



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 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 evictions within the past three 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.

CREDIT CHECK FEE: The credit check fee is \$35.00 for each applicant. **NO CASH** or **CREDIT CARDS** accepted. Checks or money orders should be made payable to Wallace F. Ackley Company and are **NOT** refundable.

INCOME REQUIREMENTS: Your monthly GROSS income (before deductions) must equal 3 times monthly rent amount. Submitting your most recent pay stubs or other proof of income may speed the process of your application.

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 three 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.

GUARANTORS: Guarantor(s) are permitted for our apartments and are responsible for all charges both jointly and severally along with lessee(s). Applications must be processed for both the lessee(s) and the guarantor(s), and credit and other checks will be performed for both Lessees and Guarantors.

OCCUPANCY REQUIREMENT/ROOMMATE POLICY: Management reserves the right to limit occupancy consistent with current law. Each leaseholder must qualify for 50% of the rent.

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, telephone and cable. Upper Arlington or Bexley residents also pay for trash collection services. 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.

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 _____

Signature _____ Date _____

Revised 4/19



Wallace F. Ackley Co.

2995 Northwest Blvd.

Columbus, Ohio 43221

(614) 486-2493 Fax (614) 486-2638 www.wfaco.com

APPLICATION & CONSENT AGREEMENT

(Please make sure all items are complete and additional documents are with application.)

OFFICE USE ONLY:

Appl. Date/Time Received: _____

Address: _____ Owner Code: _____

☐ Resident ☐ Guarantor/Relationship Rent \$ _____ Deposit \$ _____

Rent Special: _____ "As Is": _____ Move In: _____ Move In: _____

Driver's License attached: _____ Pay Stubs attached: _____

Applicant's Full Name		Date of Birth	Social Security #
Spouse's Name		Date of Birth	Social Security #
Applicant's Phone #	Applicant's Cell Phone #	Applicant's Email Address	Marital Status
Other Occupants Name		Date of Birth	Relationship
Other Occupants Name		Date of Birth	Relationship
Other Occupants Name		Date of Birth	Relationship

RESIDENTIAL HISTORY (Please use a separate sheet of paper if necessary)

Present Address/City, State, Zip		Monthly Payment
Apartment Name or Mortgage Holder	Address/City, State, Zip	
Phone#	How Long Resided	Reason for Moving
Previous Address/City, State, Zip		Monthly Payment
Apartment Community or Mortgage Holder	Address	
Phone#	How Long Resided	Reason for Moving
Have you or your co-applicant ever been threatened with an eviction from any leased premises? If yes, please explain.		

EMPLOYMENT HISTORY

Present Employer	Position	Supervisor
Business Address	Phone #	How Long
Approximate Gross Yearly Income \$		
Previous Employer	Position	Supervisor
Business Address	Phone #	How Long
Approximate Gross Yearly Income \$		
Spouse's Employer	Position	Supervisor
Business Address	Phone #	How Long
Approximate Gross Yearly Income \$		
Spouse's Previous Employer	Position	Supervisor
Business Address	Phone #	How Long
Approximate Gross Yearly Income \$		



MISCELLANEOUS INFORMATION

Other Income?

Have you ever been convicted of a crime other than a minor traffic offense? If yes, please explain

VEHICLE INFORMATION

Total Number of Vehicles to be Parked at Residence:

1) Year	Color	Make/Model	License Tag #
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2) Year	Color	Make/Model	License Tag #
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PERSONAL REFERENCES

1) Name	Address	Phone #
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2) Name	Address	Phone #
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In case of emergency, contact	Relationship	Phone #
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HOW DID YOU HEAR ABOUT US?

<input type="checkbox"/> Newspaper Dispatch	<input type="checkbox"/> Sign - Drive By	<input type="checkbox"/> Previous Resident
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<input type="checkbox"/> Newspaper Other	<input type="checkbox"/> Referral	<input type="checkbox"/> Apartment Guides
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<input type="checkbox"/> Yellow Pages	<input type="checkbox"/> Transfer	<input type="checkbox"/> Internet
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<input type="checkbox"/> Other

The management relies on the information given above to be complete and accurate in order to act on your application in a timely manner. Any false statements, misrepresentations, inaccurate information or failure to supply the data requested above may serve as a rejection of your application. The undersigned hereby certify that if any such information is later discovered to be false or if any Lessee or Guarantor violates the terms of the lease, that Lessor may terminate any or all of the undersigned's tenancies (if any) and evict those persons forthwith, and that both Lessee and Guarantor will be responsible for all rent, damages, costs, and any other charges. By signing the application, you are authorizing the use of any credit reporting/screening agencies to verify credit, release employment and income status, previous rental information and validate the accuracy of all information recorded above. Further, your signature authorizes the management and the credit reporting/screening agencies to later exchange credit information and access your credit report in the event of default of the lease agreement for collection or skip tracing purposes.

I/We hereby deposit with owner/agent the sum of _____ as a non-refundable application fee, for the premises listed below.

The undersigned is aware that, if the application is approved, you may reserve the apartment by paying a security deposit of _____.

I/We acknowledge that the Landlord will suffer damages as a result of the processing of this application and holding the specified unit off the market if the applicant does not take the apartment. I/We understand that the security deposit will be retained by the management if this application is approved and I am unable to fulfill the conditions of occupancy. The deposit will be returned if this application is not approved, providing all the above questions are answered correctly and truthfully.

Signature _____ Date _____

Signature _____ Date _____

OFFICE USE ONLY:

Bankruptcies Attached: _____

Current Res. Notified/verified move out date of: _____
 (Current Res. Aware that WFA needs two full days for "AS IS" rental Units)

Revised 8/2013

