



Application for Tenancy Checklist

1. Make sure you meet the Minimum Requirements for Approval:

- NO METRO / Good Credit
- Minimum Net Monthly income of \$1,800 AND must have a checking or savings account
- No criminal history, no evictions, no bankruptcy within last 7 years, no history of being sued for non-payment
- No more than 4 people (2 Adults Max / 2 Children MAX) and no more than 2 pets (cats/dogs) well trained

2. Fill out the attached application

- Have EACH person over 18 fill out this form separately and completely.
- Make sure to fill in ALL areas, as failure to do so may delay your application from being processed.

3. Submit the application WITH your *Application fee and *Security Deposit.

- ✓ **Option #1:** Drop off your application & payment with our Sales Manager.
- ✓ **Option #2:** Scan and email your application to MSWproperties@gmail.com and submit your payment via PayPal.
- ✓ **Option #3:** Fax your application to **419-954-0337** and submit your payment via PayPal
- ✓ **Option #4:** Mail the application to our offices at: **MSW Properties, LLC at 4869 Van Epps Road, Brooklyn Heights, OH 44131** along with your payment.

4. Verify Your Identity

You may wait until the time of your lease signing to provide the following, however approval is contingent upon receiving copies of documents that verify your identity/ income. Therefore, you are encouraged to include these documents now.

- Driver's License **or** official state photo ID **or** Passport**AND**
- Social Security Card **or** Birth Certificate **or** other official documentation with SSN on it.....**AND**
- A copy of your most recent pay stub **or** Job offer letter on official letterhead **or** proof of employment and income

	*Application Fee	*Security Deposit
Price:	\$25 per adult (18+yrs)	One Month's Rent \$ _____
Type Accepted:	Check, Money Order, or PayPal. NO CASH!	
Payable to:	MSW Properties, LLC	
Refunded?:	Will be applied to First Month's rent if approved.	Will be refunded if you are not approved, or within 24 hours if you change your mind. After that, it will not be refunded, even if you do not sign a lease/move in.

NOTE: No application will be processed until the application fee is paid. You may pay your security deposit AFTER you are approved. However, no unit will be held until the security deposit is paid, and all available units go to the first approved tenant who has paid their deposit. Therefore we recommend you pay your security deposit as soon as possible.

If you have any questions, you may call me directly at **419-954-0337** or e-mail me directly at MSWproperties@gmail.com I look forward to hearing from you!

Fred Bernhofer
Property Manager
MSW Properties, LLC



BASIC INFORMATION

*Last Name, First M.I. _____ *Former Name(s) _____ *Date of Birth _____

*Current Street Address / Apt No _____ *City, State, Zip _____

*Name of Apartment Complex / Landlord _____ Type (House, Apartment, Duplex, Townhom ,etc) _____

*Cell Phone # _____ *Email (REQUIRED. We use email for almost all communication) _____

* Date you'd like to take occupancy _____(If not available, as soon as _____ no later than _____)

*I understand that my rent will directly be debited from my checking/savings account each month (circle): YES

*I understand that all leases start with a 12 month minimum and that I am not able to break my lease at anytime: (circle): YES

*How long do you anticipate renting with us? (This is not binding, just an estimate) _____ years

RENTAL HISTORY

***Current Address: (as listed above, all fields required)**

Length of Stay: _____ to _____ Current Rent: \$ _____ /mo

Name of Landlord/Owner: _____ Phone _____

When does your lease expire? _____ Have you given notice? _____

Reason for leaving: _____

2. **Previous Address** (Street Apt # City State Zip) : _____

Name of Apartment Complex (If Applicable) _____ Type of Residence (House, Apartment, Duplex, Townhome,etc) _____

Length of Stay: _____ to _____ Rent: \$ _____ /mo

Name of Landlord/Owner: _____ Phone _____

Reason for leaving: _____

3. **Previous Address** (Street Apt # City State Zip) : _____

Name of Apartment Complex (If Applicable) _____ Type of Residence (House, Apartment, Duplex, Townhome,etc) _____

Length of Stay: _____ to _____ Rent: \$ _____ /mo

Name of Landlord/Owner: _____ Phone _____

Reason for leaving: _____

For Office Use Only:

Unit: _____	Deposit Amt Paid: \$ _____	Approved? _____
Monthly Rent: \$ _____	App Fee Amt Paid: \$ _____	Move-In Date: _____
Pet Rent: \$ _____	Method of Pmt: _____	



OCCUPANTS (2 Adults MAX/ 2 Children MAX)

Name of Adult Co-Tenant if applicable *Must provide separate application for each adult.*

(1) _____

Names of any Child or minor (first and last). *Please note in comments section if only staying weekends, etc.*

(1) _____ DOB: _____

(2) _____ DOB: _____

*PETS: Max 2 Cats/Dogs. **MUST** be well trained and sign pet agreement. Pet rent is \$25/mo for each cat or dog.*

*Pet Type/description : (1) _____ Weight _____

*Pet Type/description (2) _____ Weight : _____

EMPLOYMENT REFERENCE

1. **Current Employer:** _____ Current Position: _____

Supervisor Name: _____ Supervisor Phone/Email: _____

Length of Employment: _____ NET Pay/month: \$ _____

2. **Previous Employer:** _____ Previous Position: _____

Supervisor Name: _____ Supervisor Phone/Email: _____

Length of Employment: _____ NET Pay/month: \$ _____

Reason for leaving: _____

3. **Previous Employer:** _____ Previous Position: _____

Supervisor Name: _____ Supervisor Phone/Email: _____

Length of Employment: _____ NET Pay/month: \$ _____

Reason for leaving: _____

CONTACT REFERENCES

Name: _____ Telephone: _____ Length Known: _____ Relationship: _____

[Professional] _____

[Emergency] _____

VEHICLES

Vehicle 1 Make: _____ Model: _____ Year: _____ Color: _____

License Plate Number: _____

Vehicle 2 Make: _____ Model: _____ Year: _____ Color: _____

License Plate Number: _____



MISCELLANEOUS QUESTIONS

Please check the appropriate box and explain. Please note: All of this information WILL appear on your credit report/ court records.

	YES	NO	
1			Have you ever been convicted of a felony?
2			Have you ever been served an eviction notice or have you been asked to leave a rental property?
3			Have you ever deposited rent with a court or refused to pay your rent when it was due?
4			Have you ever been taken to court / sued for non-payment?
5			Have you ever filed for bankruptcy?
6			If #6 yes, did you file for bankruptcy less than 7 years ago?
7			Have your wages ever been garnished?
8			Are you currently a co-signer of a loan?

Please explain any "YES's" checked above here:

Does anyone in your household smoke? _____ If so, please note there is no smoking allowed inside the unit.

Please leave any additional notes here:

As part of our normal procedure for processing applications, a routine inquiry into your background may be made. This inquiry may include a review of employment, credit report, driving record, civil and criminal litigation and general reputation within the community. Would you please read the following statement and indicate your agreement by signing below.

I authorize all persons, businesses, companies, corporations, landlords, banks, credit bureaus and law enforcement agencies to provide the landlord and/or its agents any information concerning my background. I release the landlord/management and its agents from any and all liability, responsibility, damages, and claims of any kind whatsoever arising from this investigation of my background.

I certify that all the information given above is true and correct and understand that my lease or rental agreement may be terminate if I have made any material false or incomplete statements in this application. I authorize verification of the information provided in this application from my credit sources, credit bureaus, current and previous landlords and employers and personal references. This permission will survive the expiration of my tenancy.

*Applicant Signature *Printed Name *Today's Date

*Drivers license number *State *Date of Birth *Social Security Number