



SCREENING CRITERIA



Welcome to PepZee Realty! We're glad you have chosen to apply with us. We offer many different styles, sizes, areas, and price ranges. Our goal is to make sure you're happy and comfortable in your new home.

Below are the guidelines to make this a success:

Each occupant over the age of 18 must complete an application. All leaseholders must individually meet the screening criteria.

- ✓ Good, verifiable rental history for at least the past two years. No evictions in the past two years.
- ✓ Employed minimum 6 months with current employer
- ✓ Must **NET** (bring home) 3X the rent in a month AND/OR
 - Receive another source of income (SSI, SSDI, pension, agency) AND/OR
 - Have an approved Payee
- ✓ Background check:
 - No current offenses or warrants (Traffic not included)
 - Felony Criminal – At least 2 years old
 - Felony Drugs – No drug dealing convictions whatsoever
 - Possession – At least 2 years old
 - Domestic Violence – At least 2 years old
 - Violent Felony – At least 7 years old
 - Sex Offenders- At least 7 years old. Must notify community, abide by rules/laws

The following items are required to process an application:

- ✓ \$50 **NON-REFUNDABLE** Fee for Each Application
 - Certified Funds Only (Money Order, Cashier's Check, etc.) NO CASH
- ✓ Valid photo identification (IDs are for identification purposes only; we do not make a copy and they are not used in approval process.)
- ✓ Proof of Income for the last 60 days (you may also need to provide your W2)
 - Pay stubs for last 60 days, benefit letter dated in the last 30 days, SSI/SSDI statement
- ✓ Application must be filled out completely
 - Write N/A or cross it out if an item does not apply to you
 - Incomplete applications may result in delay or denial

EQUAL HOUSING OPPORTUNITY. LANDLORD MAKES THIS HOUSING AVAILABLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, FAMILIAL STATUS, DISABILITY (HANDICAP), MILITARY STATUS, OR ANCESTRY.

PEPZEE REALTY RENTAL APPLICATION

Fax to 937-275-0003, email to info@pepzee.com, or bring in to 1013 N Main St, Dayton, OH 45405
Please allow 3-5 business days to process application

Today's Date: _____

Address(s) Applying for: _____

How Did You Hear About Us?

- Craigslist PepZee Website Sign Flyer Zillow/Trulia/Hotpads
 Agency Apartments.com Word of Mouth Other _____

PepZee Tenant Referral _____

Why are you moving? (Check all that apply and describe)

- More space _____ 1st Apt _____
 Trouble w/Landlord _____ Downsizing _____
 Relocating _____ Other _____

APPLICANT:

First Name: _____ Middle: _____ Last Name: _____

Maiden Name: _____ Date of Birth: _____ SS #: _____ - _____ - _____

Home #: (____) _____ Cell #: (____) _____

E-mail Address: _____

CURRENT ADDRESS:

Street: _____ Apt: _____ City: _____ State: _____ Zip: _____

Landlord's Name: _____ LL Phone #: (____) _____

LL Address: _____ City: _____ State: _____ Zip: _____

Month/Year Moved In: _____ Lease Ends: _____ # of Bedrooms: _____

Rent per month: \$ _____

PREVIOUS ADDRESS:

Street: _____ Apt: _____ City: _____ State: _____ Zip: _____

Landlord's Name: _____ LL Phone #: (____) _____

LL Address: _____ City: _____ State: _____ Zip: _____

Month/Year Moved In: _____ Month /Year Moved Out: _____ # of Bedrooms: _____

Rent per month: \$ _____ Reason for Leaving: _____

PREVIOUS ADDRESS:

Street: _____ Apt: _____ City: _____ State: _____ Zip: _____

Landlord's Name: _____ LL Phone #: (____) _____

LL Address: _____ City: _____ State: _____ Zip: _____

Month/Year Moved In: _____ Month /Year Moved Out: _____ # of Bedrooms: _____

Rent per month: \$ _____ Reason for Leaving: _____

Office Use Only

ID Type _____ Issuing Agency _____ ID Name _____

ID Address _____

Issue Date _____ Expiration Date _____ ID Number _____

OTHER OCCUPANTS OVER 18 YEARS OLD THAT WILL BE LIVING AT THE ADDRESS:

Name: _____
Relation: _____

Name: _____
Relation: _____

Name: _____
Relation: _____

Name: _____
Relation: _____

Name: _____
Relation: _____

Name: _____
Relation: _____

What Kind of Pets do you have (describe): ***Pets are by Agreement Only***

Where you live now do you pay (circle Yes or No): **Heat** Yes No **Electric** Yes No **Water** Yes No

Is utility service in your name? Yes No If not, in whose name are the utilities?

Gas Co: _____ Electric Co: _____ Water Co: _____

Vehicles That Will Be Parked At Address:

License Plate #: _____ State: _____ Year & Make: _____ Color: _____

License Plate #: _____ State: _____ Year & Make: _____ Color: _____

License Plate #: _____ State: _____ Year & Make: _____ Color: _____

Personal References (no relatives):

Name: _____ Phone:(_____) _____

Address: _____ Years Known: _____

Name: _____ Phone:(_____) _____

Address: _____ Years Known: _____

Closest Living Relative:

Name: _____ Phone:(_____) _____ Relationship: _____

In Case of Emergency Contact:

Name: _____ Phone:(_____) _____ Relationship: _____

Address: _____

Physician for Emergency:

Name: _____ Telephone :(_____) _____

Address: _____

JOB HISTORY

Current

Employer: _____ **Supervisor:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Telephone: (_____) _____ **Position:** _____
Start Date (Month/Year) _____
Monthly Income After Taxes: \$ _____

Second/Previous (Circle One)

Employer: _____ **Supervisor:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Telephone: (_____) _____ **Position:** _____
Start Date (Month/Year) _____ **End Date (Month/Year)** _____
Monthly Income After Taxes: \$ _____
Reason for leaving _____

Third/Previous (Circle One)

Employer: _____ **Supervisor:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Telephone: (_____) _____ **Position:** _____
Start Date (Month/Year) _____ **End Date (Month/Year)** _____
Monthly Income After Taxes: \$ _____
Reason for leaving _____

Other Sources of Current Income (SSI, SSDI, Food Stamps, OWF, Child Support, Pension, etc):

_____ Monthly: \$ _____
_____ Monthly: \$ _____
_____ Monthly: \$ _____
_____ Monthly: \$ _____

(must show proof of this income to be included)

Financial References:

Bank Name _____
Do you have a checking account? _____ **Savings account?** _____

Payee Information:

Contact Name: _____
Phone: (_____) _____

1. If this Application is accepted do you have the first month rent and deposit? Yes No
 If No, how much do you have now? \$ _____
 2. When do you want to move? Now 1st of Month After 1st Other
 3. Have you ever filed bankruptcy? Yes No
 4. Have you **EVER** had any criminal convictions? Yes No
 5. Have you **EVER** been served an eviction notice or been asked to vacate a property you were renting? Yes No
 6. Have you ever willfully or intentionally refused to pay rent when due? Yes No
 7. Have you ever changed your name? Yes No
- If your answer is “yes” to any of the above questions, provide explanation below:

Explanation of Questions 4-7:

I have re-examined the information which I have provided on this application, and I agree that it is true and complete. I understand that providing false or incomplete information on this application shall be grounds for rejection of my application and/or immediate eviction.

By signing this application, I agree to:

1. Sign the Owner/Agent’s Lease Agreement and any related addendums within 30 days of acceptance of this application;
2. Pay my Security Deposit with a certified check, cashier’s check, or money order within 30 days of the acceptance of this application;
3. Pay the first monthly rental installment with a certified check, cashier’s check, or money order prior to receiving keys or taking occupancy.
4. I will have the appropriate utilities turned on before receiving keys or taking occupancy (*Utilities must be in leaseholder’s name.*)

(PLEASE INTIAL) DP&L _____ Vectren _____ Water _____

Applicant Signature: _____ Date: _____



Authorization to Release Information

To Whom It May Concern:

I do hereby authorize **PepZee Realty and/or its agents** to obtain information concerning my past and present credit, rental or employment history. 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, physicians 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 inquires, which may include the answering of specific questions and the giving of any information concerning my present or past record.

Additionally, I give the above-named party permission to copy and submit this form as needed for the purpose of processing my rental application or to continue to get information for credit collections.

Name: _____

Date of Birth: _____ Last Four Digits of SS #: _____

Address: _____

Applicant Signature: _____ Date: _____