



807 E. Broad Street Columbus, Oh 43205

p. 614-228-6700

f. 614-228-1617

Email: info@beaconman.com

Website: www.beaconman.com

### Rental Qualifications

- You cannot have more than one filed eviction. If you do have an eviction on your credit, it cannot be within the last 12 months and you may be required to pay the first and last month's rent in addition to the security deposit.
- Rental history must be verifiable from unbiased sources. If no rental history is available, you may be required to pay first and last month's rent in addition to the security deposit. You may also be required to have a qualified cosigner.
- You cannot owe a previous landlord for damages or rent charges and poor references from previous landlords may result in denial of your application.
- Your income must be verifiable and approximately four times the rental amount for a single family home; three times the rental amount for anything other than a single family home (i.e.: doubles, apartments, townhomes, condos, etc.). Cosigners must be able to verify income at four times the rental amount for any unit.
- Your current employment must be at least 6 months or a continuation in a field of employment.
- If you have filed bankruptcy, it must be discharged.
- Section 8 voucher holders must provide a copy of their current "Family HAP & Rent Calculation Form" when submitting their application. Any Section 8 voucher holder with no income must show proof that they can afford to pay utility expenses.
- Arrests or convictions for any offense which is arguably relevant to your ability to abide by the terms of your lease, respect the rights and enjoyment of others, respect the property of others, and remain in compliance with all laws and regulations during the term of your tenancy, may result in the denial of your application. Offenses which may result in the denial of your application include but are not limited to: assault, rape, disorderly conduct, sex-related offenses, failure to obey lawful commands, menacing, criminal damaging, soliciting, theft, receiving stolen property, any offense against person or property, or any pattern of drug related offenses.
- No felony charges or convictions in the past 10 years. Time is counted from the date of the charge, conviction, or release, whichever is the most recent. Relevant misdemeanor charges or convictions within the last 5 years may result in the denial of your application.
- Poor credit record may result in denial of your application.
- Providing false information is grounds for denial of your application.

### Application Fees and Approval Process:

Single - \$35.00 ~ Married Couple - \$60.00 ~ Roommates - \$35.00 ~ Cosigner - \$25.00

Required information that **MUST** be submitted with an application:

1. A completed application for each resident that is 18 years of age or older.
2. Two forms of identification for each adult: A current legal photo ID and verification of social security number.
3. Verification of income for the last 30 days. Pay stubs submitted must be the last consecutive two for bi-weekly pay and the last consecutive four for weekly pay. Self-employed applicants and independent contractors must submit a tax return for the last year. Social Security award letters must be dated within the last 120 days. Bank statements are **NOT** accepted as a form of verification.

**Application fees are non-refundable under any circumstances.** Application fees cover handling the cost of processing through FABCO. No application can be processed until the fee has been paid. Submitting an application will not guarantee that the unit for which you are applying will be held for you. In order to find the most qualified tenant for a property, management reserves the right to screen a number of applicants for the same property before making a decision. **Once your application has been approved, you will be notified via telephone. Once you have been notified of your approval, you will be given 48 hours to provide the required deposit on the property you have applied for. If we are unable to reach you by phone or we have not received a deposit within 48 hours of your notification, we will then contact the next approved applicant on the property.**

All applicants must be able to have utilities turned on in their name. Proof of established service on or before the scheduled move-in date is required. Keys will not be issued if utility service has not been established.

**I understand and accept the terms of the application process:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Beacon Property Management & Realty, Inc.

807 E. Broad Street Columbus, Ohio 43205

Phone: (614) 228-6700 Fax: (614) 228-1617

Website: [www.beaconman.com](http://www.beaconman.com) Email: [info@beaconman.com](mailto:info@beaconman.com)

Application Fees: Single: \$35.00 Married Couple: \$60.00 Roommates: \$35.00 Cosigners: \$25.00



Address Applying for: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Name: \_\_\_\_\_

First

MI

Last

Current Address: \_\_\_\_\_

Address

Street Name

Apt #

City,

State

Zip

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Marital Status (Check one of the following):  Single  Married  Divorced  Separated

\*Has an eviction ever been filed or started against you? (Y or N): \_\_\_\_\_ If "yes", on what grounds:

\*In the last 5 years, have you or any other person named in this application been convicted for dealing or manufacturing illegal drugs? (Y or N): \_\_\_\_\_ If "yes", please explain:

\*In the last 10 years, have you or any other person named in this application been convicted or charged with a felony? (Y or N) : \_\_\_\_\_ If "yes", please explain:

\*In the last 5 years, have you or any other person named in this application been convicted or charged with a misdemeanor? (Y or N): \_\_\_\_\_ If "yes", please explain:

List the name, date of birth, age, and social security number of all persons to be living in the household:

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ SS#: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any pets? \_\_\_\_\_ If so, How many? \_\_\_\_\_ What kind? \_\_\_\_\_



**Rental History:**

**Present Address:** \_\_\_\_\_  
Address Street Name Apt # City, State Zip

**Lease Dates:** From \_\_\_\_\_ To \_\_\_\_\_

**Landlord Name:** \_\_\_\_\_ **Landlord Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Landlord Address:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

\*\*\*\*\*

**Previous Address:** \_\_\_\_\_  
Address Street Name Apt # City, State Zip

**Lease Dates:** From \_\_\_\_\_ To \_\_\_\_\_

**Landlord Name:** \_\_\_\_\_ **Landlord Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Landlord Address:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Employment / Income History:**

