

Hello,

Thank you for your inquiry. **Must be 18 to rent.** We offer beautiful, spacious 2 and 3 bedroom apartments for rent. The 3 bedrooms rent for \$1,200.00 and the 2 bedrooms rent for \$1,100.00. Rent includes water, sewer and trash, tenants pay gas and electric.

As you requested I have attached an application for you. Must be 18 to rent. Each application must be submitted with 2 current paystubs (or other form of income as listed on the application criteria summary) and state Id's. **Your monthly income must be at least 3 times the amount of the monthly rent.** Additionally, a payment is required which covers a \$400.00 refundable deposit to place you on a waitlist and secure an apartment. This deposit will go towards your security deposit at the time of your move in. A \$50.00 non-refundable application fee per person is also required to process a credit and background check. If for some reason you are not approved the \$400.00 deposit will be refunded within 30 days. **Both parts of the application must be printed (application criteria summary and application) Please make sure all parts of the application are filled out thoroughly, signed and all items required as stated above are included with the application. Any missing information can cause a delay in processing your application.**

All Applicants must submit to our application process, including the application fee in order to be considered for residency. All applicants include anyone over the age of seventeen (17) intending on living in the rental unit. All applicants for residency submitted will be verified through a national credit bureau. **Additional fees and restrictions apply to applicants with pets.**

If you have any questions please feel free to email or call me at 937-383-0670.

**An Estimated availability or availability of an apartment is not a guarantee, availability may change at any time from the time this email is sent**

Applicants are able to make payments using the ZEGO Platform. All they need to do is create an account under the property they are applying for. They will be registered under the property and be able to submit online payments from their accounts to the property. I have included a unique link for your portfolio that you can provide to ensure they are creating the account under the correct portfolio. **There's no fee if you pay using your checking account.**

[https://www.paylease.com/index\\_out.php?pm\\_id=73364365](https://www.paylease.com/index_out.php?pm_id=73364365)

Thank you,

*Shawn Murphy*  
Property Manager

Wilmington Court Apartments  
959D Xenia Avenue  
Wilmington, Ohio 45177  
P: 937-383-0670 Email: [manager@wilmingtoncourtapartments.com](mailto:manager@wilmingtoncourtapartments.com)

## APPLICATION CRITERIA SUMMARY

All Applicants must submit to our application process, including the application fee in order to be considered for residency. All applicants include anyone over the age of seventeen (17) intending on living in the rental unit. All applicants for residency submitted will be verified through a national credit bureau. In addition, in reviewing your application, all or part of the following areas will be taken into consideration.

We are an equal opportunity housing provider. We fully comply with the Federal Fair Housing Act.

- **CREDIT** – All credit history will be checked through the appropriate credit bureau. Approval will be based on the credit score obtained through the credit bureau. Applicant may not review credit verifications. The credit bureau phone number will be provided upon request.
- **RESIDENT/RENTAL HISTORY** – All current and previous residencies must be able to be verified for length of residency, payment history, care of residence and fulfillment of lease agreement. Eviction or lawsuit for any lease violation is grounds for denial of an offer of residency.
- **CRIMINAL HISTORY** – Each applicant's criminal history shall be considered on a case by case basis. Criminal history may be grounds for denial of an offer of residency depending on the type, number, and age of the criminal convictions.
- **INCOME** – Each applicant must provide either two current paycheck stubs, income verification letter from employer, employment letter of offer or government issued letter of income, which will be used to verify income level. Your monthly income must be at least 3 times the amount of the monthly rent. If income is not verifiable or falls below our standards, the applicant will be denied an offer of residency.
- If we are unable to verify any information necessary for the processing of an application or, if an application is deficient in any of the categories outlined, or any information presented on the application is falsified, the entire application may be rejected, additional conditions may be required, or the applicant may be denied residency. If you meet our criteria, we will approve your application. The approval process takes 1 to 5 business days after all required information has been submitted. Your application will be considered canceled if you fail to submit requested information in a timely manner.
- All people intending on residing in our rental unit over the age of 17 must submit an application and if accepted, must sign the lease agreement for the rental unit.
- **VEHICLE CONDITION** – Vehicles must be in good condition with no flat tires, broken windows, fluids leaking, tape holding vehicle pieces together or loud mufflers.
- **OCCUPANCY STANDARDS**

