



# Covey Run Apartments

*Love Where You Live*

We are thrilled that you are interested in making Covey Run your new home!

Along with the completed application, you will need to provide the following items:

- Application Fee- \$25 per adult in the form of a money order or cashier's check (no personal checks or cash)
- Photo I.D. for all adults
- Social Security Card for all adults
- Proof of Income- 4-6 pay stubs or the Employment Verification form

To ensure the fastest processing time, please fill out all portions of the application.





# RENTAL APPLICATION

Applicant

Co-Applicant

Last Name \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

Other names by which you have been known (if none, write "n/a") \_\_\_\_\_

Other names by which you have been known (if none, write "n/a") \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_

Social Security # \_\_\_\_\_

Alien Registration # \_\_\_\_\_

Alien Registration # \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_

Widowed \_\_\_\_\_ Separated \_\_\_\_\_

Widowed \_\_\_\_\_ Separated \_\_\_\_\_

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

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

Apartment size desired: One Bedroom \_\_\_\_\_ Two Bedroom \_\_\_\_\_ Three Bedroom \_\_\_\_\_ House \_\_\_\_\_

Children's Full Names	Date of Birth	Age	Sex	Social Security #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## EMPLOYMENT HISTORY

Applicant

Co-Applicant

**Current Employer** \_\_\_\_\_

**Current Employer** \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Telephone # \_\_\_\_\_

Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job Title \_\_\_\_\_

Job Title \_\_\_\_\_

How Long? \_\_\_\_\_ Gross Weekly Income \$ \_\_\_\_\_

How Long? \_\_\_\_\_ Gross Weekly Income \$ \_\_\_\_\_

**Previous Employer** \_\_\_\_\_

**Previous Employer** \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Telephone # \_\_\_\_\_

Telephone # \_\_\_\_\_

How Long? \_\_\_\_\_ Job Title \_\_\_\_\_

How Long? \_\_\_\_\_ Job Title \_\_\_\_\_

Gross Weekly Income \$ \_\_\_\_\_

Gross Weekly Income \$ \_\_\_\_\_

## OTHER SOURCES OF INCOME & AMOUNTS

Social Security \$ \_\_\_\_\_

Supplemental Security Income \$ \_\_\_\_\_

Retirement/Pensions \$ \_\_\_\_\_

Investment Income \$ \_\_\_\_\_

Child Support Award \$ \_\_\_\_\_

Other Income \$ \_\_\_\_\_

Unemployment Compensation \$ \_\_\_\_\_

Other Income \$ \_\_\_\_\_

(OVER)

**Please provide all addresses within the last 5 years:**

(if you need more space, please us back of page)

**MOST RECENT RENTAL ADDRESS**

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Month/Year of Move In \_\_\_\_\_ Rent \$ \_\_\_\_\_ Is your rent past due? \_\_\_\_\_

If so, please explain: \_\_\_\_\_

Average cost of utilities: Gas \$ \_\_\_\_\_ Electric \$ \_\_\_\_\_ Is your bill past due? \_\_\_\_\_

If so, please explain: \_\_\_\_\_

Person's name used by Gas & Electric companies for billing: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Are you under **EVICTION**? \_\_\_\_\_ Reason for **EVICTION**: \_\_\_\_\_

Landlord \_\_\_\_\_ Telephone # of Landlord: \_\_\_\_\_

**PREVIOUS RENTAL ADDRESS**

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Month/Year of Move In \_\_\_\_\_ Month/Year of Move Out \_\_\_\_\_ Rent \$ \_\_\_\_\_

Average cost of utilities: Gas \$ \_\_\_\_\_ Electric \$ \_\_\_\_\_ Was your bill past due? \_\_\_\_\_

If so, please explain: \_\_\_\_\_

Person's name used by Gas & Electric companies for billing: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Were you under **EVICTION**? \_\_\_\_\_ Reason for **EVICTION**: \_\_\_\_\_

Landlord \_\_\_\_\_ Telephone # of Landlord: \_\_\_\_\_

DO YOU OWE ANY PREVIOUS LANDLORD ANY MONEY? \_\_\_\_\_ Amount \$ \_\_\_\_\_ Please explain: \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED? \_\_\_\_\_ If so, please explain: \_\_\_\_\_

Please give three unrelated personal references and one related reference.

