



# Lease Application

**Application must be filled out completely. PLEASE PRINT. The following is required: A.) Copy of Driver's License (passports and State-issued IDs do not qualify), B.) Two most recent paystubs. C.) Non-refundable \$45 Application Fee per applicant - submitted via PayPal at [comeyrentals.com](http://comeyrentals.com) or by money order/cashier's check (no personal checks) payable to **Comey & Shepherd Rentals** and given to the **Comey & Shepherd Agent**. D.) Email completed application/documents to the **Comey & Shepherd Agent** and send to [rentals@comey.com](mailto:rentals@comey.com) or fax to 513-766-3730. *Please Note: Businesses and international persons do not qualify.***

**Comey & Shepherd Agent:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_\_\_\_ The undersigned hereby applies to rent the residence located at \_\_\_\_\_  
 \_\_\_\_\_, City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_, from  
 \_\_\_\_\_, the Landlord/Owner, for a period of \_\_\_\_\_ months, beginning  
 on \_\_\_\_\_, at a monthly rental of \$\_\_\_\_\_. A Security Deposit in the amount of  
 \$\_\_\_\_\_ is required prior to occupancy.

**Applicant:**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Driver's License # \_\_\_\_\_ Driver's License State \_\_\_\_\_  
 Phone #1 (\_\_\_\_\_) \_\_\_\_\_ Phone #2 (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant's Current Address:**

Address \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Landlord's Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
 Landlord's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Month & Year Moved In \_\_\_\_\_ Rent Per Month \$ \_\_\_\_\_  
 Number of Bedrooms Rented \_\_\_\_\_ Reason for leaving \_\_\_\_\_

**Co-Applicant:**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ SS # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Driver's License # \_\_\_\_\_ Driver's License State \_\_\_\_\_  
 Phone #1 (\_\_\_\_\_) \_\_\_\_\_ Phone #2 (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Co-Applicant's Current Address:**

Address \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Landlord's Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
 Landlord's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Month & Year Moved In \_\_\_\_\_ Rent Per Month \$ \_\_\_\_\_  
 Number of Bedrooms Rented \_\_\_\_\_ Reason for leaving \_\_\_\_\_



**Pets:** ( ) Yes ( ) No. If yes, describe type, weight and age of pet(s).\_\_\_\_\_

**Applicant's Current Employer:**

Company Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone: ( \_\_\_\_ ) \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

HR or Employment verification Phone: ( \_\_\_\_ ) \_\_\_\_\_

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

Length of Time Employed \_\_\_\_ years \_\_\_\_ months. Position \_\_\_\_\_

Gross Income \$ \_\_\_\_\_  Weekly  Bi-weekly  Every 2 weeks  Monthly

Other Source of Current Income \$ \_\_\_\_\_ (Must show documentation to be included)

Bank Name \_\_\_\_\_ Address \_\_\_\_\_

Checking # \_\_\_\_\_  Savings # \_\_\_\_\_

Do you have a checking account? ( )Yes ( )No. Do you have a savings account? ( )Yes ( )No

Loan/Credit Card: \_\_\_\_\_ Issued by: \_\_\_\_\_

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**Co-Applicant Current Employer**

Company Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone: ( \_\_\_\_ ) \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

HR or Employment verification Phone: ( \_\_\_\_ ) \_\_\_\_\_

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

Length of Time Employed \_\_\_\_ years \_\_\_\_ months. Position \_\_\_\_\_

Gross Income \$ \_\_\_\_\_  Weekly  Bi-weekly  Every 2 weeks  Monthly

Other Source of Current Income \$ \_\_\_\_\_ (Must show documentation to be included)

**Co-Applicant's References:**

Bank Name \_\_\_\_\_ Address \_\_\_\_\_

Checking # \_\_\_\_\_  Savings # \_\_\_\_\_

Do you have a checking account? ( )Yes ( )No. Do you have a savings account? ( )Yes ( )No

Loan/Credit Card: \_\_\_\_\_ Issued by: \_\_\_\_\_

Loan/Credit Card: \_\_\_\_\_ Issued by: \_\_\_\_\_

**Administrative  
Use Only**



**Vehicles:**

License Plate # \_\_\_\_\_ State \_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

License Plate # \_\_\_\_\_ State \_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

