



The Vineyards *of* Broadview Heights

GUIDELINES FOR COMPLETING YOUR LEASE APPLICATION

- Rental application must be filled out completely, including driver's license and social security numbers. Do not leave any blanks.
- Print legibly and answer *all* questions completely and truthfully.
- All addresses *must* include city, state and zip code.
- *All* occupants who will be living in the apartment must be listed.
- **Documentation and/or verification of monthly income must be provided either in the form of pay stubs (copies of your last 4-6), an offer letter, or liquid assets equal to two (2) years rental obligation.**
- Applicants who are self employed may provide copies of their Schedule C and/or bank/financial statements showing monthly income.
- Statement of benefits and/or a letter of verification from a government and/or court appointed agency or your employer may be submitted as documentation of spousal/child support and/or social security/disability and/or pension benefits.
- **A non-refundable application fee of \$50.00 per person is due for each application – check or money order, only.**

YOU MAY FAX, MAIL, OR DROP OFF YOUR APPLICATION TO THE LEASING OFFICE ALONG WITH A **PERSONAL CHECK OR MONEY ORDER** MADE OUT TO *THE VINEYARDS*. **NO CASH!** AFTER HOURS, A DROP SLOT IS LOCATED ON THE DOOR FOR THE MODEL APARTMENT, TWO DOORS TO THE RIGHT OF THE LEASING OFFICE. OUR MAILING ADDRESS AND FAX NUMBER ARE LISTED BELOW.

*** RENTERS INSURANCE WITH MINIMUM PERSONAL LIABILITY OF \$100,000 IS REQUIRED AND WILL BE VERIFIED. "THE VINEYARDS" MUST BE LISTED AS ADDITIONAL INTEREST.**

***ADDITIONAL FEES & DISCOUNTS:**

- + \$150 per month – 3 month lease, + \$100 per month – 6 month lease, + \$50 per month – 9 month lease
- \$25 per month off rent – Senior Discount

THANK YOU IN ADVANCE FOR YOUR COOPERATION.

1200 Vineyard Drive Suite 301 • Broadview Heights, Ohio 44147 • Tel: 440.237.3911 • Fax: 440.237.1650
vineyards.gapts@gmail.com

RENTAL APPLICATION
GREENBURG FUCHS MANAGEMENT, INC.

Community Name: _____
Address Leased: _____ Consultant: _____

APPLICANT (Include Jr. or Sr., if applicable)			
Applicant Name (first, MI, Last): _____		Individual Joint Guarantor	
Social Security No: _____		Date of Birth: _____	
Driver's License No. /State _____		Vehicle Make/Model/Year/Tag #: _____	
Address (Street, City, County, State, and ZIP Code): _____ _____		Reason for Moving: _____ How did you hear about us? _____	
Home/Cell Phone: _____	Work Phone: _____	E-Mail Address: _____	
Have you ever been convicted of a felony? (Circle one) Yes No		Have you ever been evicted? (Circle one) Yes No	
Do you currently? (Please circle) Own Rent		From: _____ To: _____	
Present Landlord/Mortgagee: _____		Monthly Amount: \$ _____	
Landlord Phone: _____			
EMPLOYMENT/INCOME INFORMATION			
Employer: _____		From: _____ To: _____	
Address: _____		Personal Phone: _____	
Position/Title/Type of Business: _____		Gross Monthly Income: \$ _____	
Additional Monthly Income: Type: _____		Amount: _____	
Name of Bank: _____		Type: _____	
PERSONS TO OCCUPY THE APARTMENT IN ADDITION TO THE APPLICANT(S)			
Name: _____			
Name: _____			
Name: _____			
Pet: (Please circle) Yes No		Type/Breed: _____ <i>Separate pet addendum required.</i>	
		Size/Weight: _____	
IN CASE OF EMERGENCY: I hereby give consent to contact the individual(s) below:			
Local Contact Name: _____		Relationship: _____	
Address: _____		Phone Number: _____	
APARTMENT INFORMATION: Total Number of Occupants: _____			
No. of Bedrooms: _____		Type of Unit/Preferences: _____	
		Date Needed: _____	
ACKNOWLEDGEMENT AND AGREEMENT			
<small>I understand that the Application Deposit will be refunded to me if this Application is not approved and all of the information provided was truthful and accurate. If this Application is approved, the Application Deposit will be applied to funds due at move-in and will be forfeited in accordance with applicable law if the move-in does not occur. If this Application is canceled in writing within 72 hours the Application Deposit shall be refunded. If this Application is canceled after 72 hours, the Application Deposit shall be forfeited. It is understood that the Application Fee is not refundable. Applicant agrees that Greenburg Fuchs Management, Inc. shall not be liable for any delay in the date said apartment is ready for occupancy. Applicant represents that all the statements herein are true and authorized Greenburg Fuchs Management, Inc (GFMI), and/or its agents to verify the information contained herein. Applicant acknowledges that false information herein may constitute grounds for rejection of this Application, terminating the right of occupancy, and may constitute a criminal offense under the laws of this state. Applicant agrees to notify GFMI of any material change in the information provided on this Application. GFMI may obtain investigative consumer reports from employers, landlords, law enforcement agencies, credit reporting agencies or other applicable sources.</small>			
Applicant's Signature: _____		Date: _____	
Management Representative Signature: _____		Date: _____ Time Received: _____	
Approved Denied	By: _____	Position: _____	Date: _____
(Please Circle One)	Conditions: _____		
OFFICE USE ONLY:		Application Fee: \$ _____	
FUNDS COLLECTED:		Application Deposit: \$ _____ Total Received: \$ _____	
		Receipt Number: _____ Estimated Total Monthly Rent: \$ _____	

