



RENTAL APPLICATION PROCEDURES CAMBRIDGE COURT APARTMENTS

Before we can begin to process your Rental Application, we must have the following:

- A Rental Application for each Occupant 18 years or older who will be residing in the apartment.
 - Rental Applications not signed in the presence of a Richland representative **must be notarized.**
 - Any omission, errors or falsifications may result in denial of the Rental Application or terminate Applicant(s) right to occupancy.
- Signed Authorization for Release of Information and Resident Guidelines must accompany the Rental Application.
- Submit the Application Fee(s) and Processing Fee as two separate checks or money orders.
 - Application Fee of \$25.00 per person, which is non-refundable.
 - Processing Fee of \$100.00, which is applied to your Security Deposit if your Rental Application is approved.
- Include proof of income and/or sufficient funds.
 - Copy of current pay stub reflecting year-to-date earnings or employment offer letter on company letterhead for each Applicant
 - If self-employed, non-employed or retired must provide verifiable source of income. Acceptable forms of verification include: W-2 form, prior year federal tax return statement, bank statements reflecting up to three (3) months most recent activity, social security certification, or notarized financial statement from attorney or accounting firm.
- If you have filed bankruptcy within the last 7 years, proof of discharge and the list of debtors who were included in the bankruptcy must accompany Rental Application for approval. If you do not have proof of discharge and/or the list of debtors who were included in the bankruptcy, you should be able to obtain a copy from your attorney or the courthouse where the bankruptcy was filed.

In fairness to ALL future Residents, apartment homes can NOT be reserved without all applicable fees being paid.

Once the Rental Application is approved, your Standard Lease Agreement must be signed within five (5) days. Any outstanding balance of your Security Deposit must also be paid at this time. All other monies are due on or prior to your move-in date.

Apartment home keys cannot be released unless we have obtained confirmation that your utilities have been transferred into your name, **prior to or on** your move-in date.

**Cambridge Court Apartments
14909 Hummel Road #25
Brook Park, OH 44142
Phone (216) 362-1944
Fax (216) 362-1961**

Thank you for your assistance in helping us expedite your Rental Application Approval process.





**RICHLAND COMMUNITIES RENTAL APPLICATION
CAMBRIDGE COURT APARTMENTS**

Move-In Date: _____

PERSONAL – APPLICANT

Bldg.: _____ Apt. #: _____

Applicant Full Name: _____ Soc. Sec. #: _____

Date of Birth: _____ Drivers License #: _____ State: _____ or State Id #: _____ State: _____

RESIDENCY

Current Address: _____ Apt. #: _____

City: _____ State: _____ Zip Code: _____

Current Home Phone #: () _____ Work #: () _____ Ext.: _____

Cell Phone #: () _____ E-Mail: _____ **Check Preferred Method of Contact**

Do you Own/Rent at this Address: _____ Current Rent/Mortgage: \$ _____ Dates of Residency: _____ to _____

Name of Apartment Building and/or Landlord: _____

Landlord Phone #: () _____ Fax #: () _____ Reason for Moving: _____

Previous Address: _____ City/State/Zip Code: _____

Previous Landlord Name: _____ Phone #: () _____ Fax #: () _____

EMPLOYMENT AND INCOME Please check applicable employer status.

Future Employer:

Current Employer: _____ Position: _____ Dates of Employment: _____ to _____

Address: _____ City/State/Zip Code: _____

Work #: () _____ Fax #: () _____ Gross Monthly Income: _____

Current Employer:

Previous Employer: _____ Position: _____ Dates of Employment: _____ to _____

Secondary Employer:

Address: _____ City/State/Zip Code: _____

Work #: () _____ Fax #: () _____ Gross Monthly Income: _____

Have you ever been Sued, Garnished, Evicted or filed Bankruptcy? Yes _____ No _____

Have you or any person who will reside with you in the apartment ever been convicted of a felony? Yes _____ No _____
If yes, please provide date and place of conviction, nature of offense, sentence and dates of incarceration if any on the back of this Application.

Have you or any person who will reside with you in the apartment ever been convicted of or plead guilty to a "sexually-oriented offense" or been required to register with a designated law enforcement official pursuant to Ohio Revised Code 2950.01 ET. Seq., or been determined to be a "sexual predator" or a "sexually-oriented offender" with the meaning of Ohio Revised Code 2950.01 ET. Seq.? Yes _____ No _____

MINORS: 0-17 YEARS OF AGE

Name: _____ Relationship to Resident: _____ Date of Birth: _____

Name: _____ Relationship to Resident: _____ Date of Birth: _____

Name: _____ Relationship to Resident: _____ Date of Birth: _____

VEHICLE INFORMATION

Auto Make: _____ Year: _____ Model: _____ Color: _____ Plate #: _____ State: _____

Auto Make: _____ Year: _____ Model: _____ Color: _____ Plate #: _____ State: _____

PET INFORMATION

Kind of Pet: _____ Breed: _____ Weight: _____ Age: _____ Name: _____

Kind of Pet: _____ Breed: _____ Weight: _____ Age: _____ Name: _____

EMERGENCY CONTACT INFORMATION:

In case of an emergency, notify (preferably) a relative not living with you.

