



RESIDENT SELECTION CRITERIA STUDENT HOUSING

In an effort to achieve our goal of providing the housing environment you desire, all prospective applicants are required to meet established criteria to be considered for residency. The community uses great care and will always abide by Federal, State and Local Fair Housing Laws when processing all potential resident applications.

- A valid state or federally issued photo I.D. is required from all Applicants 18 years of age or older prior to showing any rental home.
- Where applicable, to qualify for residency, the Applicant must be currently enrolled and in good standing with the University.
- Occupancy standards are one (1) person per bedroom unless stated otherwise.
- Each Applicant must be of legal age to enter into a binding contract based on prevailing state law.
- Guarantors are required on student housing properties. If a guarantor is not available, resident must pay last month's rent prior to taking possession of the property.
- Criminal history will be checked on the Applicant. Any felony guilty plea or conviction will result in the denial of the application. Any misdemeanor guilty plea or conviction in the past 7 years involving a crime against persons or property or that is gang related, drug related (except for a single violation of simple possession of marijuana), theft related, prostitution related, sex-related, cruelty to animals related, terrorism related or violent in nature ("Serious Misdemeanor") will result in the denial of the application. Listing on a national, state or local sex offender registry will result in an automatic denial of the application. Two or more DUI charges in the past 7 years will result in an automatic denial. Applicants listed on the OFAC (Office of Foreign Assets Control) Specially Designated Nationals list will result in an automatic denial. Any felony charge or Serious Misdemeanor charge reflected on an Applicant's record which is still pending may also result in denial of an application. If your application is denied for criminal history, you will be given the name, address, and phone number of the credit reporting agency that provided the report. Ambling Management Company reserves the right to obtain additional criminal reports on any applicant in its sole discretion if it has reasonable cause to believe that a resident has been involved in criminal activity.
- Incomplete or falsified documentation will result in denial of the application.

The Rental Application Fee is Non-Refundable, regardless of the circumstances. Please review these policies carefully before submitting an application. We will consider all applications.

Applicant

Date





For Office Use Only:	
Apt: _____	Rate: _____
Unit type: _____	Lease term: _____

Name: _____ Date of Birth: __/__/____ (mo/day/year)

Permanent Address: _____ Cell phone: (____) ____-____

City: _____ St: _____ ZIP: _____ Phone: (____) ____-____

Local Address: _____

City: _____ St: _____ ZIP: _____ Phone: (____) ____-____

Driver's License Number: _____ St: _____

Social Security Number: ____-____-____ OU PID# _____

Current Class Standing (check one): Grad Senior Junior Sophomore Freshman

Anticipated Graduation Date: _____ EMail: _____

Lease Start Date: (check one): 12 mos. lease 7/8 start 9/1 start *Or* 10 mos. Lease 9/1 start date

Anticipated Move-In Date: _____

Have you ever (check the square if applicable; unchecked squares indicate 'No'):

received deferred adjudication for a felony? been convicted of a Felony? been arrested for a Felony?

Parent, Guardian or Emergency Contact:

Name: _____ Relationship: _____

Address: _____ Home Phone: (____) ____-____

City: _____ St: _____ ZIP: _____ Cell phone: (____) ____-____

Employer: _____ Work Phone: (____) ____-____

Floorplan Options: Rank preferences below by placing a 1 for your 1st choice, 2 for your 2nd choice, etc. Assignments are based on availability upon receipt of completed application and security deposit.

Choice	Bedrooms	Baths	Requested Roommates
.....	1	1	_____
.....	2	2 (w/ balcony/patio)	_____
.....	2	2 (w/o balcony)	_____
.....	4	2	_____
.....	4	4	_____

INSTRUCTIONS: To complete the application process, choose one of the following methods:

All fees (\$235 total) should be in the form of a check or money order only made payable to University Courtyard Apartments.

- Complete application and deliver in person to our leasing office with \$235 (**includes a \$35 non-refundable Application Fee, a \$125 non-refundable reservation fee and a \$75 Security Deposit**).
- Complete application and mail to address above with \$235 (**includes a \$35 non-refundable Application Fee, a \$125 non-refundable reservation fee and a \$75 Security Deposit**).

By signing below, I represent that:

- All information contained herein is true and correct.
- It is also understood that Landlord, where required, will run a credit check on the Guarantor and a criminal background check on the Applicant to determine application approval.
- I authorize verification of my student or employment status with Ohio University or Hocking College. I understand that I must be either an enrolled student or employee of either Ohio University or Hocking College to be eligible to lease at University Courtyard. In addition, I must be exempt from the on-campus housing requirement for freshmen and sophomores imposed by Ohio University by the time my lease takes effect.
- My Security Deposit will be forfeited in full if my application is approved but I choose not to execute a lease agreement (applicable state laws apply) in 3 days.
- I understand a financially responsible Guarantor is required for every lease and that this Guarantor must also meet all approval requirements. Failure to provide a Guarantor will entitle us to refuse your application for that reason and to retain applicable fees agreed for liquidated damages.
- My permission is not required to lease vacant bedrooms in the apartment assigned to me.
- Roommate compatibility is not guaranteed.

Application is for information only and does not obligate Landlord to execute a lease or deliver possession to proposed resident(s).

Applicant's Signature: _____ Date: _____

Staff Representative Signature: _____ Date: _____





Roommate Profile Form

The following information will be used for roommate matching only. Please complete this form honestly so that you can avoid conflicts next year.

2011-2012 Class: Sophomore Junior Senior Graduate Student

Major(s): _____

Local Telephone Number: _____ Permanent Telephone Number: _____

E-mail Address: _____

Requested Roommate(s): _____

Smoking: I smoke. I do not smoke. I prefer to live in a smoke-free environment.

Drinking: I drink. I do not drink. I cannot drink, as I am not of age.

I prefer to live in an alcohol-free environment.

Noise: Other people consider me to be a quiet person.

Other people consider me to be an average person.

Other people consider me to be a loud person.

Cleaning: I prefer that the apartment be cleaned every night.

I prefer that the apartment be cleaned once a week.

I prefer that the apartment be cleaned every month.

I prefer that the apartment be cleaned once a semester.

Cooking: I plan to cook every night. I plan to cook once a week. I do not plan to cook.

Studying: I prefer to study in my bedroom.

I prefer to study at the dining room table or in the living room.

I prefer to study at the library, in a classroom or another on-campus building.

I study 0-2 times per week. I study 2-5 times per week. I study daily.

Schedule: I have mostly morning classes. I have mostly evening classes.

I am a morning person. I am a night person.

Coed vs. Single Gender I would prefer NOT to have roommates of the opposite gender.

I would not mind having roommates of the opposite gender.

On most weeknights I like to: Watch TV Go Out Study Entertain Friends

Listen to Music Talk on the Phone

On most weekends I like to: Watch TV Go Out Study Entertain Friends

Listen to Music Talk on the Phone

I would be interested in contributing the following items for general use in the apartment:

Kitchenware Electronics Decorative Items Small Appliances Supplemental Furniture

University Courtyard Apartments has my permission to release this information to prospective roommates.

Name _____

Apartment _____

Signature _____

Date _____