



1233 Cribb St. Toledo, OH. 43612  
Phone 419-478-6699

Dear Applicant:

Before you fill out the attached application there are several items, which should be explained regarding the procedures and fees to this application. These are:

1. We charge all applicants a **non-refundable \$25.00 fee for performing a credit report on them**. This must be given to us in the **form of a money order and will not be returned whether you are accepted or rejected**. This is to be made payable to the company name as shown at the top of this letter.
2. Once you complete the application you are **required to leave a \$100.00 deposit** in order for us to process your application. **This also must be in the form of a money order**, separate from the credit report fee, and also must be made payable to the company name as shown at the top of this letter.

**Copies of two (2) recent pay stubs are also required as a part of the application process.**

\*\*\* IF YOU, FOR ANY REASON, DECIDE TO CANCEL YOUR APPLICATION AFTER YOU HAVE GIVEN US THE \$100.00 DEPOSIT, YOU WILL FORFEIT THE ENTIRE DEPOSIT. \*\*\*

3. Once you place the deposit with us, we will process your application. Once we receive the full security deposit, we will hold a specific apartment on your behalf. Up until the time that we receive a full security deposit, we reserve the right change the apartment to a comparable one. **WE WILL NOT HOLD THE APARTMENT FOR LONGER THAN ONE (1) WEEK.**
4. All money paid up to the time of move in **MUST** be in the form of a money order or certified check. Once you move in monthly rental payments may be made by personal check. If after move in, one of your checks is returned for insufficient funds, then you will be required to replace the check with a money order or certified check, and future rent payments will have to be by money order or certified check. Please note that there is a charge of \$25.00 for checks returned from the bank.
5. You will be given a **verification of employment form** to sign giving us permission to verify on your behalf. If you choose to do so yourself, please make sure that it is returned to us as soon as possible and no later than three (3) working days from the date that it was given to you.
6. You will also be given a **landlord verification form** to sign giving us permission to verify your landlord(s), which you have had over the past three (3) years. Please make sure that it is returned to us as soon as possible and no later than three (3) working days from the date that it was given to you.
7. We will make every effort to give you an answer as to whether or not your application has been approved within 48 hours of receiving all of the information, which was requested of you.

[www.TheLarchmontEstates.com](http://www.TheLarchmontEstates.com)



8. Our decision to accept or reject your application will be based on all of the information that you provide us as well as the credit report that we do. You may be required to put up a security deposit of more than one (1) month's worth of rent and/or have a co-signer on the lease if:
  - a. You have little or no rental history,
  - b. You have little or no credit history,
  - c. You have been gainfully employed for less than one year.
  - d. Any combination of the above.

You may be rejected if:

- a. You have a poor rental history.
- b. You have history of late payments.
- c. You have been gainfully employed for less than one year or have a history of changing jobs frequently.
- d. You have a Police record.
- e. Any combination of the above.

Once you have been accepted for the apartment you must do the following:

- a. Pay rent for the apartment from the date that you receive your keys.
- b. Contact all utility companies to put the meters in your name, i.e. Electric, Gas, Cable TV, Phone, etc. Failure to turn the appropriate utilities into your name once you have moved into the Unit will result in the utility being shut off.
- c. Contact the Post Office to advise them of your new address.

**IMPORTANT: YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL REQUIRED INFORMATION IS RECEIVED.**

9. Within 5 days of being accepted, you must pay the balance of the security deposit in the form of a money order. **Up until the full security deposit is paid, we will not guarantee a specific apartment. We will not hold an "open/approved" deposit for more than 5 days without a full security deposit.** Thus, if after 5 days from the date of approval, we still only have a partial security deposit, we will not guarantee that we will have an apartment available for your specific time frame which meets your specific requirements.
10. If applicant chooses to terminate this application once it has been approved, all moneys will be forfeited.

We thank you for your interest in living at **The Larchmont Estates** and if you have any questions, please feel free to ask.

Please sign below acknowledging the fact that you have read and understand the above.

APPLICANT(S):

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_

# APPLICATION TO RENT

PROPERTY NAME: THE LARCHMONT ESTATES BUILDING ADDRESS: \_\_\_\_\_  
 # OF BEDROOMS: \_\_\_\_\_ UNIT # \_\_\_\_\_ WHEN DOES APPLICANT NEED APT? \_\_\_\_\_  
 RENTAL AGENT: \_\_\_\_\_ RENTAL AMOUNT: \$ \_\_\_\_\_ AMT OF DEPOSITS: \$ \_\_\_\_\_ CHECK # \_\_\_\_\_  
 SECURITY DEPOSIT AMOUNT: \$ \_\_\_\_\_ \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

\*\*\*\*\*

**INFORMATION TO BE FILLED OUT BY PROSPECTIVE TENANT  
 (PLEASE PRINT AND FILL OUT COMPLETELY)**

NAME: _____	DATE OF BIRTH: _____	LIC. #: _____
Cell #: _____	Wk #: _____	Soc. Sec. #: _____
Email: _____		

NAME: _____	DATE OF BIRTH: _____	LIC. #: _____
Cell #: _____	Wk #: _____	Soc. Sec. #: _____

CURRENT INFORMATION	PREVIOUS INFORMATION
ADDRESS: _____	_____
_____	_____
Length of time? _____ Rental Amt.? _____	Length of time? _____ Rental Amt? _____
Reason for leaving: _____	Reason for leaving? _____
Landlord's Name: _____	Landlord's Name: _____
Phone No. _____	Phone No. _____
Have you ever been evicted? _____	If so, why? _____

	<u>APPLICANT</u> (Current Information)	<u>APPLICANT</u> (Previous Information)	<u>SPOUSE</u> (Current Information)
EMPLOYER'S NAME:	_____	_____	_____
ADDRESS:	_____	_____	_____
Occupation:	_____	_____	_____
Lgth of Employment:	_____	_____	_____
Supervisor's Name:	_____	_____	_____
Supervisor's Tel. No.:	_____	_____	_____
Salary (Gross):	\$ _____ (Monthly)	\$ _____ (Monthly)	\$ _____ (Monthly)
Salary (Gross):	\$ _____ (Annually)	\$ _____ (Annually)	\$ _____ (Annually)

**Reason for Leaving:** \_\_\_\_\_  
**PLEASE COMPLETE THE REMAINDER OF THIS APPLICATION:**

Will anyone else be on the lease? \_\_\_\_\_ Spouses may apply on one form. All other applicants for the same

apartment must complete a separate Application.

No. of Occupants \_\_\_\_\_ Please Provide Their Names, Their Relationship to you and Date of Birth:

**OTHER OCCUPANTS**

Name	Relationship	D.O.B.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**WILL YOU HAVE ANY PETS?** \_\_\_\_\_ **SERVICE ANIMALS?** \_\_\_\_\_

**(If so please describe) PET INFORMATION**

Type	Weight	Color	Name
1. _____	_____ lbs	_____	_____
2. _____	_____ lbs	_____	_____
3. _____	_____ lbs	_____	_____

**PERSONAL REFERENCE INFORMATION**

Name:	Address:	Home Tel. Number:	# of Yrs Known:	Occupation:
1. _____	_____	( ) _____	_____	_____
2. _____	_____	( ) _____	_____	_____

Nearest Relative's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Nearest Relative's Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**AUTOMOBILE INFORMATION**

**# OF PKG SPACES NEEDED:** \_\_\_\_\_

Year	Make	Model	Color	License Plate #
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

The Applicant represents that statements made above are true and correct and authorizes Larchmont Estates to perform an extensive credit report and to check references. All applications are subject to the landlord's approval. The Applicant understands and agrees that the rental amount for the Unit is \$\_\_\_\_\_ monthly and that the Applicant will move into the Unit on\_\_\_\_\_.

Any deposit made hereunder or future deposits made, shall be refunded to Applicant if application is not approved. However, any deposit made hereunder, or future deposits made shall be retained by the Landlord if the prospective tenant requests to terminate this application, or is unable to move in on the date stated in the application. Landlord will not be bound by any representations, agreements or promises made by representatives or agents unless contained in the form lease signed by the Landlord. In the event a lease is executed between Landlord and applicant, any deposit made hereunder shall be treated as a deposit or part of a deposit made pursuant to such lease.

**APPLICATION APPROVED BY:**

**APPLICANT'S SIGNATURE(S):**

\_\_\_\_\_  
**Manager Date**

\_\_\_\_\_  
Sign Date

\_\_\_\_\_  
Sign Date



LANDLORD REFERENCE FORM

\*Name of Applicant

\*Applicant's Address

\*Applicant's Signature

\*Landlord's Name/Management Company

I have applied for an apartment and stated that I rented from you. My signature above authorizes verification of the information requested below. I furthermore agree that my signature authorizes Larchmont Estates to contact credit bureaus or local, state and federal law enforcement agencies for further information.

Are you a relative or friend of the applicant? If so, please describe the relationship:

Current landlord Previous Landlord Other:

Dates of Applicant's tenancy: From: To:

Does Applicant have a current lease? Yes No

How many persons occupy (occupied) the apartment?

1. Rent payment history

- a. Amount of monthly rent \$
b. Did the rental amount include utilities?
c. Does (did) applicant pay on time each month?
d. Has (had) he/she ever paid late?
How many late payments?

2. Caring for unit/common area

- a. Does (did) applicant keep the unit clean, and safe?
b. Has (had) the applicant damaged the unit?
If yes, please describe:
c. Will (did) you withhold any of the security deposit?
d. Did the applicant have problems with insect/rodents?
e. Did applicant, family, or guests damage any of the Common areas?
f. Have the applicant, family members or guests engaged in any criminal activity, including drug related criminal activity in the unit or building?
g. Has (had) the applicant, family member or guests acted in a physically violent and/or verbally abusive manner towards neighbors, landlord or staff?
h. Would you re-rent to this applicant?
If not, why?

PLEASE INCLUDE A COPY OF THE TENANT'S RENTAL LEDGER/HISTORY IF ONE IS AVAILABLE. THANK YOU.

Signature of landlord: Date:
Daytime telephone number of the landlord:

Email: Paula@thelarchmontestates.com

Or:
Phone verification by: Date:



**REQUEST FOR VERIFICATION OF EMPLOYMENT**

PROPERTY NAME: THE LARCHMONT ESTATES

THIS FORM MUST BE FILLED OUT COMPLETELY, WITHOUT OMISSION, BY PRESENT EMPLOYER.

I hereby authorize my employer to furnish the information below:

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employer Name (Please Print)

\_\_\_\_\_  
Employee Address

\_\_\_\_\_  
Employer Address

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

To Whom it May Concern:

The above has applied for an apartment on our property. It is requested that we furnish proof of applicant's current and anticipated income. Your prompt reply will be appreciated by us your employee, and will be held in confidence.

THE LARCHMONT ESTATES  
Lessor

1. Base salary per hour \_\_\_\_\_, per week \_\_\_\_\_, per month \_\_\_\_\_, per year \_\_\_\_\_.  
Is all or part of the compensation in the form of bonus or commission? If so, how much? \_\_\_\_\_.
2. Earnings for the past 12 months: \_\_\_\_\_
3. How long in your employ? \_\_\_\_\_
4. Position held: \_\_\_\_\_
5. Probability of continued employment: \_\_\_\_\_
6. Average hours worked per week \_\_\_\_\_; Overtime \_\_\_\_\_.

**PLEASE USE COMPANY STAMP BELOW**

\_\_\_\_\_  
Signature, Title, Phone Number

**Form should be faxed, hand delivered or emailed to the property manager at:**

248-385-2310 (fax)  
4731 Overland Parkway  
[Paula@thelarchmontestates.com](mailto:Paula@thelarchmontestates.com)

**Or:**

Phone verification by: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION CHECK-OFF LIST

**We are excited that you have chosen to make one of our apartments your new home! To help expedite your application, please be sure to provide the following:**

- A. **A completed Application.** If you are married, both spouses can complete the same application. If you will be sharing the apartment with someone other than a spouse, each adult must complete a separate application.
- B. **Employment and Landlord Verification Forms.** We must have these forms completed for each applicant. If you work multiple jobs, you must obtain an Employment Verification Form from each of your employers. Although we can begin the application approval process without these forms, WE CANNOT APPROVE AN APPLICATION UNLESS THESE FORMS ARE IN OUR HANDS.
- C. **Copies of identification information.** We will need two copies of identification **plus** a legal document with your social security number on it.

The 2 forms of ID can include the following: Your driver's license (or state photo I.D.), a copy of your Birth certificate, Military ID, or Passport.  
Also, one of the following; A copy of your insurance card (if the policy number is the same as your social security number) or a copy of a tax return in your name. **If one of these items has your social security number on it, we will need nothing else.**

However, if one of these items does not have your social security number on it, we will need a copy of one of the following: a copy of your social security card, a pay stub with your social security number on it, or a copy of your student ID.

**We cannot approve an application without formal (legal) proof of your social security number.**

- D. **Pay stubs.** You must provide us with 2 recent pay stubs. If you work multiple jobs, provide pay stubs from each company with whom you work.
- E. **Fees.** In order to begin the application process, you will need to provide us with the following:
  - \* \$100 to hold the specific apartment while the application is being processed.
  - \* \$25 application processing fee for each adult who will be living in the apartment.

Please note that the \$100 is refundable if your application is rejected. If your application is approved, it will be used towards the security deposit. If you choose to withdraw your application once it has been approved, all money provided up until that point will be forfeited. The application fees are non-refundable.

All initial costs associated with your moving into the apartment (up until the day after you receive your keys) must be paid to us in the form of money order or bank certified check. We cannot accept cash or personal checks for move-in costs (including security deposits, pet deposits, 1<sup>st</sup> month's rent, etc...).

Your money orders or bank certified checks should be made out to the name of the property in which you will be renting – the individual who is assisting you with the leasing process can clarify the legal name if necessary.