Name: _____ Phone #: () _____

Address: _____ City/State/Zip Code: _____

Work #: () _____ Relationship: _____

****** If you become seriously ill or die, you authorize the person listed above to enter your dwelling to remove and store all contents, as well as your property in the mailbox, storerooms and common areas.

I hereby apply to lease the apartment indicated on this Rental Application (APPLICATION). The Processing Fee has been paid with the understanding that it is not refundable if I am approved by Richland Communities (RICHLAND) or cancel my APPLICATION. If RICHLAND does not approve this APPLICATION, the Processing Fee shall be refunded in full. Approval of this APPLICATION takes a minimum of one (1) to three (3) business days.

In addition, the Application Fee(s) has been paid for the express purpose of a credit report, criminal background check, residency verification, employment verification in connection with this APPLICATION all of which we hereby authorize RICHLAND to undertake. This Application Fee(s) shall not be applied towards Rent or Security Deposit and is nonrefundable.

I understand that this APPLICATION may not be approved if I have a criminal record, and that a person shall not be permitted to occupy the apartment if, before or during the term of the Lease Agreement that person (1) has been convicted of, is convicted of, has pleaded guilty to, or pleads guilty to a "sexually-oriented offense" or had / has a duty to register with a designated law enforcement official pursuant to Ohio Revised Code 2950.01 et. Seq. or (2) is or becomes a "sexual predator" or a "sexually-oriented offender" within the meaning of Ohio Revised Code 2950.01, et.seq.

I will sign a Lease Agreement on RICHLAND's Standard Apartment Lease and pay the applicable Security Deposit due and the required pre-payment of Rent within five (5) business days after notification from RICHLAND that this APPLICATION has been approved. RICHLAND will notify the Primary Applicant that this APPLICATION has been approved by phone by calling on two different days between 9:00 am and 5:00 pm Monday through Friday at the work phone number listed above for the Primary Applicant unless the Applicant, upon making this APPLICATION, designates in writing another phone number at which Applicant is to be contacted. If by 5:00 pm on the day following the second day that RICHLAND has called, Applicant has failed to make an appointment, or if Applicant fails to be present at the appointment scheduled to sign the Lease Agreement, the apartment will be re-marketed to any third party and RICHLAND will have no further obligation to lease this or any apartment to Applicant. If the Applicant is out of town or cannot schedule an appointment to sign the Lease Agreement in person, then Applicant must request RICHLAND to fax the Lease Agreement and all prevailing documents to be signed by Applicant to a fax number designated by Applicant. Applicant agrees to sign and notarize the faxed Lease Agreement and prevailing documents and to overnight delivery to RICHLAND the Lease Agreement and prevailing documents with notarized original signatures along with a check for the amount due upon signing the Lease Agreement. In any event, the signed Lease Agreement and check for the amount due to RICHLAND must be received by RICHLAND within five (5) business days of notification from RICHLAND that the APPLICATION has been approved for the apartment. If Applicant fails to execute a signed Lease Agreement and pay the amount due to RICHLAND within the specified time frame, then (1) the Processing Fee will be retained by RICHLAND and will not be refunded to the Applicant and (2) the apartment will be re-marketed and RICHLAND will have no further obligation to lease this or any apartment to Applicant. If Applicant should cancel after execution of the signed Lease Agreement, yet prior to the execution date scheduled for the lease term (scheduled move-in date), then the full Security Deposit will be forfeited as a Termination Fee.

I have read this APPLICATION and hereby certify that the information in this APPLICATION is complete and accurate; and I agree that, in the event that this information is not complete and accurate, RICHLAND may deny this APPLICATION and have no further obligation to lease an apartment to me. I also agree that this APPLICATION will become part of the Lease Agreement entered into with RICHLAND. I authorize RICHLAND to obtain all such information as may be required concerning all of the statements documented on this APPLICATION. In addition, I am required to sign a separate "Authorization for Release of Information" form.

