

**Rental/Lease Application**      Applicant Last Name: \_\_\_\_\_  
**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 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. You must call or email your rental agent before turning this application in, so that the agent can review your information before turning it over to the Property Manager for screening.*

We require all prospective tenants to provide two forms of identification (one must be a photo I.D.) when they turn in the application. You will need to schedule an appointment with the office to have an application interview.

After you submit your application it takes us approximately 3-5 business days to process the application. Our office will access your credit, criminal and rental history/eviction records. We will also personally contact landlords and employers for references. The length of time required to process your application depends on how quickly your current landlord and employer return the necessary information to our office. If you notify them in advance that we will be calling it helps to make this process go quicker. We often have many applicants. If we have more than one applicant for the same unit, it is our policy to offer units 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 unit. Any security deposits held longer than 24 hours will not be refunded, unless approved by the Property Manager.

**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.

***Application Requirements***

- \*You must be at least 18 years of age**
- \*You must be currently employed or show acceptable proof of disability 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. There is a non-refundable pet deposit of \$100 at all properties.**
- \*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 # _____	Rental App Fee Paid? _____
Monthly Rent: _____	Amount & Date Paid \$ _____ / _____
Number & Type of Pets _____	Deposit to Hold Paid? _____
Monthly Pet: _____	Amount & Date Paid \$ _____ / _____
Number and Type of Parking Needed _____	Non-refundable Pet Deposit Amount & Date Paid
Earliest Move-in _____	\$ _____ / _____

First Name:	MI:	Last Name:	Maiden Name:
SSN:	Date of Birth:	Phone:	Is this your 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 paycheck stubs)**

<b>Current Employer:</b>	Address:		
Position:	Phone:	Hire Date:	Hours worked per week:
Gross Wages: \$	( ___ month ___ week ___ hour )		What other income & source?
2 <sup>nd</sup> Job Employer:	Phone:	Income \$	___ wk, ___ Mon ___ Hr
Are You on Section 8/subsidy?	If Yes, Have You had your briefing?	If yes, I have a	BEDROOM Voucher
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.**

**Credit References**

Lender	Purpose of Loan	Balance	Monthly Payment	Checking Account bank & #?
1.)				Savings Account bank & #?
2.)				Do you own Real Estate?

**EMERGENCY CONTACTS (including help to pay rent)**

NAME	ADDRESS	PHONE	RELATIONSHIP
1.)			
2.)			

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

HOW DID YOU FIND US?: (name of friend, Enquirer, name of web site, etc.) \_\_\_\_\_

Your requested move-in date: \_\_\_\_\_ When can you put down the security deposit? \_\_\_\_\_

**Criminal & Credit**

Have you every been convicted of a Felony?	Misdemeanor?:	If Yes explain:
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.

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.

No security deposit will be accepted until an application is approved. 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 keep any or all of 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:**

- \*You must be at least 18 years of age
- \*You must be currently employed or show acceptable proof of disability income
- \*You must be able to get gas and electric services in your name on or before the day you sign any new lease
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