

APPLICATION TO RENT

DATE _____

In order to process your application and hold an apartment you must be sure to fill out completely. Fill out all sections of the application (read and sign the back) in black or blue ink. Make sure to include complete addresses and phone numbers with zip codes, area codes, etc... Dorms and parents addresses are considered as current and/or previous addresses. A photocopy of a valid driver's license and/or passport is required of ALL applicants. App fee is \$30 (check or money order only please)!!

Application Fee \$30.00 for each applicant

APP FEE PAID: _____

Name: _____ Phone Number: (____) _____

Address Applied for: _____

Date to be Occupied: _____ Rental Amount: _____

Social Security Number: _____ Date of birth: _____

Email: _____ Cell Phone Number: (____) _____

Current Address: _____ How Long: _____ Rent: _____

Name of Landlord: _____ Phone Number of landlord: _____

Landlord's Address: _____

Previous address: _____

Name of Previous Landlord: _____ Previous Landlord's Ph #: _____

Previous Landlord's Address: _____

Place of Employment: _____ Phone Number: (____) _____

Employer's Address: _____ How Long: _____

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 inactive or active member of the military? _____

Name of ALL OTHER persons to occupy the premises regularly:

NAME	RELATIONSHIP	AGE

For Office Use Only

Rec'd _____ Faxed _____ Set Up _____ Signed _____

Completed (FAB) _____ (CCB) _____ Out for Cosign _____

Call to Cosign _____ Deposit Rec'd _____

Completed _____ Copy of ID _____ Notes _____

KRG 2504 fax back (614) 421- 7474

KOHR ROYER GRIFFITH, Inc Enforces A Strict NO PETS Policy
***General fall lease is September 15, 2010 -through August 31, 2011**
***lease term will be noted on actual lease agreement**

RENTAL PROCEDURE

FILL OUT APPLICATION IN DETAIL !!!
PHOTOCOPY OF DRIVERS 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 cosignature. An 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 September 15, 2010 thru August 31, 2011**

***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

email: 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