**APPROVAL SUBJECT TO SATISFACTORY EMPLOYMENT, RESIDENCY, CRIMINAL HISTORY, AND CREDIT VERIFICATION.
(Rental Application required for all prospective residents ages 18 and over)**

Applicant Signature _____ Date _____

Authorized Representative Signature _____ Date _____



**AUTHORIZATION FOR RELEASE OF INFORMATION
CAMBRIDGE COURT APARTMENTS**

Purpose

The Owner and Management of **Cambridge Court Apartments** may use this authorization and the information obtained to administer and enforce rules and policies related to the rental of apartment suites by Richland Communities.

Authorization

I authorize and consent to an investigation on all statements and information contained in this Rental Application by, **Cambridge Court Apartments** about me (us) or my family that is pertinent to the rental of property owned and/or managed by Richland Communities.

Information Conveyed and/or Inquiries may be made about:

- Credit History for Seven (7) Years
- Criminal Activity
- Employment and Income
- Residency and Rental History

Individuals and/or Organizations that may release information:

- Banks and other Financial Institutions
- Courts and Law Enforcement Agencies
- Credit Bureaus
- Employers, present and past
- Landlords, present and past
- Utility Companies
- Providers of: Welfare, Alimony, Child Care, Child Support, Credit

Conditions

I agree that photocopies of this authorization may be used for the purpose stated above. If I do not sign this authorization, I understand I may be denied occupancy of rental property owned and/or managed by Richland Communities.

Applicant Signature

Date

Co-Applicant Signature

Date

Authorized Representative Signature

Date





RESIDENT GUIDELINES CAMBRIDGE COURT APARTMENTS

- 1) Rent payments are due on the 1st day of each month. Rent payments received on or after the 4th of the month are late. A \$25.00 late charge is assessed on the 4th day of the month and \$10.00 each day thereafter until payment is received.
- 2) In the case of a returned check, there is a \$25.00 return-check charge plus late charges will be assessed as stated above. Return checks are not re-submitted, and must be replaced with a money order or an official bank check.
- 3) All payments should be made with personal check, money order, or bank draft.
- 4) All Occupants must be named on the Standard Apartment Lease and Rental Application. No one shall be permitted to reside in an apartment unless so named.
- 5) Waterbeds are not permitted above the first floor. No live Christmas trees are permitted.
- 6) Move-ins are permitted only between 8am and 8pm. All cartons and boxes must be broken down and put into dumpsters. Large items such as furniture, tires, etc, are not permitted in dumpsters. Residents must make other arrangements for the disposal of these items.
- 7) At the time of move-in, Resident will be required to pay the balance of the Security Deposit, if not previously paid, any nonrefundable Pet Fee and the first month's proration of rent.
- 8) If Resident has been issued an Ohio Buckeye Card, please provide a copy in order to receive any applicable discount.
- 9) If the apartment that is being requested is presently unavailable for occupancy for any reason whatsoever, there is a possibility that the requested move-in date may have to be delayed due to circumstances beyond Management's control. Accordingly, the move-in date is subject to modification at the discretion of the Owner. As much advance notice of any delay will be given as soon as possible.
- 10) Management will approve any reasonable request for adaptation of an apartment suite in order to accommodate handicapped Residents. Any such accommodation will be at the sole cost of the Resident. Resident must submit a written request for consideration of any accommodations.
- 11) Two (2) cat(s) maximum per apartment are permissible. All pets must be spayed/neutered. Visiting animals are not permitted. There is a \$300.00 nonrefundable Pet Fee for each apartment home. The monthly Pet Rent is \$25.00 per month per pet. Cats must be kept inside the apartment at all times. Should the pet(s) later become a nuisance, Management may request the pet(s) be removed from the property.
- 12) If a current Resident has referred a new Resident to the community, current Resident must be named on new Resident's guest card in order for any applicable Referral Fees to be paid.
- 13) Authorized vehicles must be parked in assigned garages. Garages are for cars only, not storage.
- 14) No recreational (motor cycles, jet skis, boats, etc) or commercial vehicles are permissible on surface parking lot.

Resident Guidelines are merely a summarization highlighting the Standard Apartment Lease. To the extent the provisions of the Resident Guidelines are inconsistent, the Standard Apartment Lease shall apply.

Applicant Signature

Date

Co-Applicant Signature

Date

Authorized Representative Signature

Date





RESIDENT LEASING GUIDELINES CAMBRIDGE COURT APARTMENTS

Equal Housing

It is the policy of Richland Communities to actively pursue and offer equal housing for all persons regardless of race, color, sex, religion, handicap, familial status, sexual orientation, or national origin.

Identification

All visitors must present a valid driver's license or other form of photo identification in order to view the community.

Application for Residency

All persons leasing an apartment must be of legal age to sign a contract. Applicant(s) must be 18 years or older or be an emancipated minor. An emancipated minor is a person less than 18 years of age who is either married, is on active military duty or has a court emancipated order.

