

Applicant Last Name: \_\_\_\_\_

**Rental/Lease Application**

**Tier One Asset Management Group, LLC  
331 W Fourth St., Suite A, Cincinnati, OH 45202  
Leasing Phone: 513-621-0808 Fax: 513-681-3507**

*Our application fee for prospective tenants is \$35 for a single applicant and \$10 for each additional co-applicant. This includes those applying as husband and wife and any occupant who is 18 years or older. The application fee is non-refundable, and is not credited towards rent or deposit. If you are not approved, or you decide not to rent, you forfeit your application fee.*

We require all prospective tenants to provide two forms of identification (one must be a photo I.D.) when they turn in the application.

We will access your credit, criminal and rental history/eviction records and will personally contact landlords and employers for references. If we have more than one applicant for the same apartment, it is our policy to offer apartments 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 apartment.

**Utilities: we will not issue keys to any apartment unit until gas and electric utility services are transferred into the tenant's name.**

Please make sure that you fill out this application completely with correct telephone numbers. Please be extremely legible. Below you will find a list of our standard requirements. Tier One reserves the right to include this application as part of any lease agreement with you. If you have any questions about this application please call the office at (513) 681-3400 ext. 13.

***Application Requirements***

- \*You must be at least 18 years of age
- \*You must be currently employed or show acceptable proof of income
- \*You must be able to get gas and electric services in your name on or before the day you sign any new lease
- \*You cannot have had an eviction on your record within the past 2 years
- \*Your criminal background cannot include arson, felony domestic violence, drug trafficking, or sexual assault
- \*A favorable credit history
- \*Please refer to our property specific disclosure for our pet policy as it varies
- \*We reserve the right to modify these requirements based on special needs or arrangements. In some cases we are required to request a higher security deposit.
- \* Deposits paid to hold any apartment shall become non-refundable after 24 hours of receipt by Tier One Asset Management Group, LLC.



<b>LANDLORD USE ONLY</b>	
Unit # _____	
Monthly Rent _____	Rental App Fee Paid? _____
Number & Type of Pets _____	Rental App Fee Amount & Date Paid
Number and Type of Parking Needed _____	\$ _____ / _____
Earliest Move-in _____	Deposit to Hold Paid? _____
Latest Move-in _____	Deposit to Hold Amount & Date Paid
Special Discounts _____	\$ _____ / _____

Applicant Name:		Maiden Name:
SSN: :	Date of Birth	Phone:
Cell Phone:	E-mail:	

**List your Addresses for the Previous 5 years**

<b>Current Address:</b>	City, State, Zip:	
Owner/Manager:	Phone:	Monthly Rent:
Moved In date:	Why are you moving?	
<b>Previous Address:</b>	City, State, Zip:	
Owner/Manager:	Phone:	Monthly Rent:
Moved In date:	Moved out date:	
<b>Previous Address:</b>	City, State, Zip:	
Owner/Manager:	Phone:	Monthly Rent:
Moved In date:	Moved out date:	

**Employment and Income  
(please provide 2 pay check stubs)**

<b>Current Employer:</b>	Address:		
Position:	Phone:	Hire Date:	Hours worked per week:
Gross Wages:\$	( ___ month ___ week ___ hour )		Additional income source:
Additional Income:	Income\$		
How long will you live here?: ___ 1 yr ___ 2 yr ___ 3 yr +	Your Attorney's name:		
Is the total move-in amount available now?	Have you broken a lease?		
How many Evictions have been filed on you?	Have you ever filed bankruptcy?		
What may interrupt your income or ability to pay rent?			

**If accepted, the following persons will be living with me**

1.)	Relationship & birth date:
2.)	Relationship & birth date:
3.)	Relationship & birth date:
Do any persons in your household have a high level of lead in their blood?	

- You will be required to provide the name and social security numbers for any person you have listed as an occupant who is 18 years or older. Tier One reserves the right to deny an application based on any negative information collected about an occupant.**

**EMERGENCY CONTACTS (not living with applicant)**

NAME	ADDRESS	PHONE	RELATIONSHIP
1.)			
2.)			

\*\*\*LIST Vehicles (color/make/model/yr) your household will possess:

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**Criminal & Credit**

Have you been convicted of a Felony?	Misdemeanor?:	List offences:
Have you or do you have judgments against you?		
Are you involved in any other legal proceeding against you?		

Animals/Pets

Type of animal	Breed	Age	Weight	Caged	Inside/outside
1.)					
2.)					

Other comments or explanations:

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How did you find us? (Craigslist, Rental Guide, yard sign, friend, etc) \_\_\_\_\_  
 If you found us in the internet, what specific website?: \_\_\_\_\_

Required for referral programs: If you were referred to us by one of our current tenants, please tell us their name and address\*: \_\_\_\_\_ . Coupons and resident referral cards must be presented with this application.

This agreement made this date by and between **Tier One Asset Management Group, LLC**, manager for the Owner, hereinafter "Landlord" and the below signed, hereafter "Applicant". The Applicant shall pay to the Landlord nonrefundable fee upon the execution of this agreement in the amount listed on application to cover the administrative costs, expenses, and time of the Landlord to verify information submitted by the Applicant. Applicant authorizes the Landlord, his employees, agents, or representatives to make any and all inquiries necessary to verify the information provided herein, including but not limited to direct contact with Applicant's employer, landlords, credit, neighbors, police, government agencies and any and all other sources of information which the Landlord may deem necessary and appropriate within his sole discretion and shall have a continuing right to review this information for account review purposes.

The Applicant represents to the Landlord that the application has been completed in full and all the information provided for herein is true, accurate and complete to the best of the Applicant's knowledge and further, agrees that if any such information is not as represented, or if the application is incomplete the Applicant may, at the Landlord's sole discretion, be disqualified. The Applicant provides the information contained on this form. Landlord is not liable to the Applicant, his heirs, executors, administrators, or assigns for any damages of any kind, actual or consequential by reason of the verification by the Landlord of the information provided by the Applicant, and Applicant hereby releases the Landlord, his agent, employees and representatives from any and all actions, causes of action of any kind or nature that may arise by virtue of the execution or implementation of the agreement provided herein.

It is fully understood that if this application is approved, the security deposit will be held as security for the performance of the covenants of the agreement and as a damage deposit. Any changes to the application by the applicant after acceptance but before occupancy or if the applicant elects not to take the apartment after 24 hours of paying the deposit, the landlord may retain the deposit. It is further understood that under no circumstances will the owners allow such security deposit to be used in consideration of any rent which is due and payable.

**The Applicant authorizes release of all information to Landlord.**



**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*required if participating in referral programs

**Additional Requirements:**

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