



New Level Properties, LLC RENTAL APPLICATION

OFFICE USE	
Fee	
ID	
Rent	
Deposit	
Approved	
Denied	

Application Requirements & Criteria – New Level Properties

Application Fee: \$40 per applicant over the age of 18.

Thank you for applying with New Level Properties. To maintain a clean and safe living environment for all our residents, we carefully review each application. We provide this information in advance to ensure transparency and help you avoid spending money on a *non-refundable* application fee if you do not meet the basic criteria.

Please Note: Any negative findings in the areas below may disqualify you from being approved as a resident:

- **Pet Policy / Service Animals:** All pets and service animals must comply with New Level Properties' Pet Policy as well as applicable county regulations. Pet-related fees apply, and there are limits on the number of pets allowed. *(This does not apply to approved and registered service animals.)*
- **Source of Income:** Unsteady employment or limited job history may affect eligibility.
- **Minimum Income Requirement:** Varies by location; generally, a minimum of **2.5x the monthly rent** is required.
- **Credit Background:** Insufficient or negative credit reports may disqualify applicants.
- **Rental History:** Unstable or poor rental history may impact approval.
- **Eviction Records:** Any prior eviction *filings* on record will result in disqualification.
- **Criminal History:** Any criminal *filings* on record will result in disqualification.
- **Identification Requirement:** A valid **State ID** must be submitted for each applicant over 18 years of age.
- **Proof of Residency:** At least **one current utility or service bill** showing your present address must be submitted with your application.

By signing below, I acknowledge and agree to the following:

- ☐ I understand that submitting an application and paying the application fee **does not guarantee approval** for a unit with New Level Properties.
- ☐ I understand that the **application fee is non-refundable**, regardless of the outcome.

Approved applications remain valid for up to **12 months** and may be used for any qualifying NLP units within that time. New Level Properties reserves the right to reassess the application and eligibility criteria during that period.

Applicant 1 Date _____ Applicant 2 Date _____

LOCATION APPLYING FOR: _____ PHONE #: _____

We accept **serious applications only**. Every individual **18 years of age or older** must be listed as a **Co-Applicant**. A **nonrefundable application fee of \$40.00** is required for the **primary applicant**, and an additional **\$40.00** for **each Co-Applicant**. This fee is required to process your application.

Submit completed applications (typed or printed) in person, by mail to 215 E. Erie Ave., Lorain, OH 44052, or by email to inquire@newlevelproperties.com (original and fee must still be mailed). For questions, call (440) 308-7777.

Today's Date:		Move-in date desired:		Address of Location your Applying For:																																					
Applicant's Name:		Co-Applicant's Name:		Phone Number:																																					
				Phone Number:																																					
Relationship to Co-Applicant: ☐ Spouse ☐ Significant Other ☐ Relative ☐ Friend				How long have you known each other?																																					
Email Address:			Alternate Email Address:																																						
How did you hear about us? ☐ Sign ☐ Website ☐ Flyer ☐ Paper ☐ Friend ☐ Other		Why have you decided to move?																																							
What type of Lease would you like? ☐ 1 Year ☐ Monthly (Fee)		Have you notified your Landlord that you are moving? ☐ Yes ☐ No		Have you been asked to leave your current Resident? ☐ Yes ☐ No																																					
This Location includes the Following: (Filled in by NLP)		☐ Stove ☐ Mowing ☐ Other _____ ☐ Refrigerator ☐ Other _____ ☐ Other _____																																							
Utilities which are available and who shall be responsible: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Owner</th> <th>Resident</th> </tr> </thead> <tbody> <tr> <td>Heat</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>Gas</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>Electric</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>Trash</td> <td>☐</td> <td>☐</td> </tr> <tr> <td>Water (Budgeted)</td> <td>☐</td> <td>☐</td> </tr> </tbody> </table>				Owner	Resident	Heat	☐	☐	Gas	☐	☐	Electric	☐	☐	Trash	☐	☐	Water (Budgeted)	☐	☐	What items / services will you need to Lease if not included with rent? <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Cost per month</th> <th>YES</th> </tr> </thead> <tbody> <tr> <td>Stove</td> <td>NOT INCL</td> <td>☐</td> </tr> <tr> <td>Refrigerator</td> <td>NOT INCL</td> <td>☐</td> </tr> <tr> <td>Mowing</td> <td>INCL</td> <td>☐</td> </tr> <tr> <td>Monthly Lease</td> <td>\$75</td> <td>☐</td> </tr> <tr> <td>Other _____</td> <td></td> <td>☐</td> </tr> </tbody> </table>				Cost per month	YES	Stove	NOT INCL	☐	Refrigerator	NOT INCL	☐	Mowing	INCL	☐	Monthly Lease	\$75	☐	Other _____		☐
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			What are you bringing with you? <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Where Permitted</th> <th>Cost per Month</th> <th>Extra Fee</th> <th>YES</th> </tr> </thead> <tbody> <tr> <td>Pets</td> <td>Per policy</td> <td>Per policy</td> <td>☐</td> </tr> <tr> <td>Service Animal</td> <td>Needs: OK</td> <td></td> <td>☐</td> </tr> </tbody> </table> *Does not apply to approved service animals *Pets must be approved by management before allowed in units.			Where Permitted	Cost per Month	Extra Fee	YES	Pets	Per policy	Per policy	☐	Service Animal	Needs: OK		☐																								
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Proposed Occupants Under 18: List all others excluding yourself. Attach Additional App if more than 2 Adults.																																									
Name: (First) (Middle) (Last) (Age)		Name: (First) (Middle) (Last) (Age)																																							
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(Make)		(Model)		(Color / Year) (Plate #)																																					

