

SONSHINE RENTALS, LLC
2587 FERNVIEW COURT
CINCINNATI, OH 45212
PHONE: (513) 218-1174
TOLL FREE FAX: 1 (866) 631-4950

RENTAL APPLICATION INSTRUCTIONS:

Thank you for your interest in living at a Sonshine Rentals, LLC apartment community. We strive to make the moving process as simple as possible. That is why we have compiled this list. Following are some instructions to help you with the application process and to help avoid any misunderstandings regarding the process:

- 1) Applications must be filled out completely and signed. An incomplete or inaccurate application may be grounds for rejection.
- 2) Attach verification of income. Recent payroll stubs are preferred. If you receive income from other sources than an employer, attach documentation to support the income identified on the application. Note that the household income must equal or exceed three (3) times the monthly rent of the rental unit applied for. If you do not meet this threshold, a co-signer with adequate income must be secured.
- 3) Attach a copy of applicant's photo identification (i.e. driver's license, military license, etc.).
- 4) A \$20.00 non-refundable application fee shall be included with the completed application to pay for the screening services.
- 5) Sonshine Rentals, LLC will review the application when steps 1 through 4 above have been completed. The review process may include, but not be limited to, review of rental history, credit history, employment history, criminal background records, eviction records and personal references. The first qualified applicant(s) has first right to the rental unit. Sonshine Rentals, LLC does not discriminate against any of the federal, state or local protected classes.
- 6) The approved applicant(s) must submit the security deposit in order to reserve an apartment. Until the security deposit is received Sonshine Rentals may continue to attempt to lease the apartment to the next qualified applicant.
- 7) Approved applicant(s) are expected to take occupancy of the rental unit within 30 calendar days following approval of the application (unless specified otherwise). In cases where the applicant(s) fail to take occupancy as agreed, the full security deposit will be forfeited for rent loss compensation.
- 8) Prior to or upon move-in, applicant(s) will be required to sign a rental agreement and addendums per the agreed upon rental terms. Also, the first full month's rent payment (less application fee) will be required in the form of a money order or cashier's check. Cash or personal check will not be accepted for move-in funds. Any pro-rations will be applied to the second month's rent.

SONSHINE RENTALS, LLC -- RENTAL APPLICATION

Property: _____ Building # _____ Apartment # _____
Projected Move-in Date if Accepted: _____ Length of Rental Term: _____ Today's Date: _____
Security Deposit Amount Required Upon Approval: _____ Monthly Rental Amount: _____

APPLICANT #1:

Last Name: _____ First: _____ Middle: _____ Maiden: _____
Social Security #: _____ Driver's License #: _____ D.O.B.: _____

Present Address: _____ Telephone #: _____
Landlord Name: _____ Address: _____ Phone #: _____
Month and Year moved in? _____ Was Notice Given? Yes ___ No ___ Number of Bedrooms _____
Rent per month: _____ Did You Pay Heat? Yes ___ No ___ Did You Pay Electric? Yes ___ No ___
Reason for leaving: _____

Previous Address (Within past 3 yrs): _____
Landlord Name: _____ Address: _____ Phone #: _____
How Long Did You Live There? _____ Reason for leaving: _____

Previous Address (Within past 3 yrs): _____
Landlord Name: _____ Address: _____ Phone #: _____
How Long Did You Live There? _____ Reason for leaving: _____

Current Employer Name: _____ Address: _____
Position: _____ How Long Employed?: _____ Monthly Salary (Gross): _____
Employer Contact / Supervisor: _____ Tel.#: _____
Additional Income Source: _____ How Much?: _____

Previous Employer: _____ How Long? _____ Salary: _____

APPLICANT #2: Check if Applicant #2 is Co-signer who will not live at property: _____

Last Name: _____ First: _____ Middle: _____ Maiden: _____
Social Security #: _____ Driver's License #: _____ D.O.B.: _____

Present Address: _____ Telephone #: _____
Landlord Name: _____ Address: _____ Phone #: _____
Month and Year moved in? _____ Was Notice Given? Yes ___ No ___ Number of Bedrooms _____
Rent per month: _____ Did You Pay Heat? Yes ___ No ___ Did You Pay Electric? Yes ___ No ___
Reason for leaving: _____

Previous Address (Within past 3 yrs): _____
Landlord Name: _____ Address: _____ Phone #: _____
How Long Did You Live There? _____ Reason for leaving: _____

Previous Address (Within past 3 yrs): _____
Landlord Name: _____ Address: _____ Phone #: _____
How Long Did You Live There? _____ Reason for leaving: _____

Current Employer Name: _____ Address: _____
Position: _____ How Long Employed?: _____ Monthly Salary (Gross): _____
Employer Contact / Supervisor: _____ Tel.#: _____
Additional Income Source: _____ How Much?: _____

Previous Employer: _____ How Long? _____ Salary: _____

OTHER RESIDENTS WHO WILL BE LIVING IN RENTAL UNIT:

Name: _____ Age: _____ Relationship: _____
Name: _____ Age: _____ Relationship: _____

VEHICLES:

Make/Model: _____ Year: _____ Color: _____ State: _____ License Plate #: _____
Make/Model: _____ Year: _____ Color: _____ State: _____ License Plate #: _____

REFERENCES:

Personal References (Not Related) – List 3:

Name: _____ Address: _____ Phone #: _____
Name: _____ Address: _____ Phone #: _____
Name: _____ Address: _____ Phone #: _____

IN CASE OF EMERGENCY CONTACT:

Name: _____ Address: _____ Phone #: _____
Name: _____ Address: _____ Phone #: _____

APPLICANT #1 AND #2 QUESTIONS: (If answer is “Yes” to any question, provide details)

Have you ever been served an eviction notice or been asked to vacate a property you were renting? _____
Have you ever willfully and intentionally refused to pay rent? _____
Have you ever been convicted of a crime? _____
Have you ever had a judgments or legal proceedings entered against you? _____
Have you ever filed bankruptcy? _____
Are you presently an illegal abuser of a controlled substance? _____
Have you ever been convicted of illegal manufacture or distribution of any controlled substance? _____
Do you own a waterbed? _____
Do you have any pets? _____

I have re-examined the information, which I have provided on this application, and I agree it to be true and complete. Except as noted above: (1) I have never been, nor am I now dispossessed or evicted from my rental unit; (2) I have never broken or in any manner failed to honor a lease or rental agreement; and (3) my credit is good with no judgments against me. I understand that providing false or incomplete information on this application shall be grounds for immediate eviction.

If this application is accepted, I agree at date of taking occupancy to:

- 1) Sign Owner/Agent’s Rental Agreement and any related addendum’s renting the residence for a period of at least a year (unless otherwise specified).
- 2) Take occupancy of the rental unit within 30 days of approval (unless otherwise specified).
- 3) Pay the balance of my Security Deposit or as scheduled by *Sonshine Rentals, LLC*.
- 4) Pay one full month’s rent as first monthly rental installment. Any pro ration for the first month will be credited to the second month’s rent payment.

I understand that this application, prior to acceptance or rejection, is preliminary and involves no obligation on the part of Owner/Agent to approve or deliver occupancy of the proposed residence. Nor shall Owner/Agent be liable if the premises are not ready for occupancy by the above date as a result of holdover by the current occupants or for any cause or reason beyond Owner/Agent’s direct control.

I hereby authorize *Sonshine Rentals, LLC* to obtain information concerning my past and present credit, rental, or employment history, and to answer any questions in the future regarding their experience with me. I hereby authorize any of the following sources, including but not limited to (1) credit reporting agencies, (2) public or privately owned utility companies, (3) governmental housing agencies, and (4) current or past landlords, employers or creditors, to release any said information to the above named party. I hereby release any of the above sources, their officers, agents or employees, from any liability for damages of any kind whatsoever, whether caused by negligence or not, which may at any time result to me by reason of compliance with the above mentioned inquiry, which may include the answering of specific questions and the giving of any information concerning my present or past record.

Applicant #1 Signature: _____ Date: _____

Applicant #2 Signature: _____ Date: _____