



20 SOUTH BREIEL BOULEVARD
MIDDLETOWN, OHIO 45044
(513) 424-1212

RENTAL APPLICATION INSTRUCTIONS

Please indicate the address of the property on the application. Applications must be filled out in their entirety or they will not be accepted. [You do not need to include your account numbers on your credit cards, loans or bank accounts.] One application must be filled out for each adult who will be residing at the applied for location with the exception of married couples where only one application is required. Please be sure to sign the application. Return with a legible copy of your driver's license or other photo I.D. as verification of signature.

Conditions of rental are that you have been employed for at least 18 months and can pass a credit check.

If you cannot meet these conditions then you will need a co-signer. A co-signer must own property in the Butler-Warren County area, be able to pass a credit check and be willing to put the lease in their name. A co-signer must also fill out a rental application.

Applications may be returned by mail, in person or via fax at 513-423-7728.

After applications are reviewed and you meet the conditions of rental, a time will be arranged to show you the rental property. If after seeing the property you decide you do want to rent the property then there is a **\$25.00** fee to run a credit check. If your credit check comes back acceptable then a lease will be prepared for you.

If you have any questions, please call 513-424-1212.