



## Welcome Home!

In order for us to process your application in the quickest manner possible, we will need the following items when you submit your application.

- Two most recent pay stubs. Income must be equal or greater than three times the market rental amount.
- Valid state issued photo identification and a social security card.
- Three emergency contacts. Each applicant must have their own contacts.
- Credit or Debit Card: To be used for any application fees, administration fees, security deposits, or other related charges.
- An application fee of \$35.00 per person, a one-time non-refundable administration fee of \$200.00 (\$100.00 due at the time the application is submitted, \$100.00 due at move in). An additional security deposit may be required, depending on credit and rental history. Only money order, cashier's check, or credit/debit card are accepted. NO PERSONAL CHECKS OR CASH.
- COSIGNER INFORMATION: Co-signers must complete the rental application and return the same documentation listed above. However, they must gross five times the amount of the market rent, live in the state of Ohio, and own their home.

If you have any questions please contact the leasing office at the number listed below. We hope to make your move as smooth as possible and look forward to having you as a new resident with Spring Property Management!

**5750 Feder Road  
Columbus, OH 43228**

**Phone: 614-853-9339  
Fax: 614-853-9341**

**[www.springpm.com](http://www.springpm.com)**



# Spring Property Management, L.L.C.

## Rental Application

<u>Unit Information: To Be Filled Out By Office</u>	
Property:	Unit Style:
Address:	Garage Address:
Move-In Date:	Lease Term:
Apartment Rent:	Garage Rent:
Application Fee:	Deposit Amount:

### Applicant Information: To Be Filled Out By Applicant

Full Name:	
Date of Birth:	Social Security#:
Phone:	Cell Phone:
Email:	
Drivers License #:	
Will any children under age 18 be living with you?    Yes or No (circle one)	
Names & DOB:	
Do you have any pets?	
Pet type/breed/weight:	
Current Address:	
City:	State:
ZIP Code:	Own or Rent (Please circle)
Monthly Payment:	
Landlord:	Phone:
Lease Dates:	
Previous Address:	
City:	State:
ZIP Code:	Own or Rent (Please circle)
Monthly Payment:	
Landlord:	Phone:
Lease Dates:	

<b>EMPLOYMENT INFORMATION (Must provide two most recent paystubs)</b>	
Current employer:	
Phone:	
Address:	
City:	State:
ZIP Code:	
Start date:	
Gross Monthly Income (before taxes):	

<b>EMPLOYMENT INFORMATION (Only fill in this section if you have two jobs.)</b>	
Current employer:	
Phone:	
Address:	
City:	State:
ZIP Code:	
Start date:	
Gross Monthly Income (before taxes):	

<b>EMERGENCY CONTACTS (Must Provide Three Complete &amp; Different Contacts)</b>	
Name:	
Phone:	
Relationship:	
Name:	
Phone:	
Relationship:	
Name:	
Phone:	
Relationship:	

<b>ADDITIONAL INFORMATION</b>	
Have you ever been convicted of a felony/misdemeanor crime?	
Yes or No (circle one)	
Have you ever been evicted, declared bankruptcy, or had a judgment?	
Yes or No (circle one)	

<b>CREDIT/DEBIT CARD INFORMATION (Visa, MasterCard, or Discover Only)</b>	
By submitting this information the applicant understands that all monies paid on non-refundable and that security deposit amounts agreed upon pending approval and per the proposed lease agreement are at the sole discretion of Spring Property Management, LLC.	
<b>Card Type:</b>	
<b>Card Number:</b>	
<b>Expiration Date:</b>	<b>Verification Code:</b>
<b>Cardholder's Name:</b>	
<b>Billing Address:</b>	
<b>Cardholder's Phone:</b>	
<b>Cardholder's Signature:</b>	
<b>Date of Signature:</b>	

Run credit card for \$35.00/\$70.00 application fee. X: \_\_\_\_\_ Date: \_\_\_\_\_

Run credit card for \$100.00 admin fee. X: \_\_\_\_\_ Date: \_\_\_\_\_

The Undersigned represents that all statements are true and complete and authorizes verification of information and references given. False information provided on this application will be considered breach of lease. The undersigned does hereby consent that all information stated on the rental application may be verified and processed through Spring Property Management, L.L.C. This may include a rental report, credit report, and police arrest records and/or criminal activity report. I hereby release all parties from any liability in connection with the provision and use of such information. I understand that the rental application does not constitute any oral and/or written commitments on the part of the owner/agent. If I am accepted by this owner/agent, I hereby agree to the release of future rental payment history to credit agency.

I hereby pay to the owner/agent, the sum of \$35.00/\$70.00 as a non-refundable application fee(s) and \$200.00 as a non-refundable administration fee on the pending execution of a lease agreement. It is understood this amount paid forth is a non-refundable application fee and administration fee. If accepted and subsequently the applicant cancels or changes their mind regarding the move in, all monies paid (including the administration fee) will be forfeited and may be applied toward rent loss, advertising cost, re-rental fees etc.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Resident Selection Criteria:***

We qualify applications based on the following standards:

1. Provide acceptable verifiable documentation of employment. (Most recent two paystubs).
2. Provide acceptable state issued photo ID for all residents 18 years of age or older.
3. Provide social security cards for all occupants.
4. Total gross income must meet or exceed (3) times your monthly rent.
5. Observe the maximum limitation of 2 persons per bedroom.
6. All persons 18 years of age and older must be a leaseholder.
7. No felonies, no sex offender history, no drug related or violent crimes criminal history.
8. No evictions, or the eviction(s) must be paid in full and you must show proof of payment.
9. No rental collections, or if there is, it must be paid in full and you must show proof of payment.
10. No bankruptcies, or if you have filed bankruptcy it must be closed and you must show proof of closed status. Bankruptcies, even if proof of closed status is shown, are subject to denial if filed or closed within the last 3 to 5 years.
11. Three complete and different emergency contacts for each applicant that will be verified.
12. Credit scores below 550 are subject to denial.