

OWENS LAKE COMMONS
APPLICATION FOR RESIDENCY

6657 Owens Lake Drive Walbridge, OH 43465
(419) 662-1000

Name of Applicant _____ **DOB** _____ **Soc. Sec. #** _____ **Drivers License No.** _____

Other Occupants _____ **DOB** _____ **Soc. Sec. #** _____ **Drivers License No.** _____

Home Phone # _____ **Cell Phone #** _____
Work Phone # _____ **Email** _____

Residency References: (please provide information for the last two years)

Present Address _____
City _____ State _____ Zip Code _____
Dates of Residency: From _____ To _____ Reason For Leaving _____
Landlords Name _____ Phone # _____ EMAIL or Fax # _____
Monthly Rent Rate: _____ Did you have a Pet: _____ Type: _____

Present Address _____
City _____ State _____ Zip Code _____
Dates of Residency: From _____ To _____ Reason For Leaving _____
Landlords Name _____ Phone # _____ EMAIL or Fax # _____
Monthly Rent Rate: _____ Did you have a Pet: _____ Type: _____

I _____ give my permission for Owens Lake Commons to verify residency with my current landlord/property management company.

Have you ever been convicted of a felony? No Yes If yes, please explain: _____

Employment Information: Please list income from each job or source separately.

Employed by _____ Position _____ How Long? _____
Gross Monthly Income Amount: _____ Payment Frequency: _____
Personnel Dept. Phone # _____ Fax # _____ Supervisor _____

Previous Employer _____ Position _____ How Long? _____
Gross Monthly Income Amount: _____ Payment Frequency: _____
Personnel Dept. Phone # _____ Fax # _____ Supervisor _____

Other Income _____ / Month / Week / Biweekly / Annual

How Did you hear about us: _____



Vehicle Information:

Year/ Make _____ License # & State _____ Registered To _____

Year/Make _____ License # & State _____ Registered To _____

In case of emergency, please contact:

Name _____ Relationship _____

Address _____ City / State / Zip _____

Phone # _____

Name _____ Relationship _____

Address _____ City / State / Zip _____

Phone # _____

Applicant Approval and Deposit Disclosure:

ALL APPLICANTS WILL BE REQUIRED TO SUBMIT TO A CRIMINAL BACKGROUND SCREENING.

An applicant applying with a cosigner for an apartment will be required to have their application submitted to VeriFirst Background Screening. An applicant scoring 600 points or higher will be approved with a \$200.00 security deposit for single, \$400 for full unit. An applicant scoring lower than 600 points will be approved requiring two times the deposit amount.

A deposit will be taken as a holding fee for the apartment. Once the applicant moves in, the holding fee will become the deposit for the apartment. The applicant has 72 hours to cancel their application and request a deposit refund. If the applicant cancels the application after 72 hours the deposit (holding fee) will not be refunded.

I hereby authorize Owens Lake Commons to verify information enclosed therein. By signing below, I affirm that the information provided is true and complete to the best of my knowledge. I understand that if any information provided by the undersigned applicant is found to be false or misleading this application can be denied. By signing below, I acknowledge that I have read and understand the application and I agree to the terms within.

Applicant Signature _____ Date _____

Rental Agent's Signature _____ Date _____



OWENS LAKE COMMONS
APPLICATION FOR RESIDENCY

6657 Owens Lake Drive Walbridge, OH 43465
(419) 662-1000

Resident Selection Criteria

ALL APPLICANTS WILL BE APPROVED ON THE FOLLOWING CRITERIA

A rental application must be processed on all prospective residents. All Applicants Must be at least 18 YEARS OF AGE or Older. A **Non-Refundable Application Fee of \$35.00 must be paid for each apartment.** A State or Federal issued Photo ID will be required of each applicant.

1. INCOME:

Gross income per apartment must be at least three and a half times the amount of the market rent rate. Verification may include two current copies of pay stubs, written verification from income sources, bank statements, statements from accountants, formal offer letter, tax returns, etc. A prospect must have verifiable current employment or a verifiable source of income.

2. VERIFICATIONS:

Applicants will be required to provide current and past housing and employment verification. Applicants having unresolved debts to a current/previous landlord, non-compliance with any terms of the lease, contract or community policies will be denied. Applicants having been evicted in the last year or currently in the process of being evicted by a landlord for cause will be denied. Applicants who are unable to provide housing or employment verification will not have their application processed.

3. OCCUPANCY:

All residents and all occupants must be listed on the application. No more than one (1) occupant per bedroom are permitted with a òper bedö lease. No more than two (2) occupants per bedroom with a whole unit lease.

4. SECURITY DEPOSIT:

A deposit will be taken as holding fee for the apartment. Once the applicant moves in, the holding fee will become the deposit for the apartment. The applicant has 72 hours to cancel their application and request a deposit refund. If the applicant cancels the application after 72 hours the deposit (holding fee) will not be refunded.

5. PAYMENTS:

All RENT, DEPOSITS AND FEES must be paid by money order, cashier's check or online via website www.owenslakecommons.com (If rent is returned due to insufficient funds, management may require the payment to be made in the form of a cashier's check or money order ONLY and will be assessed a \$25 NSF fee).

6. SCREENING

Each applicant applying with a cosigner will be screened through VeriFirst Background Screening. A score will be generated taking into account the following: credit history, rental history, rent-to-income ratio and debt-to-income ratio, and employment history..

7. APPROVAL

ALL APPLICANTS WILL BE REQUIRED TO SUBMIT TO A CRIMINAL BACKGROUND SCREENING.

An applicant applying for an apartment will be required to have a cosigner for the apartment. Co-signers must complete their own application, and must have a VeriFirst Background Screening score of 600 points or higher to be approved with a standard security deposit (\$200 for single) (\$400 for full unit).

An applicant applying for an apartment will have their application submitted to a VeriFirst Background Screening. An applicant scoring 600 points or higher will be approved with a \$200.00 security deposit for a single room, \$400 for a full unit. An applicant scoring lower than 600 points will be approved after paying a double security deposit amount.



8. LEASE GUARANTOR

A Lease Guarantor will only be granted to fulfill the income requirements for students or special needs residents. The guarantor's income must be three and a half times the amount of rent and will be screened using the same criteria as above; a guarantor must score a minimum of 600 points to be approved.

AN APPLICANT/GUARANTOR WILL AUTOMATICALLY BE DENIED FOR THE FOLLOWING REASONS:

- a) Any information on the rental application is not true.
- b) Having been convicted of manufacturing or distributing a controlled substance.
- c) Having been convicted of a felony.
- d) Having been required to register with any government (federal, state, or local) as a sexual offender.

Note: The effect of any criminal background could result in denial of applicant. The decision will depend upon the nature of the crime.

I HAVE READ THE ABOVE AND UNDERSTAND THE CRITERIA FROM WHICH MY APPLICATION WILL BE APPROVED.

APPLICANT'S SIGNATURE

DATE

PROPERTY REPRESENTATIVE

DATE

Owens Lake Commons does business in accordance with FEDERAL FAIR HOUSING LAW

