



KEYNOTE PROPERTY  
I N C O R P O R A T E D

7672 Montgomery Rd, #340  
Cincinnati, OH 45236  
Phone: 513/396-SALE  
Facsimile: 513/631-7368

## Information on Applying via our Lease/Option Program

Enclosed you will find an application packet for you to complete and return to us. We have provided a checklist. Please use it to confirm that you have provided the information we need in order to process your application. If you are having a problem locating one or more of the requested items, please let us know to see how we should best proceed (so your application isn't delayed unnecessarily).

You will notice that there are two copies of the application. Each adult should complete an application. If information is the same on both application, to save time just write, "See other application" and only provide the information once (to save time).

We are looking forward to working with you and helping you realize the dream of owning your own home. We primarily are trying to verify two things as part of the application process:

1. You can afford the home.
2. You pay your bills. It's okay to have some bumps or hiccups in the road because life happens and often bad things happen to good people. We can work with you where others won't.

You will need to include \$525 (cash, money order, or certified check) when you turn in your application. This covers the \$25 application fee and \$500 applies to the option fee, which will apply toward the purchase price of the home. **If for any reason we do not approve your application you will receive this \$500 back.** This is a very common question we receive.

The application process works as follows:

1. Complete the application using the checklist. Please include the \$525 application fee made payable to "**Keynote Property, Inc.**".
2. Contact us at 513-731-SALE and we will determine the easiest way for us to receive your application. We may meet personally or have you drop it off at our PO box.
3. We will process your application as quickly as possible. Normally this can be done in just a few days time and we will contact you to let you know if you've been approved.
4. Assuming you have been approved, we will meet with you as soon as possible to give you a copy of the agreements to review and to receive from you the remainder of the option fee (again as certified funds). We will complete a deposit form, which means the home is yours and we will take it off the market.
5. We will get utilities setup for your move-in date and which time you will receive possession of the home. At move-in the first least payment is due (again must be certified funds).

If you have any questions, please contact us at 513-731-SALE. Thank you.

Sincerely,

David Tobin, as President  
KeyNote Property, Inc.

## Application Checklist

The list below has been provided to make your completion of the application process as easy as possible. Please place a checkmark in the "Status" column to indicate you have completed that item. All items must be completed in order for KeyNote Property, Inc. to process your application.

Status	Description
√	Pickup Application
	<b>Application filled out COMPLETELY.</b> Do not leave fields blank. If something doesn't apply then mark it "N/A" for "Not Applicable". A partially completed application will delay our ability to process your application
	<b>Application Fee</b> – This must be certified funds (ex. – Cash, Money Order, or Certified Check).
	<b>Income Verification</b> – A copy of most recent pay stub.
	<b>Copy of Drivers License</b> – need to verify that you are who you say you are.
	<b>Social Security Card</b> (not necessary if social security number is on driver's license or Federal 1040 tax return)
	<b>Automobile Registration for all vehicles</b> – so we know that when your car is parked on the property that it is your car.
	<b>Automobile Insurance for all vehicles</b> – so we know that your car is insured.
	<b>Federal 1040 Tax Return for the past two years.</b>
	<b>Other</b> – Any other information that we requested specific to your situation (ex. – Co-Signer information, Pet information). This step may not apply to you.

Thank you.

Sincerely,

David Tobin, as President  
KeyNote Property, Inc.

# APPLICATION FOR LEASE PURCHASE AGREEMENT

## EACH APPLICANT MUST COMPLETE A SEPARATE APPLICATION

PLEASE PRINT - ALL information must be completed. The decision to sell to you will depend in great part on your credit history and references. Only clean, responsible people who are willing to pay their loan on time, need apply.

Address you are applying for: \_\_\_\_\_

How did you find out about us? Sign : Newspaper : Friend : Other  Date of desired occupancy: \_\_\_\_\_

## YOUR PERSONAL INFORMATION

Full Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present Address \_\_\_\_\_ Email: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How Long? \_\_\_\_\_ If renting, Apartment name/location \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Landlord/mgr's name \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

Why are you leaving? \_\_\_\_\_ Current Payment: \$ \_\_\_\_\_

Previous Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How Long? \_\_\_\_\_ If renting, Apartment name/location \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Landlord/mgr's name \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Employer #1: \_\_\_\_\_ Position: \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Gross Monthly Income before deductions: \$ \_\_\_\_\_

