**Thank you for your interest in our property!**

**Please read instructions before you complete the application – this document requires your signature and must be turned in with the Application.**

**Go To:** [**www.cloverrents.com**](http://www.cloverrents.com) **to Apply online, except for the following.**

**For: Boudinot, Gholson, Mozart, Robb and Wyoming Buildings Go To:** [**www.KBOhioProperties.com**](http://www.KBOhioProperties.com) **to Apply online.**

1. All Adults 18 years of age and older must be complete an application package and pay application fee, whether they will be on the lease, living in the unit or financially responsible.
2. The Application Fee for each adult is **$35** – if Approved all adults will need to sign the Lease.
3. We do NOT accept cash, your options are a check or money order
4. You must provide a copy of a State Photo ID or Driver’s License
5. You must provide Proof of Income for the last 30 Days. Paystubs must be current and include a year to Date amount.
6. The Application must be fully completed AND you must sign on Page 3 and Page 4 – Do not complete the Property Manager portion of Page 4.
7. If you submit an Application Package, including Fees, and a prospective tenant has paid a deposit, we will mail your Ap Fee back to you at the current address listed on the Application.
8. If multiple applications for one home are received, we will continue to accept and process applications until we have an approved applicant **with a paid deposit**
9. Applications may be emailed to: PreferredREM@outlook.com or Faxed to: (513) 322-6100
10. Applications will not be reviewed until the application fee has been paid.
11. Applications may take up to 2 business days to be processed.
12. Make sure you complete the top of the Application with the Property information.
13. If Applicant will need a Co-signer they must complete entire application and pay **$35** application fee - typically a co-signer who does not live in the same residence should have gross income 4x the monthly rental amount. Co-Signers must sign the lease.
14. As a guideline our **Occupancy Standard** is 2 persons per bedroom, with 1 additional per unit, for example – 2 bedrooms occupancy should not exceed 3 people, 3 bedrooms maximum occupants is 7 persons, 4 Bedrooms – 9 persons, 5 Bedrooms – 11 persons
15. **Pet Policy (If Applicable for the Property)**.
16. All pets must be disclosed on the application and the application is made part of the lease. No aggressive dog breed is permitted, this list includes: Pit bulls, Akitas, Chows Chows, Doberman Pinschers, Staffordshire Terriers, Rottweilers, Presa Canarios, Wolf-hybrids, Mastiffs, Cane Corsos, Alaskan Malamutes, and Siberian Huskies.
17. There is a Non-Refundable Pet Fee of $200 per pet, 2 pet maximum and an additional monthly pet fee of $25.00.
18. **Basic Rental Criteria**:

a. You must be able to show that you Net 3x the Rent amount. That is the total Net Income of all applicants combined.

b. If an Applicant is Self Employed you will need to provide a copy of the prior years Schedule C from your Tax Return and current Financial Reports that you are engaged in the same business.

1. Applicants will not be approved if they have a Balance Due to any prior Property.
2. The office must be able to obtain a copy of a Rental History from a current Landlord showing a history of online payments and a generally positive rental history.
3. Evictions and Criminal – No evictions within the last 2 years and No Felonies within the last 10 years – all can be reviewed if extenuating circumstances can be verified.
4. **All Deposits AND first month’s rent must be made in the form of Certified Funds, Cashier’s Check or Money Order(s)**

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date