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Telephone # \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

HAVE YOU EVER DECLARED ANY FORM OF PERSONAL BANKRUPTCY? \_\_\_\_\_ If so, year \_\_\_\_\_

Reason \_\_\_\_\_

(Related) **PERSONAL** (Not Related)

Name \_\_\_\_\_ Name \_\_\_\_\_

Telephone # \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Relationship \_\_\_\_\_ How long known? \_\_\_\_\_ Relationship \_\_\_\_\_

**AUTOMOBILE INFORMATION**

Make \_\_\_\_\_ Model \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Year \_\_\_\_\_ License # \_\_\_\_\_ Year \_\_\_\_\_ License # \_\_\_\_\_

DO YOU HAVE ANY PETS? \_\_\_\_\_ DO YOU HAVE A WATERBED? \_\_\_\_\_

Type of Pet \_\_\_\_\_ PLEASE NOTE: YOU MUST HAVE INSURANCE!!

IN CASE OF EMERGENCY PLEASE CONTACT: \_\_\_\_\_ Telephone # \_\_\_\_\_ Relationship: \_\_\_\_\_

Has any member of your household engaged in the illegal use of drugs? If yes, explain. Yes \_\_\_\_\_ No \_\_\_\_\_

Has any member of your household ever been convicted of illegal possession, manufacture, or distribution of illegal drugs or convicted of a criminal sexual offense? If yes, explain. Yes \_\_\_\_\_ No \_\_\_\_\_

Has any member of your household ever been convicted of any crime other than a minor traffic violation? If yes, explain. Yes \_\_\_\_\_ No \_\_\_\_\_

I/We hereby certify that the foregoing is true and correct to the best of our knowledge and belief, and I/We hereby authorize Showe Management Corporation to make inquiries to verify any of the statements herein and to check my/our credit. I/We understand that falsification of any information requested may result in the rejection of the application. By signing this application, I/we authorize Showe Management Corporation to use any credit reporting/screening agency to verify my/our credit history and to validate the accuracy of all information reported in this application. Further, my/our signature (s) below authorizes Showe Management Corporation and any credit reporting/screening agency to exchange credit information and access my/our credit report during the term of my/our lease and any time after lease termination in the event of a default of any obligation of the lease.

Applicant \_\_\_\_\_ Co-Applicant \_\_\_\_\_

Date of Application \_\_\_\_\_ Interviewed by: \_\_\_\_\_

# FABCO

*Recording the past-protecting the future*

FEDERAL ADJUSTMENT BUREAU, INC.  
"A Private Corporation Since 1943"

## Rental Consent Agreement

The undersigned does hereby consent that all information stated on the application may be verified and processed through FABCO, (a Profile Reporting Agency), 4640 Executive Dr. Columbus, Ohio, 43220. This may also include a credit and police report. I also authorize current and previous landlords and employers to release to FABCO any information pertaining to rental and/or employment history. I release all parties from any liability in connection with the provision and use of such information.

In signing this rental application, I certify that all information is complete and accurate. If any misrepresentation, omission, or falsification is discovered, it will constitute grounds for denial. I also agree that all information pertaining to my rental history can be released for future reference verification.

Have you ever been evicted? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you in a bankruptcy action at present? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been arrested (except for misdemeanor traffic violations)? Yes \_\_\_\_\_ No \_\_\_\_\_

You have the right to make a written request within a reasonable period of time after receipt of this disclosure, to receive additional information about the nature and scope of this investigation.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

## APPLICATION FEE ACKNOWLEDGEMENT

I, \_\_\_\_\_, hereby acknowledge that the \$ \_\_\_\_\_ Application fee paid to \_\_\_\_\_ Covey Run Apartments \_\_\_\_\_ is non-refundable. The application fee is used to offset management expenses of processing the rental application. These expenses include obtaining the credit report, criminal record check and other fees in order to process the application. If my application is approved, I understand that the \$ \_\_\_\_\_ fee will **not** be applied to my security deposit, nor will it be applied to the rent due.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date



RESERVATION ACKNOWLEDGEMENT

I, \_\_\_\_\_ hereby acknowledge that after I have been notified of my approved application, I will have 24 hours to pay the security deposit. I am aware that the only way to reserve the next available apartment is by placing the security deposit. If I fail to bring the deposit to the office within 24 hours, the next approved applicant can place their deposit.

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Applicant Date

.....  
FOR OFFICE USE ONLY

I notified the above applicant of their approved application by the following means:

Phone: Date \_\_\_\_\_ Time \_\_\_\_\_

Call was answered \_\_\_\_\_ Left voicemail \_\_\_\_\_ Could not leave voicemail \_\_\_\_\_

Email: Date \_\_\_\_\_ Time \_\_\_\_\_

Agent: \_\_\_\_\_

Community: Covey Run Apartments  
2895 Taos Drive  
Miamisburg, OH 45342  
937-434-4304

Employee: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**EMPLOYMENT AND INCOME VERIFICATION**

Dear Employer:

The person Named above is a resident/applicant for an apartment at the above captioned community. The information requested below is for the purpose of determining eligibility and will be kept in STRICT CONFIDENCE. Thank you for your cooperation in this matter. We would appreciate your prompt return of this notice for the benefit of your employee.

Sincerely,

Community Manager

1. Date of hire: \_\_\_\_\_
2. Occupation: \_\_\_\_\_
3. Present rate of pay per hour \$ \_\_\_\_\_ or day \$ \_\_\_\_\_ or week \$ \_\_\_\_\_ or month \$ \_\_\_\_\_
4. Average regular hours worked per week: \_\_\_\_\_
5. Average overtime: (a) hours worked per week: \_\_\_\_\_ (b) rate per overtime hour \$ \_\_\_\_\_
6. Other (tips, meals) if any, estimated amount \$ \_\_\_\_\_ per week.
7. Date of termination: \_\_\_\_\_ Reason for termination: \_\_\_\_\_
8. Date of Layoff: \_\_\_\_\_ Expected term of layoff: \_\_\_\_\_

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

Signature \_\_\_\_\_

Phone #: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months. There are circumstances which would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent attached to a copy of this consent.

Additionally, it is understood that I have the option not to sign the consent form if it does not clearly indicate who will provide the information and who will receive the information.

Resident/Applicant: \_\_\_\_\_

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



If possible, please return completed form via fax to (937) 434-5859 or email to [amiller@showemgmt.com](mailto:amiller@showemgmt.com)

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# Covey Run Apartments

2895 Taos Drive Miamisburg, Ohio 45342 Phone: (937) 434-4304 Fax: (937) 434-5859

## LANDLORD REFERENCE

DATE: \_\_\_\_\_ APPLICANT: \_\_\_\_\_  
LANDLORD: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HEREBY AUTHORIZE THE RELEASE OF THE REQUESTED INFORMATION.

X \_\_\_\_\_ X \_\_\_\_\_  
Signature of Applicant Date Signature of Co-Applicant Date

Do not fill out passed this line. For office use only.

\*\*\*\*\*  
Current/Previous Landlord: Are you related to applicant? \_\_\_\_\_ #of persons living in unit \_\_\_ Adults \_\_\_ Children

Date of Applicant's Residence: From \_\_\_\_\_ To \_\_\_\_\_

Is/Was Applicant current on rent? \_\_\_\_\_ Amount of Rent? \_\_\_\_\_ Current Balance owed? \_\_\_\_\_

Any utilities included in rent? \_\_\_\_\_ If yes, what is included? \_\_\_\_\_ Ever disconnected? \_\_\_\_\_

Has the Applicant ever been late/NSF checks? \_\_\_\_\_ How late? \_\_\_\_\_ How often? \_\_\_\_\_

Does/Did the applicant keep the apartment clean? \_\_\_\_\_ Does/did Applicant have bed bugs? \_\_\_\_\_

Has the Applicant damaged the unit? \_\_\_\_\_ If yes, please describe \_\_\_\_\_

\_\_\_\_\_ Has the Applicant paid for damages? \_\_\_\_\_

Do you know of any criminal activity with them? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Does/did the Applicant have any pets? \_\_\_\_\_

Will you / did you keep any of the security deposit? \_\_\_\_\_

Does/Did the applicant permit people other than those on the lease to live in the unit? \_\_\_\_\_

Has the Applicant, family members, or visitors damaged or vandalized the grounds, halls, parking areas, or other common areas? \_\_\_\_\_

Does/Did the applicant interfere with the rights and quiet environment of other residents? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

Has/Did the Applicant given any false information? \_\_\_\_\_ If yes, please describe \_\_\_\_\_

If currently under a lease, will the Applicant be held to that lease? \_\_\_\_\_ Is notice required? \_\_\_\_\_

If so, how many days? \_\_\_\_\_ Was notice given prior to vacating? \_\_\_\_\_ Date given? \_\_\_\_\_

Would you rent to this Applicant again? \_\_\_\_\_ If not, why? \_\_\_\_\_

Currently under eviction? \_\_\_\_\_ Previously under eviction? \_\_\_\_\_

Any other comments about this Applicant? \_\_\_\_\_

Signature of Landlord's Agent: \_\_\_\_\_

Name of Landlord's Agent (please print): \_\_\_\_\_

Name of Apartment Community: \_\_\_\_\_

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

Please fax this form to (937) 434-5859 or email to: [amiller@showemgmt.com](mailto:amiller@showemgmt.com)