



GUIDELINES FOR APPLICATION APPROVAL

Thank you for choosing a Wallace F. Ackley Company residence! Please review these guidelines carefully:

CONSUMER REPORTING/CREDIT HISTORY: You *must* have favorable credit history. Applicant(s) will not be approved if there are any outstanding rental and utility collections on the credit report. Credit will be verified through the Credit Bureau of Columbus, or other appropriate agency. We will not accept applicants who have had granted evictions within the past five years, 3 or more eviction filings within the past five years, or any felonies within the past five years. Felonies due to distribution or manufacturing of narcotics and sex offenses of any age will be automatically denied. Evictions must also be paid off.

APPLICATION PROCESSING FEE: The application processing fee is \$35.00 for each applicant and can be paid via our website at www.wfaco.com under "tenant resources." Application processing fees are nonrefundable.

INCOME REQUIREMENTS: Occupants total source of monthly income (before deductions) must equal 3 times the monthly rent amount. Submitting your most recent pay stubs or other proof of income may speed the process of your application. Self-employed applicants must submit their most recent tax filings. 1099s and estimates alone will not be accepted. Additional supporting documents may be required.

RENTAL HISTORY: You must have favorable rental history. Your rental history may be verified with your current and former landlord(s). Evictions within the last five years will result in an automatic denial. All evictions must be paid off.

BANKRUPTCY GUIDELINES: Bankruptcies must have been discharged. We need a copy of the discharge notice from the U.S. Bankruptcy Court; at least one new line of credit established (auto loan/lease, credit card, etc.), and all new credit must be favorable. Applicants who have included rental payments in a bankruptcy discharge will not be accepted.

OCCUPANCY REQUIREMENT/ROOMMATE POLICY: Management reserves the right to limit occupancy consistent with current law. Income of household combined must equal at least three times the rental rate. All those 18 years of age and older are required to submit an application.

PETS: We have a policy of **NO PETS ALLOWED** which is strictly adhered to.

LEASE: The lease is a **YEAR-to-YEAR** lease that automatically renews itself each year (please be advised that the lease does *not* go month-to-month after the first year). Resident must provide written notice of vacating 30 days prior to the expiration of the lease. If written notice is not received 30 days prior to lease expiration, the lease automatically renews for another 12 months.

TO LEASE AN APARTMENT: Once your application has been approved, all applicants and guarantors must sign the lease and pay required security deposit within 48 hours. Possession is to occur within two weeks of the unit being deemed ready for occupancy by the rental office. Under no circumstances will a security deposit be refunded. Payment of a deposit commits an applicant or guarantors to the apartment until it is re-rented.

UTILITIES: If not provided for otherwise in the lease, residents pay all utilities including gas, electric, water/sewer, telecommunications, cable, and trash (where applicable). You are responsible for putting utilities in your name upon the start date of the lease. The water meter reading service will be notified by the Lessor where applicable.

GUARANTORS: If Guarantors are required as determined through the application approval process, all Guarantors are subject to the same application requirements and are responsible for all charges both jointly and severally along with lessee(s). Guarantors must be approved on their own without adverse action.

EQUAL/FAIR HOUSING: The Wallace F. Ackley Company is an equal housing opportunity real estate management company. All applications are evaluated pursuant to Ohio Fair Housing Law. It is illegal, pursuant to the Ohio Fair Housing Law, Division (H) of Section 4112.02 of the Revised Code and Federal Fair Housing law, 42 U.S.C.A. 3601, and other local codes, regulations, and ordinances, as amended, to refuse to sell, transfer, assign, rent, lease, sublease or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations, or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status as defined in section 4112.01 of the Revised Code, ancestry, military status as defined in that section, disability as defined in that section, national origin, or gender identity or expression, or to so discriminate in advertising the sale or rental of housing, in the financing of housing, or in the provision of real estate brokerage services.

It is also illegal, for profit, to induce or attempt to induce a person to sell or rent a dwelling by representations regarding the entry into the neighborhood of a person or persons belonging to one of the protected classes.

I/We have reviewed all the required guidelines listed above and fully understand that approval will be based on all information received from any and all sources.

Thank you. We hope you enjoy your new residence!

Signature _____ Date _____

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