**In Case of Emergency Contact:**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

**Please Answer Accurately:**

1. Have you ever been convicted of any crime other than a minor traffic offense? ( )Yes ( )No
2. Have you ever filed bankruptcy? ( )Yes ( )No
3. Have you ever had any judgments or other legal proceedings against you? ( )Yes ( )No
4. Have you ever been served an eviction notice or been asked to vacate a property you were renting? ( )Yes ( )No
5. Have you ever willfully or intentionally refused to pay rent when due? ( )Yes ( )No
6. Have you ever changed your name? ( )Yes ( )No
7. Do you know of anything, which may interrupt your income or an ability to pay rent? ( )Yes ( )No

***If your answer is "yes" to questions 1 through 7, please provide complete details below or attach written explanation.***

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I have re-examined the information which I have provided on this application, and I agree that it is true and complete. I understand that providing false or incomplete information on this application shall be grounds for rejection of my application and/or immediate eviction.

I understand Landlord may accept multiple applications prior to selecting tenant(s).

I agree to provide a ***non-refundable*** application processing fee of **\$45** per person over the age of 18. (***NOTE: Application Fee must be collected by Comey & Shepherd prior to processing your application.***)

I hereby authorize Comey & Shepherd, Landlord/Owner, or their agents, the continuing right to obtain information concerning my past credit, rental, employment history, or criminal history (if any) and to answer any questions in the future regarding their experience with me. I hereby authorize any of the following sources, including but not limited to (1) credit reporting agencies, (2) public or privately owned utility companies, (3) governmental housing agencies, and (4) current or past landlords, employers, or creditors, to release any said information to the above named parties. I hereby release Comey & Shepherd and any of the above sources, their officers, agents, or employees, from any liability for damages of any kind whatsoever, whether caused by negligence or not, which may at any time result to me, by reason of compliance with the above mentioned inquiry, which may include the answering of specific questions and the giving of any information concerning my present or past record. I also authorize Comey & Shepherd to share information with Landlord/Owner and other agents involved in this rental transaction.

Applicant \_\_\_\_\_ Date/Time \_\_\_\_\_

Co-Applicant \_\_\_\_\_ Date/Time \_\_\_\_\_



## LEASE APPLICATION GUIDELINES

**The following documentation must be provided with each application. Applications are processed M-F 10:00 AM to 4:00 PM. Timeframes for processing will vary dependant upon volume and the Trak-1 system.**

**Incomplete applications that do not include all of the following documentation will not be processed.**

**1. Complete & Sign Application:**

- Only U.S. citizens or individuals assigned a SSN and Drivers License qualify for the screening process. International screenings are prohibited.
- The application is for individuals only – business entities do not qualify.
- All sections must be completed. Please PRINT legibly.
- Each applicant and co-applicant must sign the application.
- All individuals over 18 who are to live in the property must be screened.
- Submit applications to rentals@comey.com, or fax to 513.766.3730.
- ALSO send a copy to the Comey & Shepherd agent or co-op agent involved.

**2. Financial Information:**

- Provide copies of each applicant and co-applicant's two most recent paystubs.
- If self-employed and without paystubs, provide copy of last year's tax return. Note: Checking account registers/printouts do not qualify, as they do not verify specific pay periods related to the income nor the gross payroll amount. Applicant's should obtain an employee year-to-date statement of earnings from their payroll department.
- If additional monthly income is to be considered, such as a part-time job or court-related settlement, documentation must be provided to be considered.

**3. Copy of valid Driver's License.**

- Each applicant and co-applicant must provide a copy of their Drivers License. Please provide the clearest copy of licenses possible. It is preferable for applicants to take a photo of the license with a smart phone and email it separately, as faxed versions of copied licenses are often illegible.
- Passports and State-issued ID's are prohibited. The Trak-1 system only accepts Driver Licenses.

**4. Fee = \$45 (non-refundable). This fee is per applicant, not application.**

- Payments may be made through our PayPal account. Go to comeyrentals.com. (Note: individual Paypal accounts are not needed to use this feature.) We also accept money orders or cashier's checks payable to Comey & Shepherd Rentals (personal checks are not permitted).

**Note to Comey & Shepherd agents:** It is the Comey & Shepherd agent's responsibility to obtain any missing or incomplete information. You may provide the Rental Dept with a copy of the applicant's check, as long as you hold the actual check and have turned it in for processing.

**Note to co-op agents:** If your applicant(s) paid by money order or cashier's check, please deliver the application check to the Comey & Shepherd agent involved before the application can be processed.