Employer #2: \_\_\_\_\_ Position: \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Gross Monthly Income before deductions: \$ \_\_\_\_\_ Other Income: \$ \_\_\_\_\_ Source: \_\_\_\_\_

Former Employer \_\_\_\_\_ Position: \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Why did you leave? \_\_\_\_\_

PLEASE CONTINUE ON NEXT PAGE

**CREDIT INFORMATION: This can include store credit cards, rental stores, car loans, small loans, etc.**

Bank \_\_\_\_\_ Branch \_\_\_\_\_ Acct #(s) \_\_\_\_\_ Checking: [ ]: Savings [ ]: Loan [ ]:

City \_\_\_\_\_ State \_\_\_\_\_ Approx. Balance \$ \_\_\_\_\_ How Long? \_\_\_\_\_

Other Active Credit Ref: \_\_\_\_\_ Account # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Credit Limit: \$ \_\_\_\_\_ How Long? \_\_\_\_\_ Are all payments current? YES : NO

Other Active Credit Ref: \_\_\_\_\_ Account # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Credit Limit: \$ \_\_\_\_\_ How Long? \_\_\_\_\_ Are all payments current? YES : NO

Other Active Credit Ref: \_\_\_\_\_ Account # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Credit Limit: \$ \_\_\_\_\_ How Long? \_\_\_\_\_ Are all payments current? YES : NO

How much down payment money do you have to work with? \$ \_\_\_\_\_

Source of down payment? Personal Funds : Gift : Relatives : Loan : Other  \_\_\_\_\_

Have you ever been evicted? YES : NO : Have you ever had a repossession? YES , Date \_\_\_\_\_: NO : (if Yes, explain below)

Have you ever had a foreclosure? YES , Date \_\_\_\_\_: NO : If Yes, explain: \_\_\_\_\_

Do you have any unpaid student loans? YES : NO : If Yes, how much is the total? \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Is your paycheck currently being garnished? YES : NO : If Yes, how much? \$ \_\_\_\_\_ If Yes, explain: \_\_\_\_\_

Have you ever filed for bankruptcy? YES , Date \_\_\_\_\_: NO : (if Yes, explain below) If yes, Chapter 7  or Chapter 13

If YES, has the bankruptcy been discharged? YES : NO : If YES, when discharged? \_\_\_\_\_

Have you ever been convicted of a crime, other than a traffic violation? YES : NO :

If you answered YES to any of the above questions, explain: \_\_\_\_\_

**LIST ALL OF YOUR CURRENT MONTHLY OBLIGATIONS BELOW:**

Pay To: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Pay To: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

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Pay To: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Pay To: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

PLEASE CONTINUE ON NEXT PAGE

**PERSONAL REFERENCES** - List two persons, other than your relatives, that we may contact to verify your character.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**EMERGENCY** - In an emergency you may contact (List two, other than spouse/roommate, nearest relatives first)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**OTHER INFORMATION**

**OTHER PERSONS (INCLUDING CHILDREN) WHO WILL LIVE IN THE PROPERTY**

Name \_\_\_\_\_ Name \_\_\_\_\_  
Name \_\_\_\_\_ Name \_\_\_\_\_

Pets: Name \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_ lbs. Name \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_ lbs.

Do you have: Vacuum cleaner : Lawn mower : Water bed : Musical instruments : Does anyone smoke? Yes : No

List all motor vehicles, including recreational vehicles, to be kept at the property:

MAKE	MODEL	COLOR	YEAR	LICENSE PLATE #	STATE	MONTHLY PAYMENT
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____

A non-refundable application fee of \$ «Application Fee» and a reservation/earnest money fee of \$ «ApplicationEarnestMoney» are required for processing this application, and is being paid herewith. An Application Receipt Agreement must be signed by all adults who will occupy the property before this application can be considered by Management. The undersigned expressly agrees that if this application is approved applicant herewith agrees to purchase the property on Lease Purchase Agreement. Applicant further agrees that if applicant is accepted by Management and then decide, for any reason, not to move into the premises, then all monies paid herewith shall be retained as liquidated damages since other prospective purchasers may have been turned away and it will be necessary for Management to re-advertise the property and evaluate other applicants. Processing of application shall be as timely as possible and the results may be delivered via telephone, fax or mail. Once approved, applicant agrees to pay the balance of funds and complete the paperwork within 48 hours, otherwise management will assume that applicant has decided to forfeit the reservation/earnest money payment made herewith and will begin re-marketing the property. If applicant is not approved, all monies given herewith, less application fee shown above, shall be returned to applicant.

