

APPLICATION FOR LEASE

1. Pay a NON-REFUNDABLE application fee (\$40 for one applicant and \$20 for each additional co-applicant or co-signer)
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
Cincinnati, OH 45215

OR

Fax (513) 348-1998

OR

Email: leasing@HHPproperties.com

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 _____

APPLICANT	2ND JOB or	PREVIOUS EMPLOYER	CO-APPLICANT	2ND JOB or	PREVIOUS EMPLOYER
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? _____

How did you hear about the property?	
How long do you intend to live in the property?	

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.

Applicant Signature		Date	
Co-Applicant Signature		Date	