



The Parc Apartments

419 Laurel Lane
Gahanna, Ohio USA 43230
Tel: 614/389-8383 Fax: 614/532-1108
www.liveontheparc.com
theparc@liveontheparc.com

You Are One Step Closer To Making The Parc Your New Home!

Checklist of Required Items:

In order for you application to be processed, the proper documents must be provided and the necessary sections completed. Please review the whole application for detailed descriptions of the below checklist.

Completed Forms

- Application – required by all adults residing in unit.
- Residential History Authorization Form – Signed & Dated
- Pet Application (if applicable)

Current Identification Document – Copies

Required of all people 18+ who will be residing in the unit.

- Drivers License AND
- Social Security Card

Income Verification for Employees of Company

Required to show minimum of three times gross income of selected unit rent.

- Prior two years W-2 AND
- Two (2) most current paystubs with year-to-date income on it. OR
- Four (4) stubs if no year-to-date income on it.

Business Owners Income Verification (if applicable)

- Most recent estimated tax voucher for the current year AND
- Last two (2) IRS Tax Returns OR a Certificate Verification from applicant's company accountant of Profit & Loss Statement for the Business OR one (1) current year of bank statements reflecting adequate and consistent income to qualify for 3 times the monthly rent as net income after company expenses.

Co-Signers (if applicable)

- Same as all the above items. AND
- Income needs to equal 4.5 times the rent instead of 3 times.
- Must be resident of Ohio.

Application Fee

- Payment Options: Personal Check/Money Order/Credit Card

Until a completed package is submitted, the unit is on the market and subject to being rented

Important Information

Applications for apartment units will be accepted on a first come/first served basis and subject to the availability of the unit type requested. Advertised rental rates are subject to change without notice.

No Smoking Policy

No smoking is permitted in the common areas or in any indoor area.

Rental Applications

An application must be submitted for each adult who will be living in the apartment, excepting only adult children who are still in school. Any false information will constitute grounds for rejection of application.

We require with the application a non-refundable application fee of **\$40.00** per adult occupant, other than adult children still in school. The fee for a married couple's joint application is **\$60.00**.

Administrative Fee

A non-refundable administrative fee of **\$ 100** is required on move in date.

Security Deposits and Holding Fees

A refundable security deposit is required at this community and is held as security for the resident's fulfillment of the conditions of the lease. An additional deposit to secure the payment of utilities may be required. Deposited funds may be applied to any or all of the tenant's obligations, and such use shall not prevent Landlord from claiming and collecting damages in excess of the deposit. A **\$ 250** holding fee will be required for applicants to hold a specific unit until application is reviewed for approval. A lease must be signed within 24 hours of credit approval. You must sign a lease to secure a specific unit and rental rate. At signing of the Lease, the \$ 250 holding fee is applied to the Security Deposit. Failure to sign a lease may result in loss of the holding fee.

Qualifying Standards

- Rental History: No evictions or debt to prior landlords. Up to 24 months of positive rental history may be verified on present and previous residences. A positive record of prompt monthly payments, sufficient notice, and no damages are expected. An unsatisfactory rental history or mortgage history can be disqualifying. Lack or rental history will require either a higher deposit or a qualifying co-signer.
- Credit Report: An unsatisfactory credit report can also be disqualifying. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments, or undischarged bankruptcies. In addition:
 - Applicants who have filed bankruptcy must provide proof of discharge in order to be considered. Applicants with unpaid collections/write-offs other than medical bills and student loans may be required to pay off these debts before consideration will be given. An additional deposit may be required, and re-established credit should be present.
 - Applicants with recent history of late/slow-pays may be required to pay an additional deposit.
 - If an applicant "passes with conditions" an additional deposit may be required.
- Income for Employees of a company:
 - A stable employment record of a minimum of one (1) year and acceptable income verification is required.
 - An applicant must provide a stable income history with a gross monthly income equal to at least three (3) times the gross monthly rent over the previous 24 months.
 - Verification of acceptable income requires is two (2) of the most recent pay stubs (within the last 2 pay periods) and a letter from the employer in the event of transferring employment; and the last two IRS Tax Returns.

- Income for Business Owners or Self Employed:
 - For self-employed applicants, a copy of the most recent estimated tax voucher for the current year and the last two IRS Tax Returns or a certified verification from applicant's company accountant of Profit & Loss Statement for the business or one current year of bank statements reflecting adequate and consistent income to qualify for 3 times the monthly rent as net income after company expenses.
- Criminal History: An applicant will be disqualified if the criminal history shows one or more of the following:
 - Arrests or convictions which show that the applicant may be a danger to others or to the safety or security the property.
 - Arrest of the applicant or a member of the applicant's household within the last 12-month period or conviction of the applicant or a member of the applicant's household within the prior sixty months for drug related activity.

Evaluation

We may, based on the above and any other lawful criteria, choose to reject, accept, or impose additional lawful requirements for accepting an applicant. These requirements may include without limitation additional documentation of income or employment, additional rental references, a higher deposit, and/or a co-signer.

Co-Signers

- A co-signer must be the applicant's immediate family only. No ex-spouses or friends will be considered as a co-signer.
- If a co-signer is required, he or she must complete an application and meet all income and qualifying standards and will not be an authorized occupant under the lease.
- A co-signer will be fully responsible for all of Tenant's obligations under the Lease.
- A co-signer's gross monthly income must be 4.5 times the monthly rent.
- A co-signer's verifications documents are the same as required for verification of the applicant.

Subletting

Subletting is not permitted.

Number of Occupants

Guidelines for the number of permitted occupants but have the right to be flexible on a case-by-case basis. The ages and sexes of children will be considered and may require a larger apartment in order to accommodate all occupants.

Roommates

Each person must complete an application and qualify for the apartment. Each is fully responsible for the entire rental payment, and each must execute the lease agreement and its supporting documents.

Pets

No More Than One (1) Pet Is Allowed With A Weight Not To Exceed 40lbs Full Grown

(Please review pet application if applicable.)

Pet Fee (Non-Refundable):	\$250
Month Pet Fee:	\$35

*Cannot be on restricted breed list.

Utilities

Tenant is responsible for all utilities: electric, water, sewer, trash, phone, cable, etc.

RENTAL APPLICATION

OFFICE USE ONLY:

Date of Application: ___/___/___

Desired Date of Move In. ___/___/___

Desired Address: _____

Desired Lease Start Date: _____

Monthly Rent: _____ Pet Fee: _____

Monthly Gar. Rent: _____ Monthly Pet Rent: _____

Please complete all requested information on all pages of the application and read sign and date the authorization / consent part on page four. A separate application must be filled out for all adults in the household age 18 and older expect when a married couple. Applications are not required for adult children who are still in school. They may be listed as additional occupants and will not be required to sign the lease. Falsification of any part of the application, including, but not liited to identification is grounds for automatic rejection.

APPLICANT INFORMATION

APPLICANT'S FULL NAME: _____ Date of Birth: ___/___/___

Social Security Number: _____ Driver's License No./State: _____

Phone #: _____ Email: _____

SPOUSE FULL NAME: _____ Date of Birth: ___/___/___

Social Security Number: _____ Driver's License No./State: _____

Phone #: _____ Email: _____

How did you hear about us? _____

OTHER OCCUPANTS:

Full Names	Relationship to You	Social Security #	Date of Birth

RENTAL/RESIDENT HISTORY

PRESENT ADDRESS: _____ City _____ Zip _____

Dates from ___/___/___ to ___/___/___ Monthly Payment: \$ _____

Present Landlord: _____ Landlords phone: _____

Reason for Moving: _____

PREVIOUS ADDRESS: _____

Dates from ___/___/___ to ___/___/___ Monthly Payment: \$ _____

Present Landlord: _____ Landlords phone: _____

Reason for Moving: _____

EMPLOYMENT HISTORY

PRESENT EMPLOYER: _____ Dates from ___/___/___ to ___/___/___

Employers Address: _____ Telephone: _____

Your Position: _____ Supervisor: _____ Salary: \$ _____

PREVIOUS EMPLOYER: _____ Dates from ___/___/___ to ___/___/___

Employers Address: _____ Telephone: _____

Your Position: _____ Supervisor: _____ Salary: \$ _____

SPOUSE'S EMPLOYER: _____ Dates from ___/___/___ to ___/___/___

Employers Address: _____ Telephone: _____

Your Position: _____ Supervisor: _____ Salary: \$ _____

OTHER INCOME INFORMATION

TOTAL GROSS MONTHLY INCOME: \$ _____

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 \$ _____ Per: _____ Source: _____ Phone: _____

Amount \$ _____ Per: _____ Source: _____ Phone: _____

VEHICLE INFORMATION

Total Number Of Vehicles That Will Be Parked In Our Lot: _____

Make/Model: _____ Year: _____ Color: _____ Tag No./State: _____

Make/Model: _____ Year: _____ Color: _____ Tag No./State: _____

Includes: Company Cars, Add'l Cars, Motorcycle, Other.

OTHER INFORMATION

Has any applicant ever:	Been sued for non-payment of rent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Been evicted or asked to move out?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Broken a Rental agreement or Lease?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Been sued for damages to a rental property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Declared Bankruptcy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Been convicted of a crime of violence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

REFERENCES & EMERGENCY CONTACTS

Personal References (excluding immediate family):

Name	Relationship	Profession	Phone Number
1. _____			
2. _____			
3. _____			

Emergency Contact:

Name	Relationship	Home Phone	Work Phone
1. _____			
2. _____			
3. _____			

PET

(separate pet application required)

Do you have dog(s) or cat(s)? Yes No

Dog/Cat: _____ Breed: _____ Color: _____ Rabies Tag #: _____

Dog/Cat: _____ Breed: _____ Color: _____ Rabies Tag #: _____

Any other pet(s)? Yes No What? _____

Note: If you indicate you have no pets and want pets in the future you must fill out a pet application and be approved for pets prior to bringing them into your apartment

AUTHORIZATION FORM

I apply to lease the above premises. I certify that the above information is complete and truthful and consent to its verification through FABCO, a credit reporting agency. This may include but is not limited to an investigative consumer report concerning my creditworthiness, employment and education, social security verification, criminal and civil history, personal interviews, social networking and other internet sites and resources, BMV records, any other public records, and any other information bearing on my credit standing, credit capacity, character, general reputation, and my personal characteristics and trustworthiness. I authorize and consent to Landlord obtaining such a report.

I release the property owner, the owner's agent, FABCO, and all persons relying on or releasing information relative to this rental application from any and all liability in connection with the provision and use of such reports and the information provided above. I understand that this application does not constitute any oral or written commitment on the part of the property owner.

If the property owner accepts me as a tenant, I authorize the property owner to release my payment history to FABCO. A NON-REFUNDABLE application fee of \$_____ (Note: \$40 for a Single Person or \$60 for a married couple) is paid herewith for the purpose of verifying the information provided above, and a holding fee of \$ **250.00** is deposited herewith to induce the property owner to hold the premises pending execution of a lease.

If my rental application is not approved, the holding fee will be returned to me provided the above information is completed and truthful. If my rental application is approved, the holding fee will be applied toward my security deposit and rent (if I enter into a lease) or applied to the property owner's rent loss, advertising costs, re-rental expenses, and other losses (if I do not enter into a lease).

Applicant's Signature	_____	Date	_____
Spouse's Signature	_____	Date	_____
Another Applicant Sig.	_____	Date	_____
Another Applicant Sig.	_____	Date	_____

Gahanna Jefferson School District: 160 South Hamilton Road Gahanna, Ohio 43230	(614) 471-7065	(School District Tax Code # 2506)
Bus Stop located Hamilton & Kamilah		
K-5 th Grade: Jefferson Elementary 136 Carpenter Road, Gahanna, Ohio 43230 BUS # 22 Pick-up: 7:00 AM Drop off: 2:50 PM	(614) 478-5560	
6-8 th Grade: Gahanna Middle School East 730 Clotts Road, Gahanna, Ohio 43230 BUS # 98 Pick-up: 8:30 AM Drop off: 3:30 PM	(614) 478-5550	
9-12 th Grade: Gahanna-Lincoln High School 140 South Hamilton Road, Gahanna, Ohio 43230 BUS # 108 Pick-up: 7:00 AM Drop off: 3:20 PM	(614) 478-5500	

FOR OFFICE USE ONLY

Application accepted by _____

Date: ___/___/___

() Copy of state ID

() Copy of SS Card

() Other Identification

Completed

Date

Yes No

___/___

APPLICATION COMPLETED

Yes No

___/___

APPLICATION FEE \$ _____ **M/O #:** _____

Yes No

___/___

PET APPLICATION **CAT** **DOG (40lb limit)** **NO PET**

Yes No

___/___

COURT VIEW PULLED

Yes No

___/___

CREDIT VERIFIED **Credit Score:** _____ **Credit Score:** _____

Yes No

___/___

CRIMINAL RECORD VERIFIED

Yes No

___/___

RESIDENCY VERIFIED **LENGTH OF TIME** _____

Yes No

___/___

EMPLOYMENT VERIFIED **LENGTH OF TIME** _____

Required Income: \$ _____ **Actual: \$** _____

Yes No

APPROVED

COMMENTS: _____

Yes No

DENIED

REASON: _____

Yes No

CANCELLED

REASON: _____

OPERATIONS MANAGER'S SIGNATURE: _____ **DATE:** ___/___/___

___/___/___ **DATE APPLICANT NOTIFIED**

___/___/___ **DATE REJECTION LETTER**

MAILED

Yes No

___/___

SODA PROCESSED IF DEPOSITED RECEIVED PRIOR

Assigned Address: _____

Rent Amount \$ _____

Apartment Style Wanted _____

Deposit Balance \$ _____

Rental Amount/Special \$ _____

Pro-Rated Rent \$ _____

Desired M/I Date ___/___/___

Garage Rent \$ _____

Pro-Rated Garage \$ _____

Pet Fee \$ _____

Pet Rent \$ _____

Prorate Pet Rent \$ _____

TOTAL TO COLLECT AT M/I \$ _____





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RESIDENTIAL HISTORY VERIFICATION

Please Sign & Date

Authorization:

I/We authorize Parc Apartments to verify my past rental history and authorize all past landlords and their agents to release to Parc Apartments my history as a tenant, including the information requested below and any other relevant information requested by Parc Apartments. I release the property owner, the owner's agent, FABCO, and all persons relying on or releasing information relative to this rental application from any and all liability in connection with the provision and use of such reports and the information provided above. I understand that this application does not constitute any oral or written commitment on the part of the property owner.

Applicant Printed Name: _____

Current Address: _____

_____/_____/_____
Applicant's Signature Date

BELOW TO BE COMPLETED BY LANDLORD ONLY

The above has/have applied for residency at The Parc Apartments. Please take a moment to answer the following questions regarding their history with you. Please email back to theparc@liveontheparc.com or fax this back to (614) 532-1108 as soon as possible.

1. Lease dates: Move In: ___/___/___ Move Out: ___/___/___
2. Monthly lease amount: _____ Due by: _____
3. Do you show any late payments? _____ How many? _____
4. Do you show any NSF's? _____ How many? _____
5. Is there a current balance due? _____ How much? _____ For what? _____
6. Have there been any problems or damage? _____
7. Has there been any pests reported or treated in the unit? Yes No
8. Are they the only occupant(s) in the unit? _____ How many? _____
9. Would you rent to them again? _____
10. Have they given notice to vacate? Yes No

Comments: _____

Your Signature: _____ Your title: _____

Thank you in advance for your cooperation.