

## APPLICATION FOR LEASE

1. A NON-REFUNDABLE \$30 application fee must be paid before the application is processed.
2. All adults who will be living in the home must fill out and sign this application.
3. Answer all questions fully and truthfully. All information will be carefully checked. **False information will result in automatic rejection** of this application. If you have questions, call our office at 513-863-3336.
4. Return application with a copy of **1 month (4 weeks) most recent paystubs**, any other letters or statements you have to show your income, and a **copy of your state ID** to:

HHP Properties

1 N Commerce Park Dr, Ste 312    OR    Fax (513) 348-1998    OR    Email: [leasing@HHPproperties.com](mailto:leasing@HHPproperties.com)  
 Cincinnati, OH 45215

I/We are applying for a \_\_\_\_\_ at \_\_\_\_\_ for move-in date of \_\_\_\_\_

### APPLICANT

Full Name (First Mi. Last) \_\_\_\_\_  
 Maiden / Other Last Name(s) \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Social Security \_\_\_\_\_  
 Phone (Cell) (\_\_\_\_) \_\_\_\_\_ Do you text message? \_\_\_\_\_  
 Phone (Hm) (\_\_\_\_) \_\_\_\_\_ (Wk) (\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_  
 # Adults Who Will Live in Home \_\_\_\_\_ # Minors \_\_\_\_\_  
 Emergency Contact Name: \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone \_\_\_\_\_

### CO-APPLICANT or CO-SIGNER

Full Name (First Mi. Last) \_\_\_\_\_  
 Maiden / Other Last Name(s) \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Social Security \_\_\_\_\_  
 Phone (Cell) (\_\_\_\_) \_\_\_\_\_ Do you text message? \_\_\_\_\_  
 Phone (Hm) (\_\_\_\_) \_\_\_\_\_ (Wk) (\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Will you live in the home? \_\_\_\_\_  
 Emergency Contact Name: \_\_\_\_\_  
 Relationship \_\_\_\_\_ Phone \_\_\_\_\_

### Minors / Others who will reside in home:

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

### PRESENT ADDRESS                      Own \_\_\_\_\_ Rent \_\_\_\_\_

Street \_\_\_\_\_ Apt. No. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Dates (MM/YY) From \_\_\_\_\_ To \_\_\_\_\_  
 Owner Name \_\_\_\_\_ Owner \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Amount you pay \$ \_\_\_\_\_  
 Utilities you pay \$ \_\_\_\_\_ (check):    Heat    Water    Elec  
 WHY ARE YOU MOVING? \_\_\_\_\_

### PRESENT ADDRESS                      Own \_\_\_\_\_ Rent \_\_\_\_\_

Street \_\_\_\_\_ Apt. No. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Dates (MM/YY) From \_\_\_\_\_ To \_\_\_\_\_  
 Owner Name \_\_\_\_\_  
 Owner Phone (\_\_\_\_) \_\_\_\_\_ Amount you pay \$ \_\_\_\_\_  
 Utilities you pay \$ \_\_\_\_\_ (check):    Heat    Water    Elec  
 WHY ARE YOU MOVING? \_\_\_\_\_

### PREVIOUS ADDRESS                      Own \_\_\_\_\_ Rent \_\_\_\_\_

Street \_\_\_\_\_ Apt. No. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Dates (MM/YY) From \_\_\_\_\_ To \_\_\_\_\_  
 Owner Name \_\_\_\_\_  
 Owner Phone (\_\_\_\_) \_\_\_\_\_ Amount you paid \$ \_\_\_\_\_  
 Utilities you pay \$ \_\_\_\_\_ (check):    Heat    Water    Elec  
 WHY DID YOU MOVE? \_\_\_\_\_

### PREVIOUS ADDRESS                      Own \_\_\_\_\_ Rent \_\_\_\_\_

Street \_\_\_\_\_ Apt. No. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Dates (MM/YY) From \_\_\_\_\_ To \_\_\_\_\_  
 Owner Name \_\_\_\_\_  
 Owner Phone (\_\_\_\_) \_\_\_\_\_ Amount you paid \$ \_\_\_\_\_  
 Utilities you pay \$ \_\_\_\_\_ (check):    Heat    Water    Elec  
 WHY DID YOU MOVE? \_\_\_\_\_

