



410 Third Street
Marietta, Ohio 45750
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www.silverheelspm.com

TENANT APPLICATION

Property Applying For _____ Date Would Like to Move _____

Name _____ Age _____
Last First Middle

Maiden name or other names you may be known by: _____

Current Address:

_____ Street City State Zip

Home Phone # _____ Cell Phone # _____

Email address _____

Applicants Date of Birth _____ Applicants Social Security # _____

If applying with someone, co-applicants name _____
(Anyone over the age of 18 residing in the property must fill out a tenant application)

Marital Status: M / S / D / W Number of persons that will reside in household _____

Do you Own a Pet _____ What Kind of Pet _____

Number of Dependents () Name and Date of Birth _____
Name and Date of Birth _____
Name and Date of Birth _____

RENTAL HISTORY:

1) **Current Address:** _____ City _____ St. _____ Zip _____
Month / Year Moved In _____ Rent \$ _____ Reason for Leaving _____
Owner _____ Phone () _____

2) **Prior Address:** _____ City _____ St. _____ Zip _____
Month / Year Moved In _____ Rent \$ _____ Reason for Leaving _____
Owner _____ Phone () _____

3) **Prior Address:** _____ City _____ St. _____ Zip _____
Month / Year Moved In _____ Rent \$ _____ Reason for Leaving _____
Owner _____ Phone () _____



CREDIT / CRIMINAL HISTORY:

Have you ever been evicted from a rental residence? YES _____ NO _____

Have you had two or more late rental payments in a year? YES _____ NO _____

Have you ever willingly or intentionally refused to pay rent? YES _____ NO _____

Have you been convicted of a misdemeanor? YES _____ NO _____

Have you ever been convicted of a felony? YES _____ NO _____

Have you ever applied with Silverheels Property Management YES _____ NO _____ If yes When _____

If yes to any of the above a brief explanation: _____

How did you hear about Silverheels? _____

EMPLOYMENT INFORMATION:

(Source of income for monthly rent, if self employed please provide a copy of your most recent 1099, additional proof of income may be required)

Status: Full Time _____ Part Time _____ Student _____ Unemployed _____ Other _____

Employer _____

Address _____

Phone # _____ Supervisor _____

Length of Service _____ Salary / Pay \$ _____ per month

1) Status: Full Time _____ Part Time _____ Past Employment _____

2nd Current Employer _____

Address _____

Phone # _____ Supervisor _____

Length of Service _____ Salary / Pay \$ _____ per month

GIVE (3) REFERENCES *NOT RELATED TO YOU OR RESIDING WITH YOU!*

1) Name _____ **Address** _____

Phone _____ How long you have known them? _____
Home Mobile

2) Name _____ **Address** _____

Phone _____ How long you have known them? _____
Home Mobile

3) Name _____ **Address** _____

Phone _____ How long you have known them? _____
Home Mobile



EMERGENCY CONTACT: (Must Be Someone Not Residing on the Property with You)

Name _____ Relationship _____

Phone _____ Email _____

Home Mobile

Address _____

Street City State

DRIVER'S LICENSE / VEHICLE INFORMATION: PLEASE SUBMIT A COPY OF YOUR DRIVERS LICENSE WITH RETURNED APPLICATION

Driver's License # _____ State _____ Expiration Date _____

Year of Vehicle: _____ Make / Model: _____ Color: _____ Plate # _____

NOTE: If you are approved for a property you must have all the utilities transferred into your name before you will receive keys. Account numbers must be presented when signing the rental agreement, (water account exception.)

Dominion Hope Gas www.dom.com 1-800-362-7557

Mon Power Electric aepohio.com 1-800-672-2231

City of Marietta Water Service 740-374-3515

Rumpke Trash www.rumpke.com 1-800-828-8171

Non Refundable Application Processing Fee

To process an application, Silverheels Property Management, LLC requires a \$25 non-refundable processing fee in the form of cash or money order. The following clarifications apply to the processing fee:

- 1) If your application is denied for any reason, including, incomplete, false or misleading information provided or if application is submitted and you then decide you do not want the property, the \$25 processing fee remains non-refundable.
- 2) If you are being added to an existing lease, the \$25 application fee remains non-refundable.

Silverheels Property Management, LLC, strives to have applications complete within 3 business days. If references cannot be reached, you may be asked for additional references. You may also be asked to provide additional information to verify information on the application or as it is gathered through the application process.

OPTIONAL PROPERTY HOLD DEPOSIT AGREEMENT

Silverheels Property Management, LLC offers all of its prospective tenants an opportunity to "HOLD" a rental property for **up to seven days**. During this time we will not rent this property to any other prospective tenants subject to terms below:

To "HOLD" a property, prospective tenants must put down a **non-refundable** \$200.00 deposit and complete rental application(s). If prospective tenants place a hold on a property "sight unseen" it is at their own risk, and all conditions of this agreement still apply. This will hold the property for no longer than **seven days**. If the prospective tenant:

- 1) Does not return all completed applications or
- 2) Decides they no longer want the property for any reason and voluntarily cancels the application within the 7 day time frame or
- 3) Does not contact our office within 1 day once approval for move-in has been issued

Silverheels Property Management, LLC will place the property back on the market, and the deposit will be forfeited.



If the prospective tenant's application is refused by Silverheels Property Management, LLC, (or the property does not become available for any reason,) the deposit will be refunded in full, and the property immediately returned to the market.

In the event that the prospective tenant held the property with a \$200.00 deposit and was approved for tenancy, the \$200.00 deposit will be put toward the total amount of the security deposit for that property.

AUTHORIZATION / RELEASE OF INFORMATION

I hereby authorize the Landlord, and its agents, to obtain credit information from such sources as it chooses including, without limitation, credit bureaus, employers, current and previous landlords and law enforcement agencies. I agree that if any information herein contained is false, the lease made on the strength of this application may, at the option of the Landlord, be terminated at any time.

I have read, understand and agree to the terms of the application processing fee and Tenant Selection Plan. I understand that without a \$200 Hold placed on the property it will still be shown and available for someone else to place a hold on the property.

Name (please print clearly)

Signature

Date

Office Use Only:

Number of Applications Received: _____ All information Checked for Completion By: _____ Hold Was Placed YES / NO Pet Application Completed YES / NO

Property Information:

Address: _____

Monthly Rent: \$ _____

Security Deposit Requirement: \$ _____

Pet Deposit (if applicable): \$ _____ (refundable / non-refundable)

Hold Deposit \$ _____

Applied to Security Deposit / Refunded / Denied / Fee Only / Background Completed

If applicable, Silverheels Property Management, LLC, has refunded \$ _____ for _____

Applicants Signature, acknowledgement receipt of refund

Date

Silverheels Property Management, LLC

Date

Revised 6/16