



**GUIDELINES FOR APPLICATION APPROVAL**



*Thank you for choosing a Wallace F. Ackley Company residence! Please review these guidelines carefully:*

**CREDIT HISTORY:** You *must* have favorable credit history. Applicant(s) will not be approved if there are any outstanding collections on the credit report (with the exception of medical bills). Evictions within the last three years will result in denial. Credit will be verified through the Credit Bureau of Columbus, or other appropriate agency.

**CREDIT CHECK FEE:** The credit check fee is \$25.00 for each applicant. **NO CASH** or **CREDIT CARDS** accepted. Checks or money orders should be made payable to Wallace F. Ackley Company and are **NOT** refundable.

**INCOME REQUIREMENTS:** Your monthly GROSS income (before deductions) must equal 3 times monthly rent amount. Submitting your most recent pay stubs or other proof of income may speed the process of your application.

**RENTAL HISTORY:** You must have good rental history. Your rental history may be verified with your current and former landlord(s). The Federal Adjustment Bureau will verify rental history and obtain police reports. We will not accept applicants who have had evictions within the past three years or any felonies. Evictions must also be paid off.

**BANKRUPTCY GUIDELINES:** Bankruptcies must have been discharged. We need a copy of the discharge notice from the U.S. Bankruptcy Court; at least one new line of credit established (auto loan/lease, credit card, etc.), and all new credit must be favorable. Applicants who have included rental payments in a bankruptcy discharge will not be accepted.

**GUARANTORS:** Guarantor(s) are permitted for our apartments and are responsible for all charges both jointly and severally along with lessee(s). Applications must be processed for both the lessee(s) and the guarantor(s), and credit and other checks will be performed for both Lessees and Guarantors.

**OCCUPANCY REQUIREMENT:** Management reserves the right to limit occupancy consistent with current law. A single family consisting of parents, grandparents and their children may occupy an apartment following the guidelines of two persons per bedroom.

**ROOMMATE POLICY:** Unrelated roommates are limited to one per bedroom. In some cases we may limit an apartment to two roommates. Each roommate must qualify for 50% of the rent.

**PETS:** We have a policy of **NO PETS ALLOWED** which is strictly adhered to.

**LEASE:** Our lease is a **YEAR-to-YEAR** lease that automatically renews itself each year (please be advised that the lease does *not* go month-to-month after the first year). Resident must provide written notice of vacating 30 days prior to the expiration of the lease. If written notice is not received 30 days prior to lease expiration, the lease automatically renews for another 12 months.

**TO LEASE AN APARTMENT:** Once your application has been approved, all applicants and guarantors must sign lease and pay required security deposit within 48 hours. Under no circumstances will a security deposit be refunded. Payment of a deposit commits an applicant or guarantors to the apartment until it is re-rented.

**UTILITIES:** If not provided for otherwise in the lease, residents pay all utilities including gas, electric, water/sewer, telephone and cable. Upper Arlington or Bexley residents also pay for trash collection services. You are responsible for putting utilities in your name upon the start date of the lease. The water meter reading service will be notified by the Lessor where applicable.

**EQUAL/FAIR HOUSING:** The Wallace F. Ackley Company is an equal housing opportunity real estate management company. All applications are evaluated pursuant to Ohio Fair Housing Law. It is illegal, pursuant to the Ohio Fair Housing Law, Division (H) of Section 4112.02 of the Revised Code and Federal Fair Housing law, 42 U.S.C.A. 3601, as amended, 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 of 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.

I/We have reviewed all the required guidelines listed above and fully understand that approval will be based on all information received from any and all sources.

*Thank you. We hope you enjoy your new residence!*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_