Lake Erie Landlords Association/ American Tenant Screen, Inc.
Authorization to Release Information

PART I – APPLICANT RESIDENCE HISTORY (CURRENT & PREVIOUS 5 YEAR PERIOD)

Name: (First) (Middle) (Last)			Any credit under other names?		
Date of Birth:		Driver's License#/State/Expiration:		Soc. Sec. #:	
Home Phone:		Work Phone:		Cellular Phone:	
Current Address:		Rent \$:	Security Deposit \$:	What utilities do you pay?	
Property Owner/Manager Name:		Managers Phone No.		Move in Date: Move out Date:	
Have you paid your rent for this month yet? ☐ Yes ☐ No		What is your outstanding balance?		How much of your security deposit will you get back?	
Previous Address:		Rent \$:	Security Deposit \$:		
Property Owner/Manager Name:		Managers Phone No.			

Current Employer/Source of Income:		Title:	How long?	Mo. Income \$
Supervisor:		Phone:	Other Income:	

PART II – CO-APPLICANT RESIDENCE HISTORY (CURRENT & PREVIOUS 5 YEAR PERIOD)

Name: (First) (Middle) (Last)			Any credit under other names?		
Date of Birth:		Driver's License#/State/Expiration:		Soc. Sec. #:	
Home Phone:		Work Phone:		Cellular Phone:	
Current Address:		Rent \$:	Security Deposit \$:	What utilities do you pay?	
Property Owner/Manager Name:		Managers Phone No.		Move in Date: Move out Date:	
Have you paid your rent for this month yet? ☐ Yes ☐ No		What is your outstanding balance?		How much of your security deposit will you get back?	
Previous Address:		Rent \$:	Security Deposit \$:		
Property Owner/Manager Name:		Managers Phone No.			

Current Employer/Source of Income:		Title:	How long?	Mo. Income \$
Supervisor:		Phone:	Other Income:	

PART III - CREDIT AND PERSONAL REFERENCES

Have you ever filed bankruptcy?	When?	Any Judgments/Collections Against You?
Auto Loan?	Monthly payment?	Total Monthly Debt/Credit Payments?
Bank:	Branch Address:	Type of Accounts Held?
In case of Emergency, Notify:		Relationship:
Address:		Phone:
(Street)	(City)	(State) (Zip)
Character References:		
1. _____ Relationship _____ Phone (____) _____		
2. _____ Relationship _____ Phone (____) _____		

Have any of the applicants been OR are you now being evicted from a residence?	☐ YES	☐ NO
If yes, please explain:		
Have any of the applicants willfully and intentionally refused to pay rent when due?	☐ YES	☐ NO
If yes, please explain:		
Have any of the applicants been convicted of any crime?	☐ YES	☐ NO
If yes, please explain:		

PART IV - AUTHORIZATION

The undersigned declares that the information on this Rental Application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing with **New Level Properties (NLP)**. The undersigned does further understand that all persons of firms named may freely give any requested information concerning the undersigned and hereby waives all right to action for any consequences resulting from such information. My signature below authorizes investigation of all statements contained herein by the management company, including but not limited to a credit check. I further understand and agree that **NLP** will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts are proven to be untrue, **NLP** may terminate my tenancy immediately and collect any damages incurred, including reasonable attorneys fees resulting therefrom. All or part of the above information may be made available to other screening and collection services. Pursuant to **Ohio** Law, you are also herein notified that a negative credit report reflecting on your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way.

NLP welcomes all applicants. It is illegal and against our policy to discriminate against any person because of race, color, religion, sex, sexual orientation, national origin, mental or physical disability, or familial status.

Applicant(s) authorize The Lake Erie Landlords Association (LELA) Member to obtain a Credit Report, Eviction Check, Criminal History Check, Landlord Check, Employer Check, Past Address Check and a Bad Check Report Check on applicant(s). Information on that report may be used by The Lake Erie Landlords Association Member in recommending or not recommending applicant(s) as tenant(s).

Applicants Signature:		Date:
Co-Applicants Signature:		Date: