time [] Employed part time [] student [] retired [] unemployed EMPLOYER: [] current or [] previous ... Date Employed: ... Employed as ... Supervisor ... Supervisor's Phone(...) ... Address ... Salary \$... per ... If employed by above less than six (6) months, give name, address, and phone #er of previous employer or school ... If there are other sources of income you would like us to consider, please list income, source and person (banker, employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application. Amount \$... Source ...

PLEASE LIST YOUR BANK AND CREDIT REFERENCES

YOUR BANK(S) City, State Branch Type of Acct. Acct. Number 1) 2)

CREDIT REFERENCES: (list credit cards and present loans) - additional references list on the back. 1) 2) 3)

Your driver's license number ... State ... Your Vehicle Make/Model ... Year ... Tag No. ... State ... Second Vehicle Make/Model ... Year ... Tag No. ... State ... Other Vehicles ...

Have you or any proposed occupant ever:

Filed for bankruptcy? If yes, explain below or on back.

No Yes

Ever been convicted of a crime involving the use, possession with intent to distribute an illegal narcotic?

No Yes

Ever been convicted of a crime involving an offense of violence against any person including, but not limited to, any form of assault, battery, domestic violence, and/or harm, injury or assault, or any crime involving sexual menacing, assault or molestation offense, including children and has anyone in your household been adjudicated to be a sexual predator?

No Yes

Been evicted, been served an eviction notice or been asked to vacate a property you were renting?

If yes, explain _____

No Yes

Willfully or intentionally refused to pay rent when due?

No Yes

Do you or any proposed occupant :

Have any pending judgments or legal proceedings pending against you? No Yes

If yes, explain _____

Are you presently an illegal abuser of a controlled substance No Yes

Have a renters' insurance policy? No Yes

If yes, list company _____

Have a waterbed? No Yes

If you do not qualify, would you be able to get a co-signer who owns real estate? No Yes

If yes, provide details _____ No Yes

Please give any additional information which might help management evaluate this application:

If Management has any questions about this application, please give PHONE NUMBERS where you can be located:

HOME : _____ WORK: _____ CELL: _____

I hereby apply to lease the above-described premises for the term and upon the conditions stated above and agree that the rental is to be payable the first day of each month in advance. I warrant that all statements above are true.

When approved and accepted, I agree to (**within 72 hours** of being notified of acceptance) sign a Security Deposit form and give a security deposit of \$_____ to reserve the property until the agreed upon move-in date of _____ at which time I will execute a lease for _____ months. Prorated rent and first month's rent shall be paid by money order or cashier's check at the time of taking possession.

As an inducement to the owner of the property and to the agent to accept this application, I hereby deposit \$_____ as earnest money to be refunded to me if this application is not accepted within 10 business banking days. Upon acceptance of this application, and applicants' execution of a Lease and taking possession of the Premises, this deposit shall be retained and converted to a security deposit. When so approved and accepted I agree to execute a lease as stated above and take possession on or before the move-in date stated above or the earnest money deposit will be forfeited as liquidated damages. If this application is not approved and accepted by the owner or agent, the deposit will be refunded after applicant's check has cleared applicant's bank.

The applicant hereby waives any claim for damages by reason of nonacceptance which the owner or his agent may reject without stating any reason for doing so.

The above information, to the best of my knowledge, is true and correct. This Application, upon execution of a Lease Agreement with Keynote Property, Inc., shall be incorporated into the Lease and made a part thereof.

Signature of Applicant _____ Date signed _____

KEYNOTE PROPERTY, INC., IS AN EQUAL OPPORTUNITY HOUSING PROVIDER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, DISABILITY, NATIONAL ORIGIN, RELIGION OR FAMILIAL STATUS



I HEREBY AUTHORIZE KEYNOTE PROPERTY, INC. TO OBTAIN CONSUMER REPORTS, 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 UNDERSTAND THAT SUBSEQUENT CONSUMER REPORTS MAY BE OBTAINED AND UTILIZED UNDER THIS AUTHORIZATION IN CONNECTION WITH AN UPDATE, RENEWAL, EXTENSION OR COLLECTION WITH RESPECT OR IN CONNECTION WITH THE RENTAL OR LEASE OF A RESIDENCE FOR WHICH APPLICATION WAS MADE. I HEREBY GIVE MY PERMISSION FOR ANYONE CONTACTED TO RELEASE THE CREDIT OR PERSONAL INFORMATION OF THE UNDERSIGNED APPLICANT TO KEYNOTE PROPERTY, INC. OR THEIR AUTHORIZED AGENTS.

The above information, to the best of my knowledge, is true and correct. This Application, upon execution of a Lease Agreement with Keynote Property, Inc., shall be incorporated into the Lease and made a part thereof.

Signature of Applicant _____

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APPLICANT: DO NOT WRITE BELOW THIS LINE

APPLICATION FEE OF \$ _____ RECEIVED BY (NAME) _____ DATE _____
 DEPOSIT OF \$ _____ RECEIVED BY (NAME) _____ DATE _____
 THIS APPLICATION FORM RECEIVED BY (NAME) _____ DATE _____
 COPY OF DRIVER'S LICENSE OR PHOTO I.D. MADE BY (NAME) _____ DATE _____

Reference Verification Name	Reference Comments

Comments:

This application approved not approved by _____
 Applicant Notified _____ Date Notified _____

