

# C & J PROPERTIES & CORPORATE PROPERTIES

7040 Africa Road, Galena Ohio 43021 Phone: 614.890.3616

THANK YOU FOR CONSIDERING A LEASE WITH C & J PROPERTIES. OUR PROCESS FOR SECURING A LEASE FOR YOU INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING.

✓ COMPLETED APPLICATION	ALONG WITH A NON-REFUNDABLE \$25.00 FEE PER ADULT ON THE LEASE.
✓ AUTHORIZATION TO RELEASE INFORMATION	A COMPLETED AUTHORIZATION PER OCCUPYING ADULT
✓ A CREDIT CHECK	CREDIT SCORES AND CREDIT HISTORY ARE USED TO DETERMINE SUITABILITY FOR A LEASE. WE ALSO LOOK FOR A DEBT TO INCOME RATIO OF 40% OR LESS
✓ VERIFIABLE EMPLOYMENT	A CONTACT NAME AND PHONE NUMBER FROM YOUR EMPLOYER. A LETTER FROM YOUR EMPLOYER'S HUMAN RESOURCE DEPARTMENT VERIFYING YOUR EMPLOYMENT IS ACCEPTABLE.
✓ VERIFIABLE INCOME	YOUR MONTHLY NET INCOME MUST BE AT LEAST 300% OF YOUR MONTHLY LEASE. THE TWO MOST CURRENT PAY STUBS OR A LETTER FROM YOU EMPLOYER'S HUMAN RESOURCE DEPARTMENT INDICATING YOUR MONTHLY INCOME ARE ACCEPTED FORMS OF VERIFICATION.
✓ SECURITY DEPOSIT	THE AMOUNT OF THE SECURITY DEPOSIT IS BASED ON YOUR CREDIT WORTHINESS. THE SECURITY AMOUNT WILL BE NO LESS THAN THE EQUIVALENT OF ONE MONTHS LEASE.
✓ PETS	MOST DOG AND CAT BREEDS ARE ACCEPTED WITH AN ADDITIONAL \$350.00 PET DEPOSIT.
✓ TENANTS	AS A SINGLE FAMILY RESIDENCE, NO MORE THAN FIVE UNRELATED ADULTS ARE PERMITTED TO RESIDE IN THE RESIDENCE. FURTHER, ONLY THE OCCUPANTS LISTED ON THE LEASE AGREEMENT ARE PERMITTED TO RESIDE IN THE RESIDENCE.
✓ REFERENCES	TWO POSITIVE REFERENCES MUST BE RECEIVED. NEGATIVE REFERENCES WILL BE REVIEWED INDIVIDUALLY BY THE OWNERS.

\*C & J PROPERTIES OR CORPORATE PROPERTIES RESERVES THE RIGHT TO CHANGE OR ADAPT THIS PROCESS WITHOUT NOTIFICATION.

AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_ AND \_\_\_\_\_,  
PROSPECTIVE TENANT(S) FOR THE PROPERTY KNOWN AS \_\_\_\_\_, AND OWNED BY,

\_\_\_\_\_,  
AUTHORIZE C&J PROPERTIES OR ITS DESIGNEE TO CONTACT THE PREVIOUS LANDLORDS,  
REFERENCES, OR OTHER SUCH INDIVIDUALS LISTED ON THE APPLICATION FOR RENT,  
FOR THE PURPOSE OF ACQUIRING INFORMATION TO DETERMINE SUITABILITY FOR  
TENANCY. I AUTHORIZE SUCH INDIVIDUALS LISTED ON THE APPLICATION TO RELEASE  
THE NECESSARY INFORMATION ASKED FOR BY THE C&J PROPERTIES OR ITS DESIGNEE  
AND HOLD HARMLESS ANY INDIVIDUAL, COMPANY, CORPORATION, OR INSTITUTION FOR  
THE RELEASE OF SUCH INFORMATION. I UNDERSTAND THAT THIS INFORMATION IS  
NECESSARY TO VERIFY INFORMATION GIVEN BY ME ON THE APPLICATION FOR RENT.

REFERENCE BEING CONTACTED BY C&J PROPERTIES:

\_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNED NAME

\_\_\_\_\_  
SIGNED NAME

AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_ AND \_\_\_\_\_,  
PROSPECTIVE TENANT(S) FOR THE PROPERTY KNOWN AS \_\_\_\_\_, AND OWNED BY,

\_\_\_\_\_,  
AUTHORIZE C&J PROPERTIES OR ITS DESIGNEE TO CONTACT THE PREVIOUS LANDLORDS,  
REFERENCES, OR OTHER SUCH INDIVIDUALS LISTED ON THE APPLICATION FOR RENT,  
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REFERENCE BEING CONTACTED BY C&J PROPERTIES:

\_\_\_\_\_

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PRINTED NAME

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNED NAME

\_\_\_\_\_  
SIGNED NAME