A PHOTOSTATIC COPY OF MY DRIVER'S LICENSE OR PICTURE IDENTIFICATION CARD, SOCIAL SECURITY CARD, LATEST PAY CHECK STUB(S) AND LAST YEAR'S W-2(s) OR COPY OF LAST YEARS INCOME TAX RETURN ARE ATTACHED TO THE APPLICATION [ ], OR WILL BE PROVIDED [ ]. I declare that the application is complete, true and correct and I herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to Management or their authorized agents, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize Management or their Authorized Agents to verify the application information including but not limited to contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with Management. Any false information will constitute grounds for rejection of this application, or Management may at any time immediately terminate any agreement entered into in reliance upon misinformation given on the application.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

I HEREBY AUTHORIZE KEYNOTE PROPERTY, INC. TO OBTAIN CONSUMER REPORTS, AND ANY OTHER INFORMATION IT DEEMS NECESSARY, FOR THE PURPOSE OF EVALUATING MY APPLICATION. I UNDERSTAND THAT SUCH INFORMATION MAY INCLUDE, BUT IS NOT LIMITED TO, CREDIT HISTORY, CIVIL AND CRIMINAL INFORMATION, RECORDS OF ARREST, RENTAL HISTORY, EMPLOYMENT/SALARY DETAILS, VEHICLE RECORDS, LICENSING RECORDS, AND/OR ANY OTHER NECESSARY INFORMATION. I UNDERSTAND THAT SUBSEQUENT CONSUMER REPORTS MAY BE OBTAINED AND UTILIZED UNDER THIS AUTHORIZATION IN CONNECTION WITH AN UPDATE, RENEWAL, EXTENSION OR COLLECTION WITH RESPECT OR IN CONNECTION WITH THE RENTAL OR LEASE OF A RESIDENCE FOR WHICH APPLICATION WAS MADE. I HEREBY GIVE MY PERMISSION FOR ANYONE CONTACTED TO RELEASE THE CREDIT OR PERSONAL INFORMATION OF THE UNDERSIGNED APPLICANT TO KEYNOTE PROPERTY, INC. OR THEIR AUTHORIZED AGENTS.

The above information, to the best of my knowledge, is true and correct. This Application, upon execution of a Lease Agreement with Keynote Property, Inc., shall be incorporated into the Lease and made a part thereof.

Signature of Applicant \_\_\_\_\_

KEYNOTE PROPERTY, INC., IS AN EQUAL OPPORTUNITY HOUSING PROVIDER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, DISABILITY, NATIONAL ORIGIN, RELIGION OR FAMILIAL STATUS.

**APPLICANT: DO NOT WRITE BELOW THIS LINE**

APPLICATION FEE OF \$ \_\_\_\_\_ RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_  
 DEPOSIT OF \$ \_\_\_\_\_ RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_  
 THIS APPLICATION FORM RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_  
 COPY OF DRIVER'S LICENSE OR PHOTO I.D. MADE BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_

Reference Verification Name	Reference Comments

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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This application  approved  not approved by \_\_\_\_\_  
 Applicant Notified \_\_\_\_\_ Date Notified \_\_\_\_\_

# APPLICATION FOR LEASE PURCHASE AGREEMENT

## EACH APPLICANT MUST COMPLETE A SEPARATE APPLICATION

PLEASE PRINT - ALL information must be completed. The decision to sell to you will depend in great part on your credit history and references. Only clean, responsible people who are willing to pay their loan on time, need apply.

