
Newark
Village
Square



___ A FORM OF STATE/GOVERNMENT ISSUED ID (18 AND OVER)

Drivers license, state ID, military ID, passport

___ PROOF OF INCOME

Most recent paystubs (4 bi weekly) (8 weekly) with a new job, you may be required to bring a letter on company letterhead stating your salary and hours.

___ SOCIAL SECURITY DOCUMENTATION

Social security cards or certified document from social security administration (everyone in household)

*******Application**

Rental History- Provide current landlord name and phone number

If current landlord is less than 3 years provide previous landlord information

Personal reference: Please provide 1 related and three unrelated references



Newark
Village
Square



We welcome your application and want you to know the following. To be accepted for residence at Newark Village Square you must:

- 1. Demonstrate the ability to pay rent.**
- 2. Demonstrate the ability to abide by a lease.**
- 3. Demonstrate the ability to care for the unit.**
- 4. Demonstrate the ability to cooperate with management.**

The Above are determined by:

- 1. Determining income from all sources.**
- 2. Investigating your rental history.**
- 3. Checking your credit history.**
- 4. Checking your police record.**
- 5. Checking your references.**

We will complete the process of your application and notify you of acceptance or rejection. If you have any questions regarding anything pertaining to living in our community, ask a member of our staff. We want residents who meet our criteria and are willing to make a commitment to fulfill the requirements of the lease and take pride in making this a terrific place to live and raise a family.



Notice to all Applicants: Options for Applicants with Disabilities or Handicaps

This property is managed by Showe Management Corporation. We are not permitted to, nor do we discriminate against applicants on the basis of their race, color, religion, sex, national origin, familial status, disability or handicap. In addition, we have a legal obligation to provide "reasonable accommodations" to applicants if they or any family members have a disability or handicap. Compliance actions may include reasonable accommodations as well as structural modifications to the unit or premises.

A reasonable accommodation is some modification or change that we can make to the policies or procedures that will assist an otherwise eligible applicant with a disability to take advantage of the program. Examples of reasonable accommodations and structural modifications include:

- > Making alterations (providing that such alterations do not cause an undue financial or administrative burden) to a unit so it could be used by a family member with a wheelchair;
- > Installing strobe type flashing light smoke detectors in an apartment for a family with a hearing impaired member;
- > Permitting a family to have a seeing eye dog to assist a vision impaired family member in a family development where dogs are not usually permitted;
- > Making large type documents or a reader available to a vision impaired applicant during the application process;
- > Making a sign language interpreter available to a hearing impaired applicant during the interview;
- > Permitting an outside agency to assist an applicant with a disability to meet the property's applicant screening criteria.

An applicant family that has a member with a disability must still be able to meet essential obligations of tenancy - they must be able to pay rent, to care for their apartment, to report required information to the Manager, avoid disturbing their neighbors, etc., but there is no requirement that they be able to do these things without assistance.

If you or a member of your family have a disability or handicap and think you might need or want a reasonable accommodation, you may request it at any time in the application process or after admission. This is up to you. If you would prefer not to discuss your situation with management, that is your right.

Telecommunications Relay Services (TRS) #1-800-750-0750



**SHOWE MANAGEMENT CORPORATION
504 NON-DISCRIMINATION NOTICE**

IN ACCORDANCE WITH SECTION 504 of the Rehabilitation Act of 1973, Showe Management Corporation hereby notifies the general public that:

- 1.) No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any federally assisted program or activity administered by Showe Management Corporation or this property;
- 2.) Showe Management Corporation and the property will provide employment opportunities, benefits, access to housing and other appropriate services in a manner that will not, directly or through contractual or other arrangements, subject qualified individuals with handicaps to discrimination solely on the basis of handicap; and
- 3.) Showe Management Corporation and the property will not participate in any contractual or other relationship that has the effect of subjecting qualified individuals with handicaps to discrimination solely on the basis of handicap.

It is the intention of Showe Management Corporation and the property to take reasonable, affirmative steps to increase access and opportunities for handicapped individuals in all programs, services and administrative operations. **Showe Management Corporation and the property have designated Donald L. Beebout and Andrew E. Showe to serve as 504 Coordinators. They can be reached by calling (614)481-8106.**

IF YOU HAVE A VISUAL, HEARING OR PHYSICAL IMPAIRMENT AND NEED ASSISTANCE WITH THIS NOTICE, THE 504 COORDINATORS LISTED ABOVE WILL PROVIDE APPROPRIATE ASSISTANCE.

TO SCHEDULE ASSISTANCE, PLEASE CALL (614)481-8106 BETWEEN THE HOURS OF 9:00 A.M. AND 5:00 P.M. IF YOU HAVE A HEARING IMPAIRMENT, PLEASE CALL 1-800-750-0750. ASSISTANCE TO INSURE EQUAL ACCESS TO THIS NOTICE WILL BE PROVIDED IN A CONFIDENTIAL MANNER AND SETTING.





RENTAL APPLICATION

Applicant

Co-Applicant

Last Name _____ First _____ Initial _____

Last Name _____ First _____ Initial _____

Other names by which you have been known _____

Other names by which you have been known _____

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 _____

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 _____

OTHER SOURCES OF INCOME & AMOUNTS

Social Security \$ _____

Supplemental Security Income \$ _____

Retirement/Pensions \$ _____

Investment Income \$ _____

Child Support Award \$ _____

Other Income \$ _____

Unemployment Compensation \$ _____

Other Income \$ _____

(OVER)

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:

REFERENCES (If no credit references, give two unrelated personal references)

Name Address City State Zip Telephone # Account #

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

PERSONAL REFERENCES (Related) (Not Related) Name Telephone # Address City State Zip Relationship How long known?

AUTOMOBILE INFORMATION

Make Model Year License #

DO YOU HAVE ANY PETS? Type of Pet DO YOU HAVE A WATERBED? PLEASE NOTE: YOU MUST HAVE INSURANCE!!

IN CASE OF EMERGENCY PLEASE CONTACT: Telephone #

Has any member of your household engaged in the illegal use of drugs? 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? Has any member of your household ever been convicted of any crime other than a minor traffic violation?

I/we hereby certify that the foregoing is true and correct to the best of our knowledge and belief, and I/we hereby authorize Shove 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 Shove Management Corporation to use any credit reporting/scoring 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 Shove Management Corporation and any credit reporting/scoring 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 my obligation of the lease.

Applicant Date of Application Co-Applicant Interviewed by:

AUTHORIZATION FOR RELEASE OF INFORMATION

CONSENT

I authorize and direct any Federal, State, or local agency, organization, business, or individual to release to and verify my application for participation. I understand and agree that this authorization or the information obtained with it's use may be given to and used to administer and enforce program rules and policies. I also consent for the manager to release information from my file about my rental history, credit bureaus, collection agencies, or future landlords. This includes records on my payment history and any violations of my lease or occupancy policies.

INFORMATION COVERED

I understand that previous or current information regarding myself or my household may be needed. Verifications and inquiries that may be requested include but are not limited to:

Identity and Marital Status
Residences and Rental Activity

Employment, Income and Assets
Credit and Criminal Activity

GROUP OR INDIVIDUAL THAT MAY BE ASKED

The groups or individuals that may be asked to release the above information (depending on program requirements) include but are not limited to:

Present and Previous Landlords
(including Public Housing Agencies)
Courts and Post Offices
Schools and Colleges
Law Enforcement Agencies
Retirement Systems
Utility Companies

Past and Present Employers
Welfare Agencies
State Unemployment Agencies
Social Security Administration
Support and Alimony Providers
Banks and other Financial Institutions
Credit Providers and Credit Bureaus

CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file in the management office and will stay in effect for a year and one month from the date signed. I/We understand I/We have a right to review my/our file and correct any information that I/We can prove is incorrect.

I/We 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/us on a separate consent attached to a copy of this consent.

SIGNATURES:

_____	_____	_____
Head of Household	(Print Name)	Date
_____	_____	_____
Spouse	(Print Name)	Date
_____	_____	_____
Adult Member	(Print Name)	Date
_____	_____	_____
Adult Member	(Print Name)	Date



RENTAL APPLICATION ADDENDUM

PLEASE NOTE:

By signing this addendum, you are authorizing your landlord/ management agent to use any credit reporting/ screening agency to verify your credit history and to validate the accuracy of all information reported in your application. Further, your signature below authorizes your landlord/ management agent and any credit reporting/ screening agency to exchange credit information and access your credit report during the term of your lease and anytime after lease termination in the event of a default of any obligation of your lease.