RESIDENTIAL RENTAL QUALIFYING STANDARDS

Richland Communities requires all Applicants to meet the following criteria to qualify for residency. In the event that two or more Applicants apply to an apartment, the Applicants will be combined jointly for qualifying purposes. Joint Rental Applications weigh on the average combination, or aggregate score, of all the qualifying criteria and risk factors reported for each Applicant listed below:

Credit History

Applicant(s) must be approved through a credit screening program, which evaluates Applicant(s) in terms of the following criteria within the past seven (7) years: acceptable accounts ratio, current rent-to-income ratio, current debt-to-income ratio, FICO score and all public records. All the above indicators are weighted to provide an aggregate score in order to screen Applicant(s) with a balanced approach to an Applicant(s) financial profile. Note, any medical or student loan(s) are not evaluated or factored into the above criteria.

An unsatisfactory credit score may result in denial of the Rental Application. An unsatisfactory credit score is one, which reflects past or current bad debts, late payments or unpaid bills, liens, judgments, or bankruptcies. If Applicant(s) has filed for bankruptcy, proof of discharge and the list of debtors who were included in the bankruptcy must accompany Rental Application for approval.

If an Applicant(s) is denied based upon unsatisfactory credit history, the Applicant(s) will be notified and given the name, address and phone number of the credit-reporting agency that provided the credit information. Applicant(s) that has been denied based on the information obtained by a credit agency is encouraged to obtain a copy of the credit information provided in order to correct any erroneous information that may be reported, and re-submit a Rental Application to this community.

Rental History

Applicant(s) must have verifiable residency (or home ownership) of at least one (1) year with favorable payment and rental history, reflecting prompt monthly payments, sufficient notice and satisfactory apartment condition. If Applicant(s) has ever been evicted or owes any monies to any landlord, then Applicant(s) will be automatically denied residency.

If Applicant(s) is a homeowner(s), permission may be requested in order to verify payment history with the bank or lending institution.

Any Applicant(s) who have yet to establish rental history, Management may at its discretion approve Applicant(s) if they excel in other qualifying criteria, or Management may approve Applicant(s) with an additional Security Deposit or Guarantor.

Source of Income

Applicant(s) must have current verifiable employment or Applicant(s) who are self-employed, non-employed or retired must provide verifiable source of income. Acceptable forms of verification include: most recent payroll stub reflecting YTD earnings, employment offer letter on company letterhead, W-2 form, prior year federal tax return



statement, bank statements reflecting up to three (3) months most recent activity, social security certification, or notarized financial statements from attorney or accounting firm.

Check Writing History

Applicant(s) check writing history will be reviewed and evaluated. Applicant(s) who have a negative check writing history, if otherwise approved, may be required to pay an additional Security Deposit or make monthly rental payments in the form of money order or cashier's check.

Criminal History

Any and all Occupants over the age of 18 years must be screened for criminal history. The Rental Application will be denied if any of the following crime-related activities are reported within any time line:

- Any felony conviction involving:
 - Any drug-related crimes
 - Any sex-related crimes
 - Any violence-related crimes
 - Any property-related crimes
 - Any terrorist-related crimes
- Any misdemeanor conviction involving:
 - Any crimes against a person or property
- Any of the above related crimes resulting in "Adjudication Withheld"
- Active status on probation or parole resulting in any of the above related crimes

Please remember that these requirements do not constitute a guarantee or representation that Resident(s) or Occupant(s) currently residing in our community have not been charged with or convicted of a felony or misdemeanor crime. Additionally, our ability to verify this information is limited to the information made available to us by the Resident and credit screening agency being utilized along with other factors.

Maximum Occupancy

Maximum occupancy permissible per apartment equals two Occupants per bedroom plus one. For example, 1 bedroom permits three (3) Occupants and a 2 bedroom permits five (5) Occupants.

Pet Regulations

Two (2) cats maximum per apartment are permissible. All pets must be spayed/neutered.

Vehicle Regulations

No recreational (motor cycles, jet skis, boats, etc) or commercial vehicles are permissible on surface parking lot.

No Credit File

Any Applicant(s) who have yet to establish a credit file or social security number, the following items are required to verify identification and credit worthiness:

- Identification – A passport, government-issued identification card or valid driver's license.
- Credit – Employment offer letter on company letterhead stating term of employment along with starting salary or other documentation verifying source of income.

Additional Security Deposit / Guarantors

In the event that one of the above criteria is lacking, Management may at its discretion still accept Applicant(s) if they excel in other areas with an additional Security Deposit or Guarantor. Guarantor must complete a Rental Application and meet the entire original Residential Rental Qualifying Standards in order to approve Co-Applicant(s).

