

RENTAL APPLICATION INSTRUCTIONS



Welcome to your first step of luxury living at the Hamilton Riverfront!
Below are the key details and steps to successfully complete your rental application.

1. APPLICATION PROCESS

Applications are processed in the order they are received fully completed and all required information being provided. While we will do our best to accommodate all requests, submitting an application does not guarantee your first choice for a flat. Your flat is reserved only after both parties have signed the lease and payments are received and cleared. Prices are subject to change.

Submission Requirements

- Complete all sections of the rental application.
- Pay the non-refundable application fee:
 - \$70 for single adults (18+)
 - \$75 for two adults (18+)
- Provide the following documents:
 - Recent pay stubs
 - Most recent tax return
 - Government-issued photo ID

2. EQUAL HOUSING OPPORTUNITY

We comply with all state, local, and federal fair housing laws. Discrimination based on race, color, sex, familial status, national origin, or disability is prohibited.

3. ELIGIBILITY REQUIREMENTS

Age

- All applicants must be **at least 18 years old**. Each adult must submit their own application. Minors occupying the flat must be listed under the adult applicant's submission.

Income

- Income must be verifiable (e.g., tax returns, pay stubs, or W-2 forms)

Residency History

- Provide current landlord contact details and personal references
- If less than 12 months at your current residence, provide similar details for the previous landlord

Credit Check

- Consent to a credit report. Bankruptcy within the last 12 months or poor credit may require additional documentation or a higher deposit.

Criminal Background Check

- Applicants or occupants must not have felony convictions or certain misdemeanors (e.g., drug-related or violent crimes). Sexual offenders or predators are not eligible.

We do not discriminate on the basis of race, color, religion, sex, familial status, ancestry, disability, national origin or military status.

4. OCCUPANCY & PETS

Occupants

- Maximum of 2 individuals per flat

Pets

- Maximum of 1 pet per unit
- Provide updated vet records
- Fees: \$300 non-refundable deposit + \$35/month pet fee
- Pets must not be aggressive or disruptive in any way

5. SECURITY DEPOSIT

Upon application approval, a security deposit equal up to one month's rent is required at the time of the lease signing to hold a flat. This deposit must be paid via check, money order or cashier's check. If you withdraw after approval, the deposit is non-refundable.

6. OPTIONAL HOLDING DEPOSIT

Once your application is approved, and you wish to reserve a specific available unit, you may pay an optional \$200 holding deposit through the payment portal on the website. This non-refundable fee secures your selected unit — pending confirmation by the Landlord — and will be applied toward your total Security Deposit due at lease signing.

7. VEHICLES AND PARKING

- **1 reserved** parking spot is provided per flat
- All vehicles must be licensed and in working condition. Unauthorized vehicles may be towed at the owner's expense.

SUMMARY

Complete your rental application thoroughly, attach all required documents, and submit the non-refundable fee. The review process, including checks on credit, criminal history, income, and references, may take up to 2 weeks. Delays or incomplete applications may result in rejection. Applications are approved on a first-come, first-serve basis.

Thank you for applying to live at Hamilton Riverfront!

Note: The owners of Hamilton Riverfront LLC are a licensed real estate broker and licensed real estate agent in the State of Ohio.

RENTAL APPLICATION



APPLICANT INFORMATION

Full Legal Name _____

Date of Birth _____ Cell Phone _____ Work Phone _____

Social Security Number _____ Driver's License State _____ # _____

CURRENT ADDRESS

Street _____

City _____ State _____ Zip _____

How long? _____ Total Monthly Rent Paid \$ _____

Reason for Leaving _____

Landlord/Property Manager _____ Phone _____

PREVIOUS ADDRESS

Street _____

City _____ State _____ Zip _____

How long? _____ Total Monthly Rent Paid \$ _____

Reason for Leaving _____

Landlord/Property Manager _____ Phone _____

EMPLOYMENT INFORMATION

Current Employer _____

Employer Address _____

Position/Title _____ Monthly Income \$ _____ Duration _____

Supervisor's Name _____ Phone _____

Previous Employer _____

Employer Address _____

Position/Title _____ Monthly Income \$ _____ Duration _____

Supervisor's Name _____ Phone _____

Email _____

Reason for Leaving _____

ADDITIONAL INCOME

Additional income is not required to be provided, but may be taken into consideration when evaluating ability to pay rent.

Other Source(s) of Additional Income	Monthly Amount
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Type _____	\$ _____
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Type _____	\$ _____
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ADDITIONAL INFORMATION

1 Have you ever been asked to leave or been evicted from a property you were renting? Yes No

If yes, why _____

2 Have you ever gone through a bankruptcy? Yes No If yes, what year(s)? _____

3 Have you ever plead guilty to or been convicted of a crime other than a minor traffic offense?

Yes No If yes, please describe _____

4 Have you ever changed your name? Yes No

If yes, what was it before _____

ADDITIONAL INFORMATION CONTINUED

- 5 Do you know of anything that may interrupt your income or ability to pay rent? Yes No
- 6 Have you ever willfully or intentionally refused to pay rent when due? Yes No
- 7 Do you plan to have a pet in the flat? Yes No

(There will be a limit of 1 total and subject to weight limits with additional non-refundable deposit & monthly fee)

Dog: Yes No If yes, what breed? _____ Weight? _____

Cat: Yes No

Other: Yes No If yes, what species? _____

OCCUPANTS

List all other person(s) who will occupy the flat on a regular basis.

Name _____ Relationship _____

Name _____ Relationship _____

REFERENCES

PERSONAL REFERENCE 1

Name _____

Relationship _____

Phone _____

Email _____

PERSONAL REFERENCE 2

Name _____

Relationship _____

Phone _____

Email _____

Please list the flat numbers in the order you prefer to live. The final flat assigned will be based on actual availability at the time a security deposit is provided and a lease is signed. Best efforts will be made to provide you with your first choice, but it cannot be guaranteed.

1st Choice

2nd Choice

3rd Choice

AUTHORIZATION & SIGNATURE

I hereby certify that the information provided in this application is complete and accurate to the best of my knowledge. I expressly authorize Hamilton Riverfront LLC ("Landlord") and/or its authorized agents to verify the information provided, including conducting a credit check and contacting references and current/previous landlords and employers and to obtain other information such as a credit or criminal background report which the Landlord may require to evaluate this application at the time it is submitted and at any time in the future with respect to renewals, transfers or collection of unpaid rent or fees. Any false information provided will constitute grounds for rejection of application, and Landlord may immediately terminate any tenancy entered into in reliance upon information provided on the application.

Applicant also agrees to provide payment in the amount of \$70.00 for one application (or \$75 for two applications for the same unit) via certified or cashier's check made payable to Hamilton Riverfront LLC to the place specified by Landlord or its agents within 24 hours of submitting this application which is non-refundable to cover the fees of processing this application and a credit/criminal background check. This payment does not reflect a rental payment or payment of lease fee nor provide any guaranty of the applicant being approved to be a tenant or guaranty a specific unit. The application will be reviewed, considered or processed when the full payment is received by Landlord and/or its agents.

Applicant's Signature

Applicant's Printed Name

Date

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