_____ Applicant's Signature	_____ Date	_____ Applicant's Signature	_____ Date
_____ Applicant's Signature	_____ Date	_____ Applicant's Signature	_____ Date
_____ Applicant's Signature	_____ Date	_____ Applicant's Signature	_____ Date





Service is our *Signature*.
CREDIT REPORTING -- COLLECTIONS

Rental Consent Agreement

The undersigned does hereby consent that all of the information stated on the application may be verified and processed through FABCO, PO Box 20850 Columbus, OH 43220. This may include but not limited to a rental, credit and/or criminal history report. I also authorize current and previous landlords and employers to release to FABCO any information relating to my/our rental and employment history. I hereby release all parties from any liability in connection with the provision and use of such information.

In signing this application, I/we certify all information is true and accurate to the best of my/our knowledge. If there are any misrepresentations, falsifications, or omissions discovered, it will constitute grounds for denial and forfeiture of any application fees. I also agree that all information pertaining to my/our rental history can be released for future reference verification.

Have you ever had an eviction action filed against you? Yes _____ No _____

Are you currently in or have ever filed bankruptcy? Yes _____ No _____

Have you ever been charged with a misdemeanor or felony in any state except for minor traffic violations? Yes _____ No _____

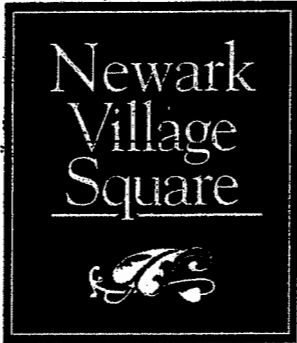
As an applicant, you have the right to make a written request within a reasonable amount of time after receipt of this disclosure, to receive additional information about the nature and scope of this investigation.

Applicant Signature

Date

Co-Applicant Signature

Date



APPLICATION FEE ACKNOWLEDGEMENT

I, _____, hereby acknowledge that the
\$ 25.00 application fee paid to Newark Village Square
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 \$ 25.00 fee
will **not** be applied to my security deposit, nor will it be applied to rent due.

Applicant Date

Applicant Date

Applicant Date

Applicant Date



NEWARK VILLAGE SQUARE

SECURITY DEPOSIT ACKNOWLEDGEMENT

I/We _____, hereby acknowledge that I/We have placed a non-refundable security deposit with Newark Village Square Apartments (Landlord) in the amount of \$ _____ to hold an apartment at _____ exclusively available to me to lease within the next 14 days, with my/our expected move-in date of _____, 20____. I/We acknowledge that the Landlord will take this apartment off of the "for lease" market and make it ready for move-in in reliance upon these representations. Once I/We sign a lease with the Landlord and move into this apartment, then this non-refundable deposit shall be applied to the balance due for any security deposit required under the lease and shall then be governed by paragraph 6 of the lease.

Applicant

Date

Applicant

Date

Applicant

Date

Applicant

Date

Landlord's Agent

Date

Helpful phone numbers

Welcome to Newark Village / Newark Green Apartments

Utilities:

Energy Cooperative (Gas)..... 740-344-4087
AEP Power (Electric)..... 1-800-672-2231
Time Warner Cable (Scott)..... 740-624-2516

Schools

Miller Elementary..... 740-349-2389
Liberty Middle School..... 740-670-7320
Legend Elementary School..... 740-670-7100
Newark High School..... 740-345-9831
Licking County Joint Voc 740-366-3351

Grocery Stores

Walmart 21st street..... 740-366-0185
Kroger's 740-366-3384

Time and Temp.....740-349-0511

Emergency Phone Numbers

Newark Police Dep.....740-493-6709
Newark Fire Dep..... 911
Licking County Sheriff.....740-349-6709

Newark Village Square / Newark Green Apartments

Office.....740-366-3162
Emergency on call.....740-644-2250