<u>– 2 Bedroom</u>	<u>3 Bedroom</u>
Maximum 4 occupants*	Maximum 6 Occupants*
Maximum 3 Adults**	Maximum 4 Adults**

**\*Infants under the age of one sleeping in the same room as parents or guardians are not counted as occupancy standards**

**\*\*Third, and Fourth adult must be immediate family**

**SECURITY DEPOSIT:** The required security deposit is based on results from credit, residential history and income information. Security deposit may range from \$400 to an amount equal to a month's rent.

WE RESERVE THE RIGHT TO CHANGE CRITERIA AT ANY TIME

Read and Accepted \_\_\_\_\_ Date \_\_\_\_\_





# RENTAL APPLICATION FOR WILMINGTON COURT APARTMENTS

**Notice: Co-Applicant must complete a separate rental application. Application fees are never refundable**  
**YOU MUST SUBMIT A CURRENT DRIVER'S LICENSE OR STATE ID, PROOF OF CURRENT INCOME**  
**AND A MONEY ORDER OR CASHIER'S CHECK FOR A \$400.00 REFUNDABLE DEPOSIT AND \$50.00 PER**  
**PERSON NON REFUNDABLE APPLICATION FEE**

The undersigned hereby makes application to rent unit number \_\_\_\_\_ located at WILMINGTON COURT APARTMENTS,  
Beginning on \_\_\_\_\_, 20\_\_\_\_ at a monthly rental rate of \$\_\_\_\_\_.

## PLEASE TELL US ABOUT YOURSELF

Email: \_\_\_\_\_  
FULL NAME INCLUDING MIDDLE: \_\_\_\_\_  
PHONE \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Name of Co-Applicant \_\_\_\_\_  
No. of Dependents (excluding co-applicant) \_\_\_\_\_  
List name, age, date of birth of all occupants who will live in the apartment: (Include applicant)  
\_\_\_\_\_  
\_\_\_\_\_

## Pets (number and kind; if none, write "none")

Number \_\_\_\_\_ Kind \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

## PLEASE GIVE US YOUR RESIDENCE HISTORY FOR THE PAST THREE YEARS (BEGINNING WITH MOST CURRENT)

CURRENT ADDRESS INCLUDING ZIP CODE \_\_\_\_\_  
Month & year moved in \_\_\_\_\_ Rent paid \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Owner or Agent \_\_\_\_\_ Phone number \_\_\_\_\_  
PREVIOUS ADDRESS (if within 3 years) \_\_\_\_\_  
Month & year moved in \_\_\_\_\_ Rent paid \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Owner or Agent \_\_\_\_\_ Phone number \_\_\_\_\_  
PREVIOUS ADDRESS (if within 3 years) \_\_\_\_\_  
Month & year moved in \_\_\_\_\_ Rent paid \$ \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Owner or Agent \_\_\_\_\_ Phone number \_\_\_\_\_

## PLEASE GIVE US YOUR EMPLOYMENT INFORMATION

YOUR STATUS: ☐Employed full time ☐Employed part time ☐Student ☐Retired ☐Unemployed

**EMPLOYER NAME:** ☐current or ☐previous \_\_\_\_\_  
Date Employed: \_\_\_\_\_ Employed as (position) \_\_\_\_\_  
Supervisor \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Salary \$ \_\_\_\_\_ **MONTH OR YEAR (circle).** If employed by above less than 6 months, give name and  
address of previous employer or school \_\_\_\_\_

## PLEASE LIST YOUR BANK

YOUR BANK(S)	CITY, STATE	BRANCH	TYPE OF ACCOUNT
1. _____	_____	_____	_____
2. _____	_____	_____	_____

**EMERGENCY CONTACT (AT LEAST 2) NAME AND PHONE NUMBER**

- 1) \_\_\_\_\_  
2) \_\_\_\_\_

Your driver's license or state issued ID number \_\_\_\_\_ State \_\_\_\_\_

Your Vehicle Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

2<sup>nd</sup> Vehicle Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Tag No. \_\_\_\_\_ State \_\_\_\_\_

Other Vehicles \_\_\_\_\_

(Only one vehicle per licensed driver is permitted)

**Have you or any proposed occupant ever:**

- Filed for bankruptcy? ☐no ☐yes
- Been evicted? ☐no ☐yes
- Willfully or intentionally refused to pay rent when due? ☐no ☐yes

How did you hear about our apartments? \_\_\_\_\_

If Management has any questions about this application, please give 2 DIFFERENT PHONE NUMBERS where you can be located:

**DAY PHONE:** \_\_\_\_\_ **EVENING PHONE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I hereby agree to lease the above-described premises for the term and the conditions above set forth and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, \$50.00 of the earnest money deposit will be retained to offset the agent's cost, time and effort in processing my application.

I hereby deposit \$400.00 as earnest money to be refunded to me if this application is not accepted within 3 business banking days. Upon acceptance of this application, this deposit shall be retained and upon taking physical possession of the apartment, converted to a security deposit. When so approved and accepted within 3 days after said notice, I agree to execute a lease for 12 months or the deposit will be forfeited as liquidated damages. If this application is not approved and accepted by the owner or agent, the earnest money deposit will be refunded after applicant's check has cleared applicant's bank. The applicant hereby waives any claim for damages by reason of non-acceptance which the owner or his agent may reject without stating any reason for doing so.

**PLEASE COMPLETE ALL INFORMATION IN ORDER FOR US TO PROCESS YOUR APPLICATION IN A TIMELY MANNER.**

I HEREBY AUTHORIZE **WILMINGTON COURT APARTMENTS** TO OBTAIN CONSUMER REPORTS, AND ANY OTHER INFORMATION IT DEEMS NECESSARY, FOR THE PURPOSE OF EVALUATING MY APPLICATION. I UNDERSTAND THAT SUCH INFORMATION MAY INCLUDE, BUT IS NOT LIMITED TO, CREDIT HISTORY, CIVIL AND CRIMINAL INFORMATION, RECORDS OF ARREST, RENTAL HISTORY, EMPLOYMENT/SALARY DETAILS, VEHICLE RECORDS, LICENSING RECORDS, AND/OR ANY OTHER NECESSARY INFORMATION. I UNDERSTAND THAT SUBSEQUENT CONSUMER REPORTS MAY BE OBTAINED AND UTILIZED UNDER THIS AUTHORIZATION IN CONNECTION WITH UPDATE, RENEWAL, EXTENSION OR COLLECTION WITH RESPECT OR IN CONNECTION WITH THE RENTAL OR LEASE OF A RESIDENCE FOR WHICH APPLICATION WAS MADE.

The above information, to the best of my knowledge, is true and correct. This Application, upon execution of a Lease Agreement with **WILMINGTON COURT APARTMENTS** shall be incorporated into the Lease and made a part thereof.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

Please print name \_\_\_\_\_

**WILMINGTON COURT APARTMENTS** IS AN EQUAL OPPORTUNITY HOUSING PROVIDER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, DISABILITY, NATIONAL ORIGIN, RELIGION OR FAMILIAL STATUS.

APPLICANT: DO NOT WRITE BELOW THIS LINE

DEPOSIT OF \$ \_\_\_\_\_ RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_  
THIS APPLICATION FORM RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_  
COPY OF DRIVER'S LICENSE OR PHOTO I.D. MADE BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_

Reference Verification Name	Reference Comments
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Comments: \_\_\_\_\_  
\_\_\_\_\_

This application ☐approved ☐not approved by \_\_\_\_\_

Applicant Notified \_\_\_\_\_ Date Notified \_\_\_\_\_

