

Gem Properties Cincinnati, LLC  
118 Wm H Taft Road, Third Floor  
Cincinnati, OH 45219  
513-478-1920  
Fax: 513-321-2989

### **APPLICATION REQUIREMENTS**

- **You must be currently employed. (Disability income does not exempt you from this.)**
- **Your income must be 3x the amount of the monthly rent.**
- **You cannot have an eviction on your record.**
- **You must have favorable references from current and previous landlords.**
- **You must have favorable references from current and previous employers.**
- **You must be able to get gas and electric service in your name.**
- **You must submit a copy of your driver's license or photo I.D.**
- **We do not allow pets in all properties. Ask for details.**
- **We reserve the right to modify these requirements based on special needs or arrangements. If a modification is made, a written explanation and an additional deposit are then required.**

It takes us approximately 3-5 business days to process the application. We will access your credit, and eviction records. We will also personally contact landlords and employers for references. The length of time required to process your application depends on how quickly your current landlord and employer return the necessary information. If you notify them in advance that we will be calling, it helps to make this process go quicker. In the case we receive more than one application for an apartment, it is our policy to offer the apartment in the order that the applications are approved, not submitted. We will continue processing other applications until a security deposit is received to hold the unit.

**Please make sure that you fill out this application completely with correct telephone numbers. Please be extremely legible. If you have any questions about this application, please feel free to contact us at 513-478-1920. Thank you for your cooperation.**

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**RENTAL/LEASE APPLICATION**

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Notice: Co-Applicant(s) must complete a separate rental application

The undersigned hereby makes application to rent unit located at \_\_\_\_\_,  
beginning on \_\_\_\_\_, 20\_\_ at a monthly rental rate of \$\_\_\_\_\_.

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**PLEASE TELL US ABOUT YOURSELF**

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Applicant's Full Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Soc. Sec.#: \_\_\_\_\_

Name of Co-Applicant(s) \_\_\_\_\_

Total number of occupants \_\_\_\_\_

List name, age, date of birth and social security number of all other ADULT occupants who will live in the unit: \_\_\_\_\_  
\_\_\_\_\_

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**PLEASE GIVE US YOUR RESIDENCE HISTORY FOR THE PAST THREE YEARS  
(BEGINNING WITH MOST CURRENT)**

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Current Address: \_\_\_\_\_

Month & year moved in: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Owner or Agent: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Previous Address (if within 3 years): \_\_\_\_\_

Month & year moved in: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Owner or Agent: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Previous Address (if within 3 years): \_\_\_\_\_

Month & year moved in: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Owner or Agent: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

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**PLEASE GIVE YOUR EMPLOYMENT INFORMATION**

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Present Employer: \_\_\_\_\_

Date Employed: \_\_\_\_\_ Employed As: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

Salary: \$ \_\_\_\_\_ per \_\_\_\_\_. If employed by above less than six (6) months,  
give name phone# and address of previous employer or school. \_\_\_\_\_

If there are any 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: \$ \_\_\_\_\_ Source: \_\_\_\_\_

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**EMERGENCY CONTACT INFORMATION**

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Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

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**PLEASE LIST YOUR BANK AND CREDIT REFERENCES**

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YOUR BANK(S)                      City, State              Branch              Type of Acct              Acct.  
Number

1: \_\_\_\_\_  
2: \_\_\_\_\_

CREDIT REFERENCES:

1: \_\_\_\_\_  
2: \_\_\_\_\_  
3: \_\_\_\_\_

Your driver's license number

\_\_\_\_\_

Your Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Tag

No. \_\_\_\_\_ State \_\_\_\_\_

Second Vehicle Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Tag

No. \_\_\_\_\_ State \_\_\_\_\_

Other

Vehicles \_\_\_\_\_

Have you or any proposed occupant ever:

Have you declared or filed for bankruptcy in the last 5 years? No \_\_\_\_\_ Yes \_\_\_\_\_

Have you ever been evicted or asked to leave a unit? No \_\_\_\_\_ Yes \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violations)? No \_\_\_\_\_ Yes \_\_\_\_\_

Willfully or intentionally refused to pay rent when due? No \_\_\_\_\_ Yes \_\_\_\_\_

Do you have pets? No \_\_\_\_\_ Yes \_\_\_\_\_

Do you have any pending judgments or legal proceedings pending against you?

No \_\_\_ Yes \_\_\_\_\_

If yes, explain \_\_\_\_\_

If management has any questions about this application, please give PHONE NUMBERS where you can be located: DAY PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

I hereby apply to lease the above-described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the 1st day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts \$20 of the deposit will be retained to offset the agent's cost, time and effort in processing my application.

I hereby deposit \$\_\_\_\_\_ as earnest money to be refunded to me if this application is not accepted within three(3) - five(5) banking days. When so to if so approved and accepted I agree to execute a lease for one(1) year before possession is given and to pay the balance of the earnest money deposit of \$\_\_\_\_\_ within three(3) business banking days after being notified of acceptance or the deposit will be forfeited as liquidated damages. Upon taking possession of the premisis, this deposit shall be retained and converted to a security deposit. If this application is not approved and accepted by the owner or agent, the deposit will be refunded after applicant's check has cleared applicant's bank. The applicant hereby waives any claim for damages by reason of nonacceptance which the owner or his agent may reject without stating any reason for doing so.

I RECOGNIZE THAT AS A PART OF YOUR PROCEDURE FOR PROCESSING MY APPLICATION, AN INVESTIGATIVE CONSUMER REPORT MAY BE PREPARED WHEREBY INFORMATION IS OBTAINED THROUGH PERSONAL INTERVIEWS WITH MY NEIGHBORS, FRIENDS, AND OTHERS WITH WHOM I MAY BE ACQUAINTED. THIS INQUIRY INCLUDES INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING.

The above information, to the best of my knowledge, is true and correct. This Application, upon execution of a Lease Agreement with Gem Properties Cincinnati, LLC shall be incorporated into the Lease and made a part thereof.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

GEM PROPERTIES CINCINNATI, LLC IS AN EQUAL OPPORTUNITY HOUSING PROVIDER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, DISABILITY, NATIONAL ORIGIN, RELIGION OR FAMILIAL STATUS.

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**APPLICANT: DO NOT WRITE BELOW THIS LINE**

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DEPOSIT OF \$\_\_\_\_\_ RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
THIS APPLICATION FORM RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
COPY OF DRIVER'S LICENSE OR PHOTO ID RECEIVED/MADE BY \_\_\_\_\_