



NEXT STEP REALTY, INC.  
 3425 EDISON ST NW - UNIONTOWN, OHIO 44685  
 OFFICE: 330-699-5731 – FAX: 330-699-5732  
 EMAIL: RENTALS@NEXTSTEPREALTYINC.COM



APPLICATION FOR LEASE

PROPERTY APPLYING FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPLICANT #1**

\*NAME: \_\_\_\_\_  
FIRST MIDDLE LAST  
 \*ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 \*SOCIAL SECURITY NUMBER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 \*DATE OF BIRTH: \_\_\_\_\_  
 \*DRIVER'S LICENSE STATE: \_\_\_\_\_  
 \*DRIVER'S LICENSE NUMBER: \_\_\_\_\_  
 \*TELEPHONE: \_\_\_\_\_  
 EMPLOYER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_  
 JOB TITLE: \_\_\_\_\_  
 SUPERVISOR'S NAME: \_\_\_\_\_  
 LENGTH OF SERVICE: \_\_\_\_\_ Years \_\_\_\_\_ Months

**APPLICANT #2**

\*NAME: \_\_\_\_\_  
FIRST MIDDLE LAST  
 \*ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 \*SOCIAL SECURITY NUMBER: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 \*DATE OF BIRTH: \_\_\_\_\_  
 \*DRIVER'S LICENSE STATE: \_\_\_\_\_  
 \*DRIVER'S LICENSE NUMBER: \_\_\_\_\_  
 \*TELEPHONE: \_\_\_\_\_  
 EMPLOYER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_  
 JOB TITLE: \_\_\_\_\_  
 SUPERVISOR'S NAME: \_\_\_\_\_  
 LENGTH OF SERVICE: \_\_\_\_\_ Years \_\_\_\_\_ Months

**HOUSING INFORMATION**

\*CURRENT ADDRESS: \_\_\_\_\_  
 \*YEARS: \_\_\_\_\_ MONTHS: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_  
 \*CURRENT LANDLORD/MANAGER: \_\_\_\_\_  
 PREVIOUS ADDRESS (If less than 2 years): \_\_\_\_\_  
 YEARS: \_\_\_\_\_ MONTHS: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_  
 CURRENT LANDLORD/MANAGER: \_\_\_\_\_

**INCOME AND EXPENSES**

\*APPLICANT #1 MONTHLY INCOME: \_\_\_\_\_  
 \*APPLICANT #2 MONTHLY INCOME: \_\_\_\_\_  
 OTHER INCOME: \_\_\_\_\_ SOURCE: \_\_\_\_\_

APPLICANT # 1 CHECKING ACCOUNT: \_\_\_\_\_ BRANCH: \_\_\_\_\_  
 APPLICANT # 1 SAVINGS ACCOUNT: \_\_\_\_\_ BRANCH: \_\_\_\_\_  
 APPLICANT # 2 CHECKING ACCOUNT: \_\_\_\_\_ BRANCH: \_\_\_\_\_  
 APPLICANT # 2 SAVINGS ACCOUNT: \_\_\_\_\_ BRANCH: \_\_\_\_\_

CREDIT CARD: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_ BALANCE: \_\_\_\_\_  
 CREDIT CARD: \_\_\_\_\_ ACCOUNT # \_\_\_\_\_ BALANCE: \_\_\_\_\_  
 CREDIT REFERENCE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 APPLICANT # 1 PERSONAL REFERENCE: \_\_\_\_\_  
 RELATIONSHIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 APPLICANT # 2 PERSONAL REFERENCE: \_\_\_\_\_  
 RELATIONSHIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

\*IN CASE OF EMERGENCY CONTACT: \_\_\_\_\_  
 RELATIONSHIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**GENERAL INFORMATION**

\*ARE YOU CURRENTLY UNDER AN EVICTION NOTICE? YES / NO IF YES WHEN? \_\_\_\_\_  
 \*HAVE YOU BEEN EVICTED IN THE PAST 36 MONTHS? YES / NO IF YES HOW LONG AGO? \_\_\_\_\_  
 \*IS YOUR RENT PAID IN FULL AT THIS TIME? YES / NO IF NO REASON? \_\_\_\_\_  
 \*I/WE UNDERSTAND THAT PETS (ARE) (ARE NOT) PERMITTED ON THE PROPERTY<sup>1</sup>. \_\_\_\_\_  
 \*IN THE EVENT A PET IS PERMITTED A MONTHLY FEE OF \$25 PER PET MAY BE ADDED TO THE RENT<sup>2</sup>: \_\_\_\_\_  
 \*NUMBER OF SMOKERS TO OCCUPY PROPERTY: \_\_\_\_\_ SMOKING (IS) (IS NOT) PERMITTED INSIDE THE PROPERTY

\*TOTAL NUMBER OF PEOPLE TO OCCUPY PROPERTY: \_\_\_\_\_

NAME: \_\_\_\_\_ BIRTHDAY: \_\_\_\_\_

NAME: \_\_\_\_\_ BIRTHDAY: \_\_\_\_\_

NAME: \_\_\_\_\_ BIRTHDAY: \_\_\_\_\_

NAME: \_\_\_\_\_ BIRTHDAY: \_\_\_\_\_

NAME: \_\_\_\_\_ BIRTHDAY: \_\_\_\_\_

NAME: \_\_\_\_\_ BIRTHDAY: \_\_\_\_\_

NAME: \_\_\_\_\_ BIRTHDAY: \_\_\_\_\_

\*PERIOD OF TIME APPLICANT IS APPLYING FOR TENANCY: \_\_\_\_\_

I/WE UNDERSTAND THAT THERE IS A \$15.00 NON-REFUNDABLE APPLICATION FEE PER APPLICANT. (THERE IS A \$1.00 CONVICIENCE FEE PER APPLICANT IF YOU PAY BY CREDIT CARD OR PAY THROUGH OUR WEBSITE)

UPON ACCEPTANCE OF YOUR APPLICATION AND AS CONSIDERATION FOR NEXT STEP REALTY, INC., RESERVING THE PROPERTY FOR YOUR OCCUPANCY, THE SUM OF \$\_\_\_\_\_ ("RESERVATION DEPOSIT") WILL BE DUE IN THREE DAYS THEREAFTER TO NEXT STEP REALTY, INC. I UNDERSTAND THAT THIS SUM WILL BE NON-REFUNDABLE AND SHALL BE RETAINED BY NEXT STEP REALTY, INC., TO SERVE AS **LIQUIDATED DAMAGES** IN THE EVENT THAT I FAIL TO ENTER INTO A LEASE AGREEMENT FOR THE PERIOD OF TIME AS CALLED FOR IN SAID TENANT'S APPLICATION. AN ADDITIONAL DEPOSIT OF \$\_\_\_\_\_ WILL BE DUE UPON TAKING POSSESSION OF THE PROPERTY. THE RESERVATION DEPOSIT AND THE ADDITIONAL DEPOSIT SHALL BE VIEWED AS TENANT'S FULL SECURITY DEPOSIT UNDER THE TERMS OF THE LEASE UPON ENTERING A LEASE AGREEMENT FOR SAID PROPERTY.

IT IS HEREBY UNDERSTOOD AND AGREED UPON THAT ANY SECURITY DEPOSIT(S) THAT ARE A PART OF THIS AGREEMENT WILL BE FORWARDED IMMEDIATELY TO THE OWNER OF THE PROPERTY. IT IS ALSO ACKNOWLEDGED THAT UPON THE SALE OF THIS PROPERTY THE SECURITY DEPOSIT WILL BE TRANSFERRED TO THE NEW OWNER WITH NO FURTHER LIABILITY RESTING ON EITHER THE PREVIOUS OWNER, OR NEXT STEP REALTY, INC.

I/WE UNDERSTAND THAT A CREDIT REPORT, EVICTION HISTORY, AND BACKGROUND SEARCH MAY BE OBTAINED ON ALL PARTIES LISTED ON THIS APPLICATION. I/WE HEREBY GIVE PERMISSION TO YOU TO OBTAIN THIS REPORT AND TO VERIFY ALL INFORMATION CONTAINED HEREIN. I/WE FURTHER UNDERSTAND THE RIGHT OF NEXT STEP REALTY, INC., TO OBTAIN A CREDIT REPORT AS REFERENCED HEREIN AS A CONTINUING RIGHT WHETHER DURING THE TERM OF THIS LEASE OR AFTER THE TERMINATION THEREOF FOR THE PURPOSE OF OBTAINING INFORMATION NEEDED IN COLLECTING MONEY DAMAGES OR ANY JUDGMENT RENDERED AGAINST TENANT. I/WE UNDERSTAND THAT MY APPLICATION IS SUBJECT, IN PART, TO AN ACCEPTABLE CREDIT RATING, ACCEPTABLE LEVEL OF VERIFIABLE INCOME, AND GOOD REPORTS FROM BOTH PRESENT AND PREVIOUS LANDLORDS. I/WE SWEAR THAT ALL INFORMATION GIVEN ON THIS APPLICATION IS CORRECT AND TRUE. I/WE UNDERSTAND THAT IF ANY FALSE INFORMATION IS GIVEN I/WE WILL BE SUBJECT TO EVICTION AND FORFEITURE ON ANY AND ALL MONIES PAID TOWARD THIS APPLICATION AND/OR SUBSEQUENT LEASE. I/WE ARE NOT USERS OR SELLERS OF ANY UNLAWFUL SUBSTANCE.

\*SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

\*SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICE USE ONLY

APPLICATION TAKEN BY: \_\_\_\_\_ CREDIT REPORT RAN: \_\_\_\_\_ EVICTION CHECK DONE: \_\_\_\_\_

PRESENT LANDLORD CALLED: \_\_\_\_\_ PREVIOUS LANDLORD CALLED: \_\_\_\_\_ BACKGROUND CHECK: \_\_\_\_\_

APPLICATION APPROVED BY: \_\_\_\_\_ REJECTED BY: \_\_\_\_\_

REASON FOR REJECTION: \_\_\_\_\_

\*ALL ITEMS WITH AN ASTRICK ARE REQUIRED. WE NEED YOUR FULL LEGAL NAME (FIRST, MIDDLE, LAST). NEXT STEP REALTY MAY ALSO REQUEST A PHOTO COPY OF CURRENT DRIVER'S LICENSE (OR STATE ID) TO BE PROVIDED ALONG WITH PROOF OF INCOME (ANY DOCUMENT(S) SHOWING INCOME MUST HAVE APPLICANT(S) FIRST AND LAST NAME LISTED). <sup>1</sup>SERVICE ANIMALS ARE PERMITTED IN ALL PROPERTIES AS LONG AS PROPER DOCUMENTATION IS PROVIDED DESIGNATING THE ANIMAL AS A SERVICE ANIMAL. <sup>1</sup>UNTIL ALL DOCUMENTS ARE PROVIDED THE ANIMAL WILL BE CONSIDERED A PET AND THE MONTHLY PET FEE WILL BE IN EFFECT. <sup>2</sup>ONCE PROPER DOCUMENTATION IS PROVIDED THE PET FEE WILL BE WAVED FOR THE SERVICE ANIMAL(S) AS LONG AS THE TENANT REQUIRING THAT SERVICE ANIMAL IS OCCUPYING UNIT. <sup>2</sup>NON SERVICE ANIMALS SHALL BE CONSIDERED PETS AND WILL STILL BE CHARGED THE \$25 PER PET MONTHLY FEE. <sup>2</sup>TENANT IS RESPONSIBLE FOR ANY DAMMAGE CAUSED BY ANY ANIMAL AND MUST KEEP ANIMAL UNDER CONTROL AT ALL TIMES. THANK YOU FOR YOUR COOPERATION.