Equal Housing Provider



Rental Application Qualification Guidelines

All Greenberg Apartment Communities comply with HUD qualification guidelines. If you have any questions regarding our policies or about the information contained in this document, please contact any member of our management team.

Equal Housing: Our community, The Vineyards, is an Equal Housing Opportunity Provider, doing business in accordance with the Federal Fair Housing Act and do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin. Additionally, we provide housing in accordance with all other state or local laws if those laws provide greater protection than the Federal Fair Housing Act.

Identification: All visitors and applicants must present a current photo ID issued by a state or government authority (i.e. State issued Driver's License, state issued photo identification card, current passport, current United States Military ID card or VISA issued by the US Immigration and Naturalization Services) A copy of all applicant's photo ID's will be made and retained at time of move in. In addition, each applicant must provide one of the following forms of identification in order for the application/verification process to begin: United States government issued Social Security number, ITIN number, Student visa, (I-20), current work visa, (I-94) or temporary resident alien card verifying approved entry by the United States government, (I-94W.)

Confidentiality: We maintain a strict policy of confidentiality and privacy for our applicants and residents. We do not discuss information on applications or status of an application with anyone other than the applicant. In addition, we do not discuss or provide a copy of an individual's credit report with an applicant.

Applicants: For the purpose of this document, the term "applicant" is defined as the person or persons who will be signing the Lease as the "Resident". An applicant must be **21 years of age** or older to qualify as a resident. All individuals 18 years of age or older must complete an application and be listed as a "Resident" on the Lease Agreement. The term "occupant" is defined as the person or persons who will be listed on the lease agreement who is under the age of 18, and who is residing at this community. Some criteria apply to the applicants only; other criteria apply to all occupants. Please note that this is the current rental criteria for this community; nothing contained herein constitutes a guarantee or representation that all residents and occupants currently residing here have met these requirements. There may be individuals who began residing at this community prior to this particular criteria going into effect; additionally, the ability to verify whether these requirements have been met is limited to the reliability of information received from applicants and outside services used.

Occupants: Familial Status protects children under the age of 18 and the family with children under the age of 18. Two people per bedroom in an apartment home. The Vineyards policy is to conform to local and state requirements to the extent that they require a different standard than stated here.

Apartment Availability: Applications for apartment homes will be accepted on a first come, first served basis and are subject to the availability of the apartment type requested. Rental Rates are subject to change without notice.

Income/Employment: Applicants must have a gross income source that can be verified and is at least **3 times the monthly rent** of the apartment being leased. If more than one applicant, we combine the gross income at 3 times the monthly rent. Acceptable income verification required may include the applicant's most recent, four to six consecutive paycheck stubs, an employment verification on company letterhead signed by a direct supervisor, payroll or human resources department representative. In the event of a job change, the previous employment will be verified, and the applicant must provide a copy of an employment contract or written offer letter from the new employer. Additional information may be requested.

Income from other sources: We may consider income from other sources other than employment for ALL household members on the rental application. This includes, but is not limited to Social Security, SSI Disability Compensation,

Alimony, Child Support, Workman's Compensation, IRA, Rental Income, Life Insurance, Trust Funds, Stocks, Bonds, financial aid (students).

Self- Employed Individuals: Such applicants must provide a full copy of the previous two(2) years tax returns with schedule C attached, or if the business has been in existence less than two(2) years, must provide a letter from a Certified Public Accountant (CPA) that states the true and accurate income from the business.

Credit History: An unsatisfactory credit report may disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report could reflect past or current bad debts, late payments, liens, judgments, returned checks or debts to utility providers. Bankruptcies discharged within the last three (3) years may be re-evaluated if all other criteria is met. Foreclosures appearing on an applicant's credit report within the last three (3) years may be re-evaluated if the monthly rental amount for the apartment being applied for is less than the mortgage payment listed on the applicant's credit report. Upon review of the credit history an additional deposit may be required to obtain residency. Persons who do not have a credit history, may qualify with a higher deposit or with a qualified guarantor.

Criminal Background Check: Criminal records must contain no convictions for felonies within the past 7 years involving the manufacture or distribution of controlled substances. For other felony convictions, we will conduct individualized assessments that take into account mitigating factors, such as facts & circumstances surrounding the criminal conduct, age at time of conduct, evidence of good tenancy before and after conduct, nature & severity of conviction and the amount of time that has passed since the conviction. Criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may result in rejection of the application.

Guarantor: Lease guarantors may be accepted for income qualification purposes only and must reside in the USA. Guarantors are required to fill out a separate rental application. Guarantor must qualify based not only on the proposed rent amount for the applicant's apartment, but the combination of the proposed rent plus their own housing obligation. The guarantor's gross monthly income must total at least five (5) times the sum of the highest installment rate and meet all other application guidelines in this document.

Pets: We welcome pets at our community; non-refundable pet fee of \$300 or \$500 (depending on weight) must be paid plus a monthly pet rent of \$20.00 per pet. No pet should be more than 70lbs. Cats must be spayed or neutered (Documentation from a veterinarian must be provided). No more than two (2) pets per apartment will be allowed. Updated vaccination records must be provided for each pet prior to moving in. We do not accept exotic pets, and rodents. The following pet breeds will not be accepted (exceptions CSA/ESA animals): The following breed and/or mix breeds are prohibited: Akita, American Bull Dog, American Pit Bull Terrier, American or Bull Staffordshire Terrier, Briard, Borzoi Hounds, Bull Mastiff, Bull Terrier, Cane Corso, Chow, Doberman Pincher, Dogo, German Shepherd, Great Dane, Great Pyrenees, Husky, Irish Wolf Hound, Komondor, Malamute, Neapolitan Mastiff, Pit Bull, Rottweiler, Scottish Deerhound, Spitz, St. Bernard, Stafford Terrier, Presa Canarios, Tosa Inu and Wolf-Dog Hybrid. **Assistance Animals:** In accordance with Fair Housing Laws, we have an approval process for reasonable accommodation requests for assistance animals that we apply to all applicants and residents. Please inform us of such requests and we will provide you with the appropriate paperwork to begin the approval process. Breed restrictions, weight, pet fees and pet rent will be waived for approved assistance animals.

Notification: Applicants will be notified of application status by phone within 1- 5 business days (Mon-Fri) after submitting their completed application and processing fee. We use a third-party screening company, AppFolio, Inc. 50 Castilian Dr. Santa Barbara, CA 93117 Toll free: (866) 359-3630, which uses a scoring method that weighs the indicators of future rent payment performance, rental, employment, credit and criminal history. If the applicant is rejected, the applicant will be given an adverse action letter with the reason for rejection and the contact information of the third-party screening company used to evaluate the above information. We will not provide applicants with copies of credit reports. We will not discuss any information obtained pertaining to rental history, credit or background checks. Applicants who receive an adverse action letter can request copies of the information used to determine eligibility for occupancy. Management cannot be held responsible for inaccuracies contained in any information obtained and is not allowed to provide details to the applicant regarding said information.

Validity Period: Approved applications remain in good standing for a period of sixty (60) days from the approval date. If the lease is not signed and /or the applicant fails to occupy an apartment within the viable time period, the application must be resubmitted for verification and approval. A new application fee must be paid.

Application Fee: \$50.00 per adult (applicants of legal age to enter into a binding contract)

Security Deposit: TBD- Security deposits are determined by the information obtained on the applicant's credit report, rental and employment history.

I fully understand that application fees are non-refundable. I may cancel this application by providing a notice in writing within 72 hours and receive a full refund of the administration/holding fee. If I cancel after the approval of my application or fail to occupy the apartment upon the agreed date, I understand that I am no longer entitled to any refund of the administration/holding or deposits paid.

Application will not be processed until applicable employment/income verification, rental history verification, application, admin/holding fees are received. It is the applicant's responsibility to ensure the required documentation is submitted as requested by the management team. The 72-hour application clause begins at the time the application is submitted for processing.

Applicant's signature

Date

Management Representative Signature

Date



Updated 6/17/2020