**Present Employer:** \_\_\_\_\_ **Hire Dates: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_  
Address Street Name Apt # City, State Zip

**Employer Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_

**Hours Worked Per Week:** \_\_\_\_\_ **Monthly Gross Income:** \_\_\_\_\_

\*\*\*\*\*

**Previous Employer:** \_\_\_\_\_ **Hire Dates: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_  
Address Street Name Apt # City, State Zip

**Employer Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_

**Hours Worked Per Week:** \_\_\_\_\_ **Monthly Gross Income:** \_\_\_\_\_

Will anyone that will be living in the property receive any other source of income? \_\_\_\_\_. If "Yes", what source? (For example: Pension, Social Security, SSI, ADC, Section 8, etc.) \_\_\_\_\_

Name person(s) receiving above stated income: \_\_\_\_\_ Amount received per month: \$ \_\_\_\_\_



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*\*I understand that Beacon Property Management & Realty, Inc. reserves the right to screen a number of applicants for the same property in order to find the best possible tenant before making any decisions.*

*\*I understand that an approved application will only be held active for 30 days from the date of approval.*

*\*I understand that I grant permission to Beacon Property Management & Realty Inc., to verify that the information which I have provided is true.*

*\*I understand that any and all information that is received will be kept confidential, except in the event that I default on my rental agreement, whereby all information given will be turned over for collection.*

*\*I understand that this application does not constitute any oral or written agreements on the part of Beacon Property Management & Realty, Inc.*

*\*I understand that by disclosing that I have an animal on this application, I am not guaranteed its approval and/or its addition to the lease.*

*\*I understand that, should I be approved for a specific home, I will be given 48 hours to submit the required deposit, in full, to Beacon Property Management to secure the property for me. I also understand that if I do not provide the deposit within the 48 hour timeframe, Beacon Property Management will then contact the next approved applicant on this property.*

*\*I understand that should my application be denied, Beacon Property Management will send a letter via mail of their decision to the current address I have provided on this application.*

*\*I understand that my application fee that accompanies this application is non-refundable and under any circumstance will an application fee ever be refunded or waived.*

*By signing this form below, I understand and accept the terms when submitting this application.*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant Signature*



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RE: Columbia Gas     Date:      \_\_\_\_\_  
American Electric Power       
City of Columbus Electric    

Dear Sir or Madam:

Beacon Property Management & Realty, Inc. has discussed the possibility of leasing one of our homes with \_\_\_\_\_, SS# \_\_\_\_\_. The utilities to this home will  
(Print your name)  
be the family's responsibility, so we are required to obtain verification that this utility can be placed in the above applicant's name. Please review this information below and respond accordingly. Thank you for your assistance in this matter.

\_\_\_\_\_  
Beacon Representative

I, \_\_\_\_\_, give this utility company permission to provide pertinent information  
(Print your name)  
(written and/or verbal) to Beacon Property Management & Realty, Inc. concerning my ability to secure this utility service in my name.

\_\_\_\_\_  
Applicant Signature

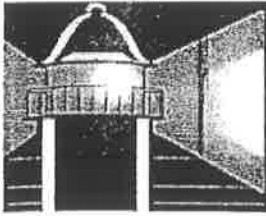
\_\_\_\_\_  
Date

**UTILITY COMPANY RESPONSE ONLY:**

\_\_\_\_\_ Yes     \_\_\_\_\_ No

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# BEACON

Property Management  
and Realty, Inc.

807 East Broad Street Columbus, Oh 43205

Office 614.228.6700

Fax 614.228.1617

## Showing Feedback

Date: \_\_\_\_\_

Leasing Specialist \_\_\_\_\_

Property Address: \_\_\_\_\_

1. To what extent did the property meet the renter's criteria?

- Exceeded
- Completely
- Mostly
- Somewhat
- Not at all

2. What was the overall condition and appeal of the property?

- Well Maintained
- Average
- Poor

3. Please rate the interior of the home.

- Well Maintained
- Average
- Poor

4. Please rate the exterior of the home.

- Well Maintained
- Average
- Poor

5. Was the rental price:

- OK
- Too much
- Too little

6. Was the property:

- Too small
- Too big
- Just right

7. Are you considering applying for this property?

- Yes
- Yes, but not at this time
- No
- Not sure yet

8. The showing agent was:

- Professional
- Courteous
- Informative
- Lacking Information
- Lacking Professionalism

9. How did you find out about this property?

- Dispatch
- Website
- Referral
- Sign
- Other: \_\_\_\_\_

Any suggestions for improvement?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prospective Tenants: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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## Credit Card Order Form

The following information is **REQUIRED** for all Credit Card Orders.

Name as listed on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing City, State, Zip: \_\_\_\_\_

Billing Phone Number: \_\_\_\_\_

Card Number: \_\_\_\_\_

Card Expiration: \_\_\_\_\_

Card CVS Code: \_\_\_\_\_

(Last 3 digits on back of card or 4 digits on front of AMEX card)

Amount Due:	\$ _____
Convenience Fee (5%):	\$ _____
<i>(This charge will not be applied for application fees only)</i>	
Total amount to be charged:	\$ _____

*I agree to pay the above total amount according to the card issuer agreement:*

\_\_\_\_\_  
Card Holder's Signature

\_\_\_\_\_  
Date

PLEASE FAX THIS FORM TO BEACON AT 614-228-1617 OR EMAIL TO INFO@BEACONMAN.COM