

## BK Property Services, Inc.

6318 W. Bancroft Street Suite 5, Toledo, Ohio 43615

(419) 842-1630 Fax (419) 842-1635

bkproperty.net

### Rental Application

Apt. Address _____	Rental Amount \$ _____	Security Deposit \$ _____	1 <sup>st</sup> Month Rent \$ _____
Date Approved _____	Referred By _____	Lease Term _____	Apt. Size: 1BR 2 BR

Today's Date \_\_\_\_\_ Moving Date \_\_\_\_\_

Birth Date \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ S.S. # \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_ Driver License # \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_ Zip Code \_\_\_\_\_ email address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Best Time to call \_\_\_\_\_ a.m. / p.m.

Present Rent \$ \_\_\_\_\_ Present Landlord \_\_\_\_\_

Present Landlords Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

How Long at this Address \_\_\_\_\_ Reason for moving \_\_\_\_\_

Previous Address \_\_\_\_\_

How Long at this Address \_\_\_\_\_ Reason for moving \_\_\_\_\_

Married \_\_\_\_ Single \_\_\_\_ Divorced \_\_\_\_ Separated \_\_\_\_ Other \_\_\_\_

#### Employment Information

Present Employer \_\_\_\_\_ Position \_\_\_\_\_

Fr. \_\_\_\_\_ To \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Monthly Income \_\_\_\_\_

Previous Employer \_\_\_\_\_ Position \_\_\_\_\_

Fr. \_\_\_\_\_ To \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Monthly Income \_\_\_\_\_

#### Banking Information

Bank of Checking \_\_\_\_\_ Acct. # \_\_\_\_\_

Bank of Savings \_\_\_\_\_ Acct. # \_\_\_\_\_

Have You Ever Been Asked To Move? Y/N Have you ever been evicted? Y/N

If Yes, Please Explain \_\_\_\_\_

Have you ever been convicted of a felony? Y/N

How Did You Hear Of This Property? \_\_\_\_\_

Do you have a pet? \_\_\_\_\_ What kind? \_\_\_\_\_ Fixed/Declawed?

**Open Credit Accounts**

Company \_\_\_\_\_ Mthly. Payments\$ \_\_\_\_\_ Balance\$ \_\_\_\_\_  
Company \_\_\_\_\_ Mthly. Payments\$ \_\_\_\_\_ Balance\$ \_\_\_\_\_

**Motor Vehicles**

Make \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_ Color \_\_\_\_\_  
Make \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_ Color \_\_\_\_\_

**Please List Other Persons Who Will Occupy Apartment**

**Name Relationship Birth Date Social Security# (18 or older)**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**In Case Of Emergency Please Contact**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Rental Qualification Policy – All adults who will be living in the apartment will be required to fill out separate rental applications to be qualified individually as follows:

- 1. Income – Gross monthly income must be at least 3 times the monthly rent. Income must be verifiable. Proof of income may be in form of a current pay stub, most recent W-2, bank statement showing direct deposits, and statements of other financial assets.
- 2. Credit – We obtain your credit report from CIC. Credit scores must be 600 or above. Scores between 599-550 might be approved, subject to special review.
- 3. Rental History – We contact your present/past landlord for a rental reference. We will inquire about your payment history, lease violations, pets and if your lease has been fulfilled.
- 4. Student Restrictions-No student funding may be used as income. All students must have a Guarantor/Co-Signor with proof of income that meets our income requirements.
- 5. Occupancy Guidelines – We restrict the number of people who may reside in an apartment. One Bedroom apartment-maximum of 2 persons. Two Bedroom Apartment-maximum of 4 persons.
- 6. **WE DO NOT ALLOW ANY PETS.**
- 7. We will not speculate whether your rental application will be approved or denied. Your entire credit history is taken into consideration. You must submit the rental application for processing along with the \$30 per adult non-refundable application fee.
- 8. We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act. We do not discriminate because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws. BK Property Services, Inc. reserves the right to make exception to and to modify this Rental Policy from time to time without notice.