### CURRENT EMPLOYER

Name of Employer \_\_\_\_\_  
 Street \_\_\_\_\_ Phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Job Title \_\_\_\_\_ Pay Rate \$ \_\_\_\_\_ / \_\_\_\_\_  
 Full Time \_\_\_\_\_ or Part Time \_\_\_\_\_ Hours per Week \_\_\_\_\_  
 Dates (MM/YY) From \_\_\_\_\_ To \_\_\_\_\_

### CURRENT EMPLOYER

Name of Employer \_\_\_\_\_  
 Street \_\_\_\_\_ Phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Job Title \_\_\_\_\_ Pay Rate \$ \_\_\_\_\_ / \_\_\_\_\_  
 Full Time \_\_\_\_\_ or Part Time \_\_\_\_\_ Hours per Week \_\_\_\_\_  
 Dates (MM/YY) From \_\_\_\_\_ To \_\_\_\_\_

<b>APPLICANT</b>	<b>2ND JOB or</b>	<b>PREVIOUS EMPLOYER</b>	<b>CO-APPLICANT</b>	<b>2ND JOB or</b>	<b>PREVIOUS EMPLOYER</b>
Name of Employer _____			Name of Employer _____		
Street _____ Phone _____			Street _____ Phone _____		
City _____ State _____ Zip _____			City _____ State _____ Zip _____		
Job Title _____ Pay Rate \$ _____ / _____			Job Title _____ Pay Rate \$ _____ / _____		
Full Time _____ or Part Time _____ Hours per Week _____			Full Time _____ or Part Time _____ Hours per Week _____		
Dates (MM/YY) From _____ To _____			Dates (MM/YY) From _____ To _____		

**APPLICANT AND CO-APPLICANT MUST BOTH ANSWER THESE QUESTIONS**

ANSWER "YES" or "NO". If "Yes", explain. If you have any questions about this section, please call our office	Applicant	Co-Applic	Explanation
Have you ever declared bankruptcy?			
Have you ever been served an eviction notice, been evicted, or asked to vacate a property for any reason?			
Have you ever had rental security deposit not returned?			
Have you ever had any judgments or other legal proceedings against you?			
Have you been convicted of any crime, misdemeanor or felony? (Except minor traffic violations)			
Do you have renter's insurance? Or are you willing to purchase it?			
Do you have any pets? How many and what type?			
Do you smoke?			

Applicant Bank Accounts		Co-Applicant Bank Accounts	
Bank Name	Approximate Balance	Bank Name	Approximate Balance
	\$		\$
	\$		\$

Other Income		
Alimony, child support, or separate maintenance income need not be revealed if the Applicant or Co-Applicant does not wish to have it considered as a basis for paying		
Applicant/Co-Applicant	Description	Monthly Income

**Which relative or friend could assist you should you run into financial difficulties?**

Name \_\_\_\_\_ Relation \_\_\_\_\_ Phone \_\_\_\_\_

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

Are they currently employed? \_\_\_\_\_ Do they own real estate? \_\_\_\_\_ Would they be willing to co-sign lease? \_\_\_\_\_

<b>How did you hear about the property?</b>	
<b>How long do you intend to live in the property?</b>	

I/we certify under penalty of legal action that I/we have answered all of the above questions to the best of my ability. I/we hereby authorize HHP Properties and/or any Credit Information Services to obtain information concerning my past credit, and/or tenant-landlord history now or anytime in the future. I hereby authorize any of the following sources, including but not limited to landlords, public or privately owned utilities, current or past creditors, governmental housing agencies, and/or other credit reporting agencies to release any information to HHP Properties or any Credit Information Service concerning my/our past credit and/or tenant-landlord history. I hereby release any of the above sources, their officers, agents, or employees from any liability for damages of whatsoever kind or nature whether caused by negligence or otherwise which may at any time result to me/us by reason of compliance with the above mentioned inquiry which may include the answering of specific questions and the giving of any information concerning my/our past records.

<b>Applicant Signature</b>		<b>Date</b>	
<b>Co-Applicant Signature</b>		<b>Date</b>	