



UNIVERSITY VILLAGE RENTAL APPLICATION

Today's Date: _____

Personal Information

Applicant's Name _____

Present Address _____

City / State / Zip _____ Phone # _____

Date of Birth _____ Social Security # _____

Your E-mail Address: _____

Spouse's Name _____

Date of Birth _____ Social Security # _____

Other Occupant's Name _____ Relationship _____

Other Occupant's Name _____ Relationship _____

Rental History

Present Apartment / Landlord _____ Landlord's Phone _____

Previous Address _____

Previous Apartment / Landlord _____ Landlord's Phone _____

Have you lived at University Village before? _____ When? _____ Where? _____

Employment History

Present Employer _____ Supervisor _____ Phone # _____

Position _____ Length of Employment _____ Annual Income _____

Spouse's Present Employer _____ Supervisor _____ Phone # _____

Position _____ Length of Employment _____ Annual Income _____

Emergency Contact (Relative or Friend)

Name _____ Relationship _____ Home Phone # _____

Address _____ City / State / Zip _____ Work Phone # _____

Miscellaneous

How did you hear about us? _____

If resident referral, please give name and address: _____

Do you have any pets? **YES / NO**

Have you ever been evicted? **YES / NO**

Have you ever filed bankruptcy **YES / NO**

Have you ever been convicted of a felony or have any criminal record? **YES / NO**

We are an equal opportunity housing provider: We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local Fair Housing laws.

Apartment availability policy: A vacant apartment will not be deemed available until it has been cleaned, repainted, and prepared for a new resident.

Pets: University Village is a pet free community. Pets are NOT permitted on this property.

Occupancy Guidelines: To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of occupants who may reside in an apartment. In determining these restrictions, we adhere to all applicable Fair Housing laws. We allow a maximum of one person an efficiency apartment, a maximum of two people in a one bedroom apartment, a maximum of four people with no more than two adults in a two bedroom apartment, and a maximum of six people with no more than three adults in a three bedroom apartment.

Signatures

Applicant represents that all of the above statements are true and hereby authorizes verification of above information, references, and credit reports. I / We hereby deposit with the owner / agent the sum of \$_____ as a security deposit and \$_____ as a non-refundable processing fees on the premises listed below. I / We understand that the security deposit will be retained by the management if the application is approved and I am unable to fulfill the conditions of occupancy. I have read and understand the Rental Policies and cancellation policy. I / We acknowledge that the landlord will suffer damages as a result of processing this application and holding the specified unit off the market. The deposit will be returned if the application is not approved, providing that all the above questions are answered correctly and truthfully.

Signature _____ Date _____

Spouse's Signature _____ Date _____

University Village Apartments

CO-SIGNER AGREEMENT

I, _____, (“Co-signer”) as a co-signer understand that I am jointly and severally taking responsibility for the terms and conditions of the lease agreement between University Village (“Owner”) and _____ Columbus, Ohio 43202 commencing on _____ / _____ / _____ (hereinafter the “lease”). Should the Resident fail to comply with all terms and conditions of the Lease, immediately upon the breach of said Lease as solely determined by Owner, Owner shall have the right to exercise all remedies contained in the Lease and the laws of the state of Ohio, including but not limited to terminating Resident’s right of occupancy.

1. **Co-Signer’s Obligation:** Co-Signer hereby agrees to jointly and severally be obligated for the full and faithful performance and observance of all the covenants, terms, and conditions of the Lease provided to be performed and observed by Resident, expressly including, without being limited to, the payment of rent, when due, under the Lease.
2. **Lease modification, renewal, or extension:** If the Lease is modified, renewed or extended, or if the Resident holds over beyond the term of the Lease, the obligations hereunder of Co-Signer shall extend and apply with respect to the full and faithful performance of all of the covenants, terms, and conditions of the Lease and of any such modification, renewal, or extension thereof.
3. **Limited access to apartment:** Co-signer acknowledges that Owner will deliver possession of the apartment to Resident upon completion by Resident of Owner’s conditions precedent to the Lease. Owner shall grant access to the apartment to Co-signer only upon receipt of written authorization from all leaseholders.

THIS AGREEMENT NEEDS TO BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC AND RETURNED TO OUR OFFICE BY _____ / _____ / _____ OR THE KEYS WILL NOT BE RELEASED TO THE INCOMING RESIDENT(S). This Agreement can either be mailed and sent directly to the UNIVERSITY VILLAGE Leasing Office, or dropped off in person. The copy of the Lease may be kept for your records.