**Receipt of \$\_\_\_\_\_ nonrefundable application fee is hereby acknowledged.** I/We hereby authorize any person or company to supply you with information requested concerning me/us. I/We understand that misrepresentation relating to any of the above information will at the lessor option void my/our rights under any agreements entered into the rental of the premises being applied for.

**Date \_\_\_\_\_ Signature \_\_\_\_\_**  
**Person Accepting Application \_\_\_\_\_**

Please fill out the following information that may apply to you, so that we may do a Landlord reference check. **Our fax number at BK Property Services is 419-842-1635.**

## LANDLORD REFERENCE FORM

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/We, \_\_\_\_\_, authorize you to release the following information to BK Property Services, Inc. regarding our rental agreement for the apartment located at \_\_\_\_\_ . (See signed application form)

\_\_\_\_\_  
***Applicant's Signature***

Year moved in \_\_\_\_\_

Amount of monthly rent payment \_\_\_\_\_

Does (did) applicant pay as agreed? \_\_\_\_\_

Has applicant ever paid late? \_\_\_\_\_

If so, how many times? \_\_\_\_\_

How many occupants are (were) on the lease agreement? \_\_\_\_\_

Does (did) the applicant interfere with the rights to peaceful enjoyment of others? \_\_\_\_\_

If yes, please describe. \_\_\_\_\_

Would you rent to this applicant again? \_\_\_\_\_

If no, please explain. \_\_\_\_\_

\_\_\_\_\_  
***Applicant's Signature***

Moved Out \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
**Authorized Signature**

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

If you think you may need a Co-Signor, please have this form filled out and signed by your Co-Signor. **BK Property Services fax number is 419-842-1635.**

Name \_\_\_\_\_

Address with Zip Code \_\_\_\_\_

Birthdate \_\_\_\_\_ Social Security Number \_\_\_\_\_

### CO-SIGNOR/GUARANTOR CERTIFICATE

The undersigned, for a valuable consideration, the receipt whereof is hereby acknowledged, and in further consideration of execution and delivery of this Rental Agreement at the request of the undersigned, which request is hereby made, hereby jointly and severally guarantee the prompt and faithful performance by the Resident of all agreements, covenants and obligations of the Resident contained in this Rental Agreement.

The undersigned agrees to pay on demand, at one time or from time to time as such, demand may be made, any sum that may become due to Owner whenever Resident fails to make timely payment. In the case of default, the Owner may proceed against the undersigned for collection without first suing the Resident.

The undersigned acknowledges that this obligation to pay rent will survive the filing of bankruptcy by the Resident.

It is understood that this guaranty shall be a continuing, irrevocable guaranty and indemnity for any indebtedness of Resident under this Rental Agreement. The undersigned agrees that any notice provided to Resident as required by this Rental Agreement shall be deemed to have been provided to the undersigned personally.

The undersigned further agrees that his/her/their personal consent shall not be required for any modification, renewal, or exercise option by Resident under this Rental Agreement, and that any such act by Resident will not cancel or alter this guaranty in any way.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Co-signor/Guarantor

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

**Tenant Screening Authorization for Release**

## Fair Credit Reporting Act Notice

I authorize **BK PROPERTY SERVICES, INC.** (Landlord/Property Manager) to obtain a consumer report in connection with my application to rent or lease property located at:

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I understand that the report will contain information about my credit, character, general reputation, lifestyle, rental history, civil and criminal court records; and other personal information.

I authorize **BK PROPERTY SERVICES, INC.** (Landlord/Property Manager) to provide the following information to a consumer reporting agency for such purpose.

*Please be advised that you have the right to request in writing, within a reasonable time, that we make complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within five (5) days of the date on which we receive the request from you or within five (5) days of the time the report was first requested, whichever is later. The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.*

By signing below I acknowledge receipt of a copy of this notice.

Applicant \_\_\_\_\_  
Please print full name

Previous Name(s) \_\_\_\_\_  
Please print full name (For verification purposes only)

Current Address \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

DOB \_\_\_\_\_ SSN \_\_\_\_\_  
(For verification purposes only)

Applicant's Signature \_\_\_\_\_

**\*ONE AUTHORIZATION FOR EACH ADULT TENANT.**