



* All areas mark with bullets MUST be completed to process the application.

Property Location _____ Apt. # _____ Date ____/____/____
Number of Bedrooms _____ Maximum Number of Occupants _____ Date Available ____/____/____

CONDITIONS OF OCCUPANCY

*Lease Term _____ Monthly Rent \$ _____ Security Deposit \$ _____ Date Rent Begins: ____/____/____
 *Utilities Paid By Renter: Gas Electric Water Sewer Other: _____
 *Pets: No Yes * Limitations: A/C Range Dishwasher Refrigerator

TO BE COMPLETED BY APPLICANT



*APPLICANT'S NAME

_____ Last _____ First _____ Middle Initial _____
 *Date of Birth ____/____/____ *Soc. Sec. # ____-____-____ Marital Status: Married Single Widowed Sep Div

*Present Address _____ *Phone # (____) ____-____
Street City State Zip

*Present Owner _____ *Owner's Phone # (____) ____-____

*Owner's Address _____ *Rent Amt. \$ _____ *Length of Occupancy _____
Street City State Zip

Previous Address

_____ Street City State Zip

Previous Owner _____ Rent Amt. \$ _____ Length of Occupancy _____

Owner's Address _____ Owner's Phone # (____) ____-____
Street City State Zip

*Applicant's Present Employer

*Employer's Address _____ *Supervisor _____
Street City State Zip

*Position _____ Dept. # _____ *Phone # (____) ____-____ Ext. # _____

*Present Monthly Income (NET INCOME) \$ _____ *Length of Employment _____ Part time Fulltime

Previous Employer

_____ Address _____
Street City State Zip

Position _____ Dept. # _____ Phone # (____) ____-____ Supervisor _____

Previous Monthly Income (NET INCOME) \$ _____ Length of Employment _____ Part time Fulltime
Date of

*Co Applicant _____ *Birth ____/____/____ *Soc. Sec. # ____-____-____

* Present Address _____
Street City State Zip Code

*Spouse's Present Employer

*Employer's Address _____ *Supervisor _____
Street City State Zip

*Position _____ Dept. # _____ *Phone # (____) ____-____ Ext. # _____

*Present Monthly Income (NET INCOME) \$ _____ *Length of Employment _____ Part time Fulltime

Coapplicant Previous Employer

_____ Address _____
Street City State Zip

Position _____ Dept. # _____ Phone # (____) ____-____ Ext. # _____

Previous Monthly Income (gross) \$ _____ Length of Employment _____ Part time Fulltime

*PERSONAL *Name _____ *Phone # (____) ____-____

REFERENCES *Address _____
 Street _____ City _____ State _____ Zip _____
 *Name _____ *Phone # (____) _____ - _____
 *Address _____
 Street _____ City _____ State _____ Zip _____

*EMERGENCY (List relative or friend)
 *Name _____ Relationship _____ Phone # (____) _____ - _____
 *Address _____
 Street _____ City _____ State _____ Zip _____
 *Name _____ Relationship _____ Phone # (____) _____ - _____
 *Address _____
 Street _____ City _____ State _____ Zip _____

*How long do you plan on staying? _____
 *Have you ever had an **eviction filed** or been **evicted or filed bankruptcy**: YES NO
 *Have you ever been **charged or convicted** of any crimes? If so, list the date and describe the infraction:

*Have you ever been **charged or convicted** of a crime with a minor? If so please explain:

*I hereby deposit with owner/agent, the sum of \$ _____ as _____ partial _____ full security deposit on the above premises pending execution of a lease agreement. I understand that my deposit may be applied toward any rent loss, advertising costs, re-rental fees, etc.. If this application is approved and I am unable to fulfill the conditions of the lease agreement, the deposit will be returned. If this application is not approved, providing all the above questions are answered correctly and truth fully.

The undersigned does hereby consent that all information stated on this application may be verified and processed through Federal Adjustment Bureau, Inc. (a Credit Reporting Agency). This may include a credit and police report. I hereby release all parties from any liability in connection with the provision and use of such information. I understand that this application does not constitute any oral and/or written commitments on the part of the owner/agent.

A payment of \$30.00 per adult is included herewith, which payment is made for the purpose of verifying the information included on this application. I understand this charge is not under any circumstance to be returned to me.

* _____
 Applicant Signature _____ Date _____ Email address _____

* _____
 Applicant Signature _____ Date _____ Email address _____

*Please list any additional occupants that will occupy premises (not including roommates).
 _____ Relationship _____ Age _____
 _____ Relationship _____ Age _____
 _____ Relationship _____ Age _____
 Application Taken By: _____ Date: ____/____/____ Fee Recorded \$ _____
 Application: Approved Rejected Date Applicant Notified: ____/____/____

This property is still on the market unless applicant wishes to hold the property.
 *Applicant has choose to pay \$ _____ to hold property located at _____. If a lease agreement is not executed by _____, the applicant will forfeit the deposit.
 (this holding fee is non-refundable unless the tenant's application/credit is denied).

- *At possession you **must** have the following information to obtain keys to the property:
1. Balance of security deposit and rent (must be separate checks)
 2. Proof of renters insurance
 3. Utility confirmation numbers
 4. Copy of photo I.D.

Contact information for utility companies:

- American Electric Power – 1-800-277-2177
- City of Columbus Power – 614-645-7360
- South Central Power – 1-800-282-5064
- City of Columbus Water – 614-645-8270
- Columbia Gas – 1-800-344-4077

CONSUMER GUIDE TO AGENCY RELATIONSHIPS



We are pleased you have selected Solutions for Real Estate to help you with your real estate needs. Whether you are selling, buying or leasing real estate Solutions for Real Estate can provide you with expertise and assistance. Because this may be the largest financial transaction you will enter into, it is important to understand the role of the agents and brokers with whom you are working. Below is some information that explains the various services agents can offer and their options for working with you:

Representing the Sellers

Most sellers of real estate choose to list their home for sale with a real estate brokerage. When they do so, they sign a listing agreement that authorizes the brokerage and the listing agent to represent their interests. As the seller's agent, the brokerage and listing agent must: follow the seller's lawful instructions, be loyal to the seller, promote the seller's best interests, disclose material facts to the seller, maintain confidential information, act with reasonable skill and care and, account for any money they handle in the transaction. In rare circumstances a listing broker may offer "subagency" to other brokerages which would also represent the seller's interests and owe the seller these same duties.

Representing Buyers

When purchasing real estate, buyers usually choose to work with a real estate agent as well. Often the buyers want to be represented in the transaction. This is referred to as buyer's agency. A brokerage and agent that agree to represent a buyer's interest in a transaction must: follow the buyer's lawful instructions, be loyal to the buyer, promote the buyer's best interests, disclose material facts to the buyer, maintain confidential information and, account for any money they handle in the transaction.

Dual Agency

Occasionally the same agent and brokerage who represents the seller also represents the buyer. This is referred to as dual agency. When a brokerage and its agents become "dual agents", they must maintain a neutral position in the transaction. They may not advocate the position of one client over the best interests of the other client, or disclose any confidential information to the other party without written consent.

Representing Both the Buyer & Seller

On occasion, the buyer and seller will each be represented by two different agents from the same brokerage. In this case the agents may each represent the best interest of their respective clients. Or, depending on company policy, the agents may both act as dual agents and remain neutral in the transaction. When either of the above occurs, the brokerage will be considered a dual agent. As a dual agent the brokerage and its managers will maintain a neutral position and cannot advocate for the position of one client over another. The brokerage will also protect the confidentiality of all parties.

For more information on agency law in Ohio you can also contact the Ohio Division of Real Estate & Professional Licensing at (614) 466-4100, or on their website www.com.state.oh.us.

Working With Solutions for Real Estate

Solutions for Real Estate does offer representation to both buyers and sellers. Therefore the potential exists for one agent to represent a buyer who wishes to purchase property listed with another agent in our company. If this occurs each agent will represent their own client, but Solutions for Real Estate and its managers will act as a dual agent. This means the brokerage and its managers will maintain a neutral position and not take any actions that will favor one side over the other. Solutions for Real Estate will still supervise both agents to assure that their respective clients are being fully represented and will protect the parties' confidential information.

In the event that both the buyer and seller are represented by the same agent, that agent and Solutions for Real Estate will act as a dual agent but only if both parties agree. As a dual agent they will treat both parties honestly, prepare and present offers at the direction of the parties, and help the parties fulfill the terms of any contract. They will not, however, disclose any confidential information that would place one party at an advantage over the other or advocate or negotiate to the detriment of either party.

If dual agency occurs you will be asked to consent to that in writing. If you do not agree to your agent acting as a dual agent, you can ask that another agent in our company be assigned to represent you or you can seek representation from another brokerage.

As a buyer you may also choose to represent yourself on properties Solutions for Real Estate has listed. In that instance Solutions for Real Estate will represent the seller and you would represent your own best interests. Because the listing agent has a duty of full disclosure to the seller you should not share any information with the listing agent that you would not want the seller to know.

Working With Other Brokerages

When Solutions for Real Estate lists property for sale it also cooperates with, and offers compensation to, other brokerages that represent buyers. Solutions for Real Estate does reserve the right, in some instances, to vary the compensation it offers to other brokerages. As a seller, you should understand that just because Solutions for Real Estate shares a fee with a brokerage representing the buyer, it does not mean that you will be represented by that brokerage. Instead that company will be looking out for the buyer and Solutions for Real Estate will be representing your interests. When acting as a buyer's agent, Solutions for Real Estate also accepts compensation offered by the listing broker. If the property is not listed with any broker, or the listing broker does not offer compensation, we will attempt to negotiate for a seller-paid fee.

Fair Housing Statement

It is illegal, pursuant to the Ohio Fair Housing Law, division (H) of Section 4112.02 of the Revised Code and the Federal Fair Housing Law, 42 U.S.C.A. 3601, to refuse to sell, transfer, assign, rent, lease, sublease or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations, or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status as defined in Section 4112.01 of the Revised Code, ancestry, military status as defined in that section, disability as defined in that section, or national origin or to so discriminate in advertising the sale or rental of housing, in the financing of housing, or in the provision or real estate brokerage services. It is also illegal, for profit, to induce or attempt to induce a person to sell or rent a dwelling by representations regarding the entry into the neighborhood of a person or persons belonging to one of the protected classes.

We hope you find this information to be helpful to you as you begin your real estate transaction. When you are ready to enter into a transaction, you will be given an Agency Disclosure Statement that specifically identifies the role of the agents and brokerages. Please ask questions if there is anything you do not understand. Because it is important that you have this information Ohio law requires that we ask you to sign below, acknowledging receipt of this consumer guide. Your signature will not obligate you to work with our company if you do not choose to do so.

Name (Please Print)

Name (Please Print)

Signature Date

Signature Date



VERIFICATION OF RENTAL HISTORY

We are requesting verification of rental history for the individual named below, who states they are a present or former tenant.

Please complete the information

and fax to 614-846-0767.

Thank you for your cooperation.

Jaime McFadden

Rental history of _____

Date moved in _____ Moved out _____ Monthly rent \$ _____

Was rent paid on time? _____ Number of times late? _____

What was included in rent? _____

Number of persons in family? _____ Did they follow the rules? _____

Complaints by others (explain)? _____

Care of rental unit: _____

Any damage? _____ Any pets? _____

Overall rating as a tenant (good, fair, poor, explain) _____

Would you rent to them again? _____

Did they give notice to move? _____ If former tenant, did you return full security deposit? _____

If not, why? _____

Person providing information: _____

Title: _____ Phone: _____