

**APPLICATION TO RENT**

DATE \_\_\_\_\_

**In order to process your application and hold an apartment you must do the following:**  
**Please fill out completely (in blue or black ink), using area codes and zip codes.**  
**Dorms and parents addresses are to be considered as current and/or previous addresses!!!**  
**Photocopy of driver's license and/or passport is required of all applicants!!!**

**Application fee is \$30.00 for each applicant**

**App Fee Paid:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone** (\_\_\_\_) \_\_\_\_\_

**Address Applied for:** \_\_\_\_\_

**Cell Phone** (\_\_\_\_) \_\_\_\_\_

**Date to be occupied:** \_\_\_\_\_

**Rental Amount:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**How Long:** \_\_\_\_\_ **Rent:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Name of Landlord:** \_\_\_\_\_ **Landlords number:** (\_\_\_\_) \_\_\_\_\_

**Address of Landlord:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_, **City State, Zip Code:** \_\_\_\_\_

**Name of prev. Landlord:** \_\_\_\_\_ **Number to prev. Landlord** (\_\_\_\_) \_\_\_\_\_

**Address of Previous Landlord:** \_\_\_\_\_

**Place of employment:** \_\_\_\_\_ **How Long:** \_\_\_\_\_

**Employer's address & phone number:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Gross Monthly Income:** \_\_\_\_\_

**Call Parents**

**Name of Parent or Guardian:** \_\_\_\_\_ **Daytime phone :**(\_\_\_\_) \_\_\_\_\_

**To Cosign**

**Address of Parent or Guardian:** \_\_\_\_\_

**Are you a student:** \_\_\_\_\_ **Class Standing:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Do you have a current I-20 form:** \_\_\_\_\_?

**Are you currently an active or inactive member of the military?** \_\_\_\_\_

**Name of ALL OTHER Persons to occupy the premises regularly:**

NAME	RELATIONSHIP	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

**For Office Use Only**

Rec'd \_\_\_\_\_  
Fax \_\_\_\_\_  
Completed (FAB) \_\_\_\_\_ (CCB) \_\_\_\_\_  
Call to Cosign \_\_\_\_\_  
Completed \_\_\_\_\_

Set Up \_\_\_\_\_  
Signed \_\_\_\_\_  
Cosign \_\_\_\_\_  
Deposit Rec'd \_\_\_\_\_  
Notes \_\_\_\_\_

KRG 2504 fax back (614) 421- 7474

**Kohr Royer Griffith, Inc. Enforces A Strict No Pets Policy**

**\*General fall lease is Wednesday, August 15, 2012 through Wednesday July 31, 2013**

**\*Lease term agreement will be noted on actual lease agreement**

## RENTAL PROCEDURE

### FILL OUT APPLICATION IN DETAIL!!!

### PHOTOCOPY OF DRIVER'S LICENSE AND/OR PASSPORT REQUIRED OF ALL APPLICANTS

#### **Kohr Royer Griffith, Inc. Enforces A Strict No Pets Policy**

We require an application and credit check from everyone who will be living in the apartment. The credit check is processed by a licensed credit agency, **Federal Adjustment Bureau (FABCO)**. **A \$30.00 non-refundable application fee is required for every application. Checks are to be made payable to Kohr Royer Griffith, Inc. (cash and check accepted but no credit cards at any time for any reason)**. Once we have received the necessary information from you, it takes 48 to 72 hours to receive information back from the agency. **Please contact our office for notification of approval.** We require clear rental and credit histories (no collections, bankruptcies, or evictions), sufficient income of at least four times the rent or a parent/guardian co signature. I-20 form is an acceptable form of sufficient income for international students.

During the credit check process, the apartment will be held for the applicant(s). Once the application has cleared, the lease needs to be signed (by all roommates at the same time!) and the security deposit collected within 48 hours of our notification, (cosignatures can be obtained by mail after all roommates sign). The security deposit is equal to one month's rent. If the lease is not signed and the deposit collected within 48 hours, the apartment will be put back on the market.

**Unless otherwise noted, to see an apartment go to the apartment / house that you are interested in and knock on the door. Ask residents to show you their apartment / house. Current residents are aware that future prospective residents will be coming to see their apartments. If no one is home leave a note with your name and number asking them to contact you to set up a time to see the apartment / house.**

#### **Kohr Royer Griffith, Inc. Enforces A Strict No Pets Policy**

**\*Most Fall Leases Start August 15, 2012 thru July 31, 2013**

**\*actual lease term may vary; actual lease term will be noted on lease agreement**

### CONSENT AGREEMENT SIGNATURE

I/we do hereby consent to and authorize any representative of Kohr Royer Griffith, Inc., Realtors and/or their agents to obtain, verify and exchange information on any reports concerning me as are maintained by, but not limit to: City, County, State, Federal Law Enforcement Agencies, credit reporting agencies, present and/or past employers, and present and/or past residences. I understand that any information obtained may be considered by Kohr Royer Griffith, Inc. Realtors and/or agents in their sole discretion, as a factor in decisions they make, with respect to the Apartment, House for which I am applying.

Furthermore, I hereby release and hold harmless: agents, owners and affiliates of, but not limited to their officers, director, employees, agents, Law Enforcement Agencies, Credit Reporting Agencies, present and/or past employers, present and/or past residences, it's officers and employees that shall provide information to Kohr Royer Griffith, Inc., Realtors and/or their agents upon request, from and against any and all claims, demands, suits or expenses arising from or related to the content, validity or handling of said reports.

I/we hereby certify that the information contained in the application for lease is accurate, full and complete. Any discrepancy or lack of information will result in immediate rejection of this application. I/we understand that this is an application for an apartment and does not constitute a lease agreement in whole or part. I/we hereby acknowledge a Non-refundable Application Fee of **\$30.00** to be used in the processing of this application

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

website: [www.krgrentals.com](http://www.krgrentals.com)

email: [krgcampus@sbcglobal.net](mailto:krgcampus@sbcglobal.net)

2244 Neil Ave. Columbus, OH 43201 (614) 291-8000 (p) (614) 421-7474 (f)

**Kohr Royer Griffith, Inc. Enforces A Strict NO PETS Policy**