Resident Signature

Date

Co-Signer Signature

Date

SWORN TO before me and subscribed in my presence by the said
_____ this _____ day of
_____ 20 _____.

Notary Public

or

Signature Witnessed by Leasing Consultant

University Village Apartments

CO-SIGNER APPLICATION

CRITERIA FOR CO-SIGNER:

For someone to be eligible to co-sign for an apartment, they must

1. Have good credit history
2. Have annual gross income of at least \$30,000
3. Have continuous employment for one full year prior to applying
4. Be acceptable to UNIVERSITY VILLAGE Apartments

Date: _____ / _____ / _____
Name: _____
Address: _____
City/State/Zip: _____
Phone #: _____
Email: _____
SS# _____

Employment History

Present Employer: _____
Position: _____
Business Address: _____
Approximate Gross Yearly Income \$: _____
Employed From: _____ / _____ / _____ **Thru**
_____ / _____ / _____
Supervisor's Name: _____
Supervisor's Phone Number: _____

Signature _____ Date _____ / _____ / _____

Office Use Only

_____ Income Verified _____ Spoke With: _____
_____ Approved _____ Rejected _____ Date _____ / _____ / _____

Manager's Initials



University Village Apartments

505 Harley Drive Columbus, Ohio 43202

Cancellation Policy

- Thank you for your rental application and security deposit. Your application will be processed as promptly as possible.
- Should you need to cancel your application, **you have 72-hours after submitting your security deposit,** to do so without forfeiting the deposit. University Village will return the full deposit to the last known address listed on your application.
- All cancellations must be submitted in writing,** with the signatures of all applicants for the specific address or waitlist number. **NO REFUNDS WILL BE ISSUED WITHOUT A COMPLETE WRITTEN CANCELLATION.**
- Should you cancel after the 72-hour cancellation period we will charge a cancellation fee. **That fee will be equal to your deposit.**
- In the case where several people apply together for one apartment, and only one chooses to cancel their application, it must be done so in writing. The remaining applicants must acknowledge the cancellation in writing and their continuing acceptance to the apartment. **The security deposit remains with the apartment.**
- Please note that all application fees and Administration fee are not refundable no matter when you cancel.
- Should University Village deny your application, the full deposit will be refunded and returned to the last known address listed on your application. A denial letter will also be sent out to you for your records.

By signing below I agree that I have read the above cancellation policy before submitting my deposit to University Village and I agree to its terms.

Future Resident Signature

Date

Future Resident Signature

Date

Future Resident Signature

Date



University Village Apartments

STATEMENT OF RENTAL CRITERIA

Application process: We evaluate every apartment application in the following manner: You must submit a rental application and fully answer all questions on the form. You must pay the non refundable application and administration fee plus the security deposit of \$300. A security deposit equivalent to one month's rent may apply should an applicant or co-signer not meet requirements for \$300 deposit. The approval process is based upon meeting our rental criteria of satisfactory credit, criminal background, employment and rental history. Applicants who falsify or have derogatory records found during the screening process will be declined to live at University Village.

Renters Insurance: All residents of University Village must have \$100,000 coverage in **liability insurance**. It is required prior to move in day in providing proof of insurance. If you do not have valid proof of the required liability insurance on move in day, a lease can not be signed or keys given out.

To qualify for an apartment with out a co-signer, you must meet the following criteria:

1. Completely fill out a University Village rental applicaton.
2. **Income:** Your gross yearly income must equal \$20,000 or greater; proven by a recent company issued paycheck or last years W2. You must be able to prove at least one year of continuous full-time employment immediately preceding the date of your application.
3. **Rental History:** If you have rental history, it must be satisfactory with no evictions or lease violations. Your application will be rejected if you have either one of these.
4. **Credit History:** Your credit record must currently be satisfactory with no bankruptcies, evecions or collections with balances over \$1,000. All past bankruptcies must be discharged 24 months prior to your date of application. A criminal background will also be conducted to verify there are no felony convictions.

If you do not meet one of more of the above criteria you are required to get a co-signer. The requirements to be approved as a co-signer are:

1. The co-signer must fill out a Co-signer Application and fill out a notarized Co-signer Agreement
2. The co-signer's **gross annual income** must **equal \$30,000** with continuous employment for one full year prior to applying.
3. The co-signer must pass the same credit screening process.

All application and cosigner forms are due back to UV no later than 2 weeks after submitting deposit. Waiting longer than two weeks, may result in your application being cancelled.

Paperwork Due back By: _____ Applicants Signature: _____