Address you are applying for: \_\_\_\_\_

How did you find out about us? Sign : Newspaper : Friend : Other  Date of desired occupancy: \_\_\_\_\_

## YOUR PERSONAL INFORMATION

Full Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present Address \_\_\_\_\_ Email: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How Long? \_\_\_\_\_ If renting, Apartment name/location \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Landlord/mgr's name \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

Why are you leaving? \_\_\_\_\_ Current Payment: \$ \_\_\_\_\_

Previous Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How Long? \_\_\_\_\_ If renting, Apartment name/location \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Landlord/mgr's name \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Employer #1: \_\_\_\_\_ Position: \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Gross Monthly Income before deductions: \$ \_\_\_\_\_

Employer #2: \_\_\_\_\_ Position: \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Gross Monthly Income before deductions: \$ \_\_\_\_\_ Other Income: \$ \_\_\_\_\_ Source: \_\_\_\_\_

Former Employer \_\_\_\_\_ Position: \_\_\_\_\_ How Long? \_\_\_\_\_

Address \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Why did you leave? \_\_\_\_\_

PLEASE CONTINUE ON NEXT PAGE

**CREDIT INFORMATION: This can include store credit cards, rental stores, car loans, small loans, etc.**

Bank \_\_\_\_\_ Branch \_\_\_\_\_ Acct #(s) \_\_\_\_\_ Checking: [ ]: Savings [ ]: Loan [ ]:

City \_\_\_\_\_ State \_\_\_\_\_ Approx. Balance \$ \_\_\_\_\_ How Long? \_\_\_\_\_

Other Active Credit Ref: \_\_\_\_\_ Account # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Credit Limit: \$ \_\_\_\_\_ How Long? \_\_\_\_\_ Are all payments current? YES : NO

Other Active Credit Ref: \_\_\_\_\_ Account # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Credit Limit: \$ \_\_\_\_\_ How Long? \_\_\_\_\_ Are all payments current? YES : NO

Other Active Credit Ref: \_\_\_\_\_ Account # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Credit Limit: \$ \_\_\_\_\_ How Long? \_\_\_\_\_ Are all payments current? YES : NO

How much down payment money do you have to work with? \$ \_\_\_\_\_

Source of down payment? Personal Funds : Gift : Relatives : Loan : Other  \_\_\_\_\_

Have you ever been evicted? YES : NO : Have you ever had a repossession? YES , Date \_\_\_\_\_: NO : (if Yes, explain below)

Have you ever had a foreclosure? YES , Date \_\_\_\_\_: NO : If Yes, explain: \_\_\_\_\_

Do you have any unpaid student loans? YES : NO : If Yes, how much is the total? \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Is your paycheck currently being garnished? YES : NO : If Yes, how much? \$ \_\_\_\_\_ If Yes, explain: \_\_\_\_\_

Have you ever filed for bankruptcy? YES , Date \_\_\_\_\_: NO : (if Yes, explain below) If yes, Chapter 7  or Chapter 13

If YES, has the bankruptcy been discharged? YES : NO : If YES, when discharged? \_\_\_\_\_

Have you ever been convicted of a crime, other than a traffic violation? YES : NO :

If you answered YES to any of the above questions, explain: \_\_\_\_\_

**LIST ALL OF YOUR CURRENT MONTHLY OBLIGATIONS BELOW:**

Pay To: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Pay To: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Pay To: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

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Pay To: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Pay To: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

PLEASE CONTINUE ON NEXT PAGE



**PERSONAL REFERENCES** - List two persons, other than your relatives, that we may contact to verify your character.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**EMERGENCY** - In an emergency you may contact (List two, other than spouse/roommate, nearest relatives first)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**OTHER INFORMATION**

**OTHER PERSONS (INCLUDING CHILDREN) WHO WILL LIVE IN THE PROPERTY**

Name \_\_\_\_\_ Name \_\_\_\_\_  
 Name \_\_\_\_\_ Name \_\_\_\_\_

Pets: Name \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_ lbs. Name \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_ lbs.

Do you have: Vacuum cleaner : Lawn mower : Water bed : Musical instruments : Does anyone smoke? Yes : No :

List all motor vehicles, including recreational vehicles, to be kept at the property:

MAKE	MODEL	COLOR	YEAR	LICENSE PLATE #	STATE	MONTHLY PAYMENT
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____

A non-refundable application fee of \$ 25.00 and a reservation/earnest money fee of \$ 500.00 are required for processing this application, required for processing this application, and is being paid herewith. An Application Receipt Agreement must be signed by all adults who will occupy the property before this application can be considered by Management. The undersigned expressly agrees that if this application is approved applicant herewith agrees to purchase the property on Lease Purchase Agreement. Applicant further agrees that if applicant is accepted by Management and then decide, for any reason, not to move into the premises, then all monies paid herewith shall be retained as liquidated damages since other prