

APPLICATION CHECK LIST
(NOT ACCEPTING SECTION 8)

The following are some very important instructions for your Rental Application. These are the things that will stop the processing of your application if not included.

- **Please print all information clearly.**
- **You must include your Birth Date.**
- **You must include your Social Security Number.**
- **You must include a copy of your Drivers License (include copy of Spouses License.)**
- **You must include copies of your last 2 months paycheck stubs.**
- **You must include fax numbers for your present landlord and employer. If you have worked at your present job less than 1 year, include fax number for you're past employer as well as your current. The same will apply to your rental history.**
- **You must include your Zip Code.**
- **You must include a phone number where I can reach you.**
- **You must sign your application.**
- **You must include Application Fee. (\$40 per adult applicant or \$60 per married couple. –Money Order, Cashier's Check, Cash, or Credit/Debit Card ONLY. (There is a \$3.00 processing fee for credit/debit card application transactions.**

My name is Ellie Hite and I am here to help you with any questions or concerns that you may have.

Please call me at 614-864-9466

Office hours are weekdays 8:30 a.m. to 5:00 p.m.

Return to: 6079 Taylor Road
Gahanna, Ohio 43230
Phone: 614-864-9466
Fax: 614-759-9466

WINN-PROPERTIES, INC.
APPLICATION
www.WINNPROP.com

Application Fee Required:
\$40.00/individual
\$60.00/married couple
Pet Deposit \$350.00 + \$25/month

Date Needed: _____

MUST BE FILLED OUT

Property Location: _____ Date _____

Type: _____ Date Available _____ Unit is [] Vacant [] Occupied

Have you previously applied with Winn Properties? _____ If so, when? _____

Did you previously rent from Winn Properties? _____ If so, when? _____

How did you hear about Winn Properties' Rental Homes? _____

Conditions of Occupancy

Lease Terms: _____ Monthly Rent _____ Security Deposit _____

Date Rent Begins: _____ Prorated Rent _____ Pet Allowed: Yes / No

Furnished / Unfurnished _____ Pet Limit of _____

Pet Fee _____

ALL APPLIANCES ARE UNWARRANTED-check mark if existing:

Range _____ Refrigerator _____ Dishwasher _____ Washer _____ Dryer _____

Applicant Information:

Full Name - include maiden name and all other names use(d): _____

Birth date: _____

Home Phone: () _____ Work Phone: () _____

Social Security Number: _____ Drivers License Number/State: _____

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

License Plate Number/State: _____

Rental History

Current Address: _____ City/State/Zip _____

Dates Lived at Address: _____ Rent \$ _____ Reason for Leaving: _____

Landlord/Manager: _____ Phone Number: () _____

Fax Number: () _____

Previous Address: _____ City/State/Zip _____

Dates Lived at Address: _____ Rent \$ _____ Reason for Leaving: _____

Landlord/Manager: _____ Phone Number: () _____

Fax Number: () _____

Employment History

Name of Current Employer _____ Phone Number: () _____

Address: _____ City/State/Zip _____

Name of Supervisor: _____ Phone Number: () _____

Dates Employed at this Job: _____ Position/Title _____

Gross monthly income (before deductions): _____

Name of Previous Employer: _____ Phone Number: () _____

Address: _____ City/State/Zip _____

Name of Supervisor: _____ Phone Number: () _____

Dates Employed at this Job: _____ Position/Title _____

All Other Occupants (List everyone, including children, who will live with you)

Full Name _____ Relationship _____ Age _____

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Full Name _____ Relationship _____ Age _____

Co-Applicant Information:

Full Name - include maiden name and all other names use(d): _____ Birth date: _____
Home Phone: () _____ Work Phone: () _____
Social Security Number: _____ Driver's License Number/State: _____
Current Address _____ Landlord _____
Landlord's Phone: () _____ Fax: () _____ Rent: _____

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Name of Current Employer _____ Phone Number: () _____
Address: _____ City/State/Zip _____
Name of Supervisor: _____ Phone Number: () _____
Dates Employed at this Job: _____ Position/Title _____
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Any other Income (Child Support, Etc) _____ TOTAL \$ _____

Credit and Financial Information

Bank/Financial/ Savings Account: _____
Checking Account: _____

	Type of Account	Name of Creditor	Amount Owed	Monthly Payment
Credit Accounts & Loans	(Auto, VISA, etc)			
Major Credit Card:				
Major Credit Card:				
Loan (mortgage, car student loan, etc)				

Nearest Relative:

Name: _____ Relationship: _____
Address: _____ Phone (H) _____ (W) _____

Personal references:

Name: _____ Phone: _____
Address: _____

Name: _____ Phone _____
Address: _____

NO CASH OR PERSONAL CHECKS ACCEPTED – MONEY ORDERS OR BANK CASHIER'S CHECKS ONLY

I hereby deposit with owner/agent the sum of \$ _____ as _____ partial _____ full security deposit on the above premises pending execution of a lease agreement. I understand that my deposit WILL be applied towards any rent loss, advertising cost, re-rental fees, etc., if this application is approved and I am unable to fulfill the conditions of occupancy. **(IF I CHANGE MY MIND, I WILL NOT GET MY APPLICATION FEE OR SECURITY DEPOSIT BACK)**

I hereby grant Winn Properties permission to verify the validity of current and future information through a credit agency and that all the above statements are to be true and correct. This may also include a criminal background check. I understand that this application does not constitute any oral and/or written commitments on the part of the owner/agent.

A payment of \$ _____ is included herewith, which payment is made for the purpose of verifying current information relative to the applicant and/or co-applicant(s). I understand this charge is not under any circumstances, to be returned to me.

Applicant Signature Date

Applicant Signature Date

PLEASE INCLUDE COPIES OF 2 RECENT PAYSTUBS & COPY OF DRIVER'S LICENSE OR PHOTO ID.

Rental Homes in Central Ohio
By
WINN-PROPERTIES, INC.
6079 Taylor Road
Gahanna, Ohio 43230
Phone: 614-864-9466
Fax: 614-759-9466

RENTAL HISTORY RELEASE

I/WE _____
PRINT NAME(S)

hereby give permission to you to release our rental history information to Winn Properties, Inc.

SIGNATURE DATE

SIGNATURE DATE

ADDRESS

RENTAL HISTORY TO BE COMPLETED BY LANDLORD

Please complete and fax back to Winn Properties at 614-759-9466 at your earliest convenience.
THANK YOU

NAME OF LANDLORD OR MORTGAGE COMPANY: _____

ADDRESS OF RENTAL PROPERTY: _____

MOVE IN DATE: _____ LEASE EXPIRES: _____ PET(S): _____

MONTHLY RENT: _____ How Many Times Late? _____ NSF'S? _____ # _____

DOES TENANT HAVE AN OUTSTANDING BALANCE? _____ AMOUNT _____

REQUIRED NOTICE GIVEN? _____ IF NOT, WHAT IS REQUIRED? _____

WOULD YOU RENT TO THEM AGAIN? _____ WAS/WILL DEPOSIT BE REFUNDED? _____

Did you have problems with Lessee? _____

SIGNATURE: _____ DATE: _____

WINN-PROPERTIES, INC.

**6079 Taylor Road
Gahanna, Ohio 43230
Phone: 614-864-9466
Fax: 614-759-9466**

EMPLOYMENT HISTORY RELEASE

I _____
PRINT NAME(S) SOCIAL SECURITY NUMBER

hereby give permission to you to release my employment history information to Winn Properties, Inc.

SIGNATURE DATE

EMPLOYER PHONE# FAX #

**EMPLOYMENT HISTORY TO BE COMPLETED BY
EMPLOYER**

Please complete and fax back to Winn Properties at 614-759-9466 at your earliest convenience.
THANK YOU

POSITION : _____

HIRE DATE: _____

SOCIAL SECURITY #: _____

Salary: per hr. _____ per month _____ or year _____

Hours per week required: _____

Full time: _____ Part Time _____ Is job permanent? _____

Person preparing this document? _____ Title: _____

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