

MINERVA TOWNHOUSES

a Touchstone Management, Ltd. property

ITEMS NEEDED WITH APPLICATION

1. COPY OF PHOTO I.D.
2. COPY OF SOCIAL SECURITY CARD
3. TWO (2) MOST RECENT PAY STUBS
4. **\$20 APPLICATION FEE PER ADULT – MONEY ORDER.**
5. COPY OF YOUR **CUYAHOGA COUNTY** POLICE REPORT. (Do not bring the City of Cleveland Police report.)
6. IF NEW JOB, A LETTER FROM YOUR SUPERVISOR ON COMPANY LETTERHEAD IDENTIFYING HOW MUCH YOU MAKE, THE HOURS YOU WORK PER WEEK, AND HOW LONG YOU HAVE CURRENTLY BEEN EMPLOYED. (Must have been with previous employer for a minimum of one year.)
7. IF YOU ARE DRAWING ADDITIONAL INCOME (DISABILITY, CHILD SUPPORT) WE WILL ALSO NEED PROOF OF THIS.
8. IF YOUR EMPLOYER USES “THE WORK NUMBER”, you must provide the necessary documentation and fee so that we can verify your employment and income. Alternative documentation – provide last year’s W-2 form.

Return all completed applications to:
Hilltop Estates
2079 Belvoir Blvd.
Cleveland, Ohio 44121

IF YOU ARE APPROVED, YOU WILL NEED TO PROVIDE US WITH A COPY OF YOUR CURRENT RENTER’S INSURANCE WHEN YOU SIGN YOUR LEASE.

MINERVA TOWNHOUSES

Application for Rental

REQUESTED MOVE-IN DATE _____

Please complete this application with all pertinent details. The information requested provides the basis for our selection of the best neighbors for you and all residents. If accepted as a resident, this application will become a part of your resident file. **Please submit a copy of state issued identification or driver's license with this application. If any information is incomplete, the application will not be processed. Any false information is basis for rejection of application. Application fee - \$20 per adult applicant.**

1. _____
Applicant's Name: First-Middle-Last Date of Birth Social Security Number

State Issued Driver's License or ID No.

Co-Tenant's Name: First-Middle-Last Date of Birth Social Security Number

State Issued Driver's License or ID No.

Marital Status (check one): Married: _____ Single: _____ Divorced: _____

How were you informed about our community? _____

2. **PLEASE PROVIDE YOUR ADDRESSES FOR THE PAST 24 MONTHS (WHETHER RENTING OR NOT)**

Current Address: Street City, State, Zip

Home Phone: _____ Alternate Daytime Phone: _____

Dates lived Here: ____/____/____ to Present Relative I Owned
 Rental Friend _____
Names on lease

Name: _____ Phone: () _____
Landlord, Owner or Mortgagee

Current Rent per month _____

Have you notified your present landlord you are moving? _____

Have you ever been evicted? _____

If so, from where and when? _____

Reason for moving now? _____

2b. _____
Previous Address: Street City, State, Zip

Dates lived Here: ___/___/___ to ___/___/___
 Relative I Owned
 Rental Friend _____
 Names on lease

Name: _____ Phone: () _____
 Landlord, Owner or Mortgagee

2c. _____
Previous Address: Street City, State, Zip

Dates lived Here: ___/___/___ to ___/___/___
 Relative I Owned
 Rental Friend _____
 Names on lease

Name: _____ Phone: () _____
 Landlord, Owner or Mortgagee

3. List the names of all people who will be in your household:

Full Legal Name	Relationship	Birth Date	Occupation	Social Security
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. Current source of all income for ALL household members:

Applicant's Employer Employer Address and Phone Gross Monthly Income
 Dates Employed from: _____ to: _____

Co-Tenant's Employer Employer Address and Phone Gross Monthly Income
 Dates Employed from: _____ to: _____

List all other current income sources and the amounts

Applicant's Previous Employer Previous Employer Address and Phone Monthly Gross
 Dates Employed from: _____ to: _____

Co-Tenant's Previous Employer Previous Employer Address and Phone Monthly Gross
 Dates Employed from: _____ to: _____

5. References:
Bank (Name and Address): _____

Savings Account # _____ Checking Account # _____

6. Credit: _____
Name of Company – Account Number – Monthly Payment

Name of Company – Account Number – Monthly Payment

7. Automobiles: _____
Year Make Model Color License Plate

Year Make Model Color License Plate

8. Personal References:

Name Address City, State Zip Phone

Name Address City, State Zip Phone

Name Address City, State Zip Phone

9. Have you or any member of your household ever been convicted of a felony? _____

10. Have you ever applied for residency at any Touchstone Management, Ltd. property? _____

11. Have you or any member of your household ever been sued, garnished, evicted or
filed bankruptcy? _____

12. In case of any emergency, please notify: Name: _____

Relationship: _____ Phone: _____

Address: _____

The Application fee of \$20 per adult applicant is nonrefundable. This application is not assignable by Applicant to any other person or persons, and Applicant shall be the tenant required to sign the Lease and the sole person(s) to occupy the apartment suite.

I/We, the Applicant(s) agree to give Touchstone Management, Ltd. the authority to investigate my/our credit rating, my/our current and past rental record and all other information provided on this application in order to determine eligibility. I/We understand that any misrepresentation of information on this application will disqualify me/us from consideration for leasing and may be grounds for eviction.

I hereby affirm that the information provided on this application is true and correct.

Applicant Signature

Date

Co-Tenant Signature

Date