

# University Suites Student Housing

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## STATEMENT OF RENTAL POLICY

Thank you for choosing University Suites as your new home. Please take a moment to read the following criteria. These criteria are used as a guideline in approving every applicant/prospective resident. The term “applicant” applies to the residents listed on the Lease Agreement. The term “guarantor” is obligated to make the rental payments for lease holder. Please note this is the rental criteria, nothing contained in these requirements guarantees that the application will be approved.

### 1. All applicants will be qualified on the following basis:

- Applicants must be a minimum of 18 years of age, with a current state-issued identification, driver’s license or passport or other valid photo identification.
- In order to qualify the applicant needs income of three times the rent amount. If the applicant doesn’t make three times the rent the guarantor must make three times the rent amount.
- Each applicant and guarantor agrees to provide University Suites with 2 current pay stubs to verify income and employment.
- Applicant must have a social security number in order to apply.

### 2. Deposit and Application Fee Information:

- Application must be completed when placing an application fee on an apartment home
- A \$25 non-refundable application/ administrative fee is required to process each application
- If the application is approved and the applicant chooses not to move-in, the application/ security deposit will then be forfeited by the resident.
- Security Deposit must be put down in order to hold an apartment.

### 3. Pet Policies:

No pets allowed.

#### 4. Credit Reporting Company Information:

If an applicant is denied based on the credit report or information obtained from a third party, the applicant has the right to dispute the credit report information by contacting the reporting agencies via telephone or mail. University Suites will provide a letter in writing notifying the applicant of the denial and of their right to obtain a free copy of their credit report. Following please find the credit report agencies used in our approval process:

**Experian**  
1-888-397-3742  
P.O. Box 9595 (disputes)  
P.O. Box 2104 (free copy of report)  
Allen, TX 75013

**TransUnion**  
1-800-916-8800  
P.O. Box 1000  
Springfield, PA 19022

**Equifax**  
1-800-685-1111  
P.O. Box 740250  
Atlanta, GA 30374

5. **AM Management, Inc., and Zink Holding, LLC, adhere to the Fair Housing Law (Title VIII of the Civil Rights Act of 1968 as amended by the Housing and Community Development Act of 1974 and the Fair Housing Amendment of 1988) which stipulates that it is illegal to discriminate against any person in housing practices because of race, color, religion, sex, national origin, disability or familial status.**
6. **I have read and understand the rental criteria of this community and authorize the release of my employment, credit, rental, and police arrest record to assist University Suites in processing my rental application.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guarantor Signature

\_\_\_\_\_  
Date



**Rental Application**  
**University Suite**  
**2459 Zink Road**  
**Fairborn, OH 45324**  
**Phone (937) 429-8050**

Apartment desired: \_\_\_\_\_

Move in Date: \_\_\_\_\_

Roommates: \_\_\_\_\_

One or Two Year Term: \_\_\_\_\_

**PERSONAL**

**APPLICANT** FULL NAME \_\_\_\_\_ MARITAL STATUS:  Single  Married

BIRTH DATE: \_\_\_\_\_ SS# \_\_\_\_\_ DRIVERS LICENSE: State \_\_\_\_\_ # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

**GUARANTOR** FULL NAME \_\_\_\_\_ MARITAL STATUS:  Single  Married

BIRTH DATE: \_\_\_\_\_ SS# \_\_\_\_\_ DRIVERS LICENSE: State \_\_\_\_\_ # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL PHONE NUMBER: \_\_\_\_\_

**ADDRESSES**

**Applicant Present Address** \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Since \_\_\_\_\_ Rent: \$ \_\_\_\_\_ Phone: \_\_\_\_\_

**Present Landlord** \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Is rent up to date?  Yes  No    Have you given notice?  Yes  No    Have you been asked to leave?  Yes  No

**Guarntor Address** \_\_\_\_\_ City/State/Zip \_\_\_\_\_ From \_\_\_\_\_ Until \_\_\_\_\_ Rent: \$ \_\_\_\_\_

**Present Landlord** \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Do you rent?  Yes  No    Do you own your own home?  Yes  No

**HOW DID YOU HEAR ABOUT US? (PLEASE CHECK)**

APT Guide     Drive By     NEWSPAPER     REFERRAL  
 APT WELCOME CENTER     YELLOW PAGES     OTHER     University

**General Information**

Enrolled University \_\_\_\_\_ Year Class Standing \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Circle the indicator that most accurately describes your personality:

Neatness:	Messy	1	2	3	4	5	Very Neat
Personality:	Quiet	1	2	3	4	5	Outgoing
Focus:	Academically	1	2	3	4	5	Socially
Visitors:	Never	1	2	3	4	5	Frequently
Activity Level:	Couch Potato	1	2	3	4	5	Very Active
Drink:	Never	1	2	3	4	5	Frequently
Smoke:	Never	1	2	3	4	5	Frequently    Bothers me _____

**CAR**

Make/Model/Color/Year \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_ Lien Holder \_\_\_\_\_

**EMPLOYMENT**

**APPLICANT EMPLOYER** \_\_\_\_\_ Since \_\_\_\_\_

**GUARANTOR EMPLOYER** \_\_\_\_\_ Since \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Current Income \$ \_\_\_\_\_ Weekly /Monthly/Yearly

Current Income \$ \_\_\_\_\_ Weekly /Monthly/Yearly

**REFERENCES**

**Relative Reference** \_\_\_\_\_ Relation \_\_\_\_\_  
Address \_\_\_\_\_ Phone: \_\_\_\_\_

**Non-Relative Reference** \_\_\_\_\_ Relation \_\_\_\_\_  
Address \_\_\_\_\_ Phone: \_\_\_\_\_

Explain any "YES" answers on back with names and details.

- |  |  |
|--|--|
| Has any signer ever been sued for bills? <input type="checkbox"/> Yes <input type="checkbox"/> No  | Has any signer ever been sued for eviction? <input type="checkbox"/> Yes <input type="checkbox"/> No       |
| Has any signer ever been bankrupt? <input type="checkbox"/> Yes <input type="checkbox"/> No  | Has any signer ever been guilty of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No      |
| Has any signer ever broken a lease? <input type="checkbox"/> Yes <input type="checkbox"/> No   | Has any signer ever been guilty of a sex offense? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has any signer ever been guilty of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| Has any signer ever been listed on registry of sexual offenders? <input type="checkbox"/> Yes <input type="checkbox"/> No                            |  |
| Has any signer ever been convicted of or "no contest" to any drug-related criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

A **\$25 NON-Refundable** application fee is required for processing the credit check. Applicant authorizes the owner to contact past and present landlords, employers, creditors, credit bureau, neighbors and any other sources deemed necessary to investigate applicant.

All the information is true, accurate and complete to the best of applicant's knowledge. Owner reserves the right to disqualify tenant if information is not as represented.

By signing this application, I authorize Landlord or agent for Landlord to verify any information contained herein. Any "yes" response to the personal and criminal history questions above, or any false statement on the application, will lead to the rejection of my application and/or immediate termination of my lease. Further, if I subsequently am involved in conduct which would result in a "yes" to any questions set forth above (even after the lease and taken possession of the apartment home); I understand that Landlord may terminate the Lease.

ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME

X \_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

X \_\_\_\_\_  
GUARANTOR

\_\_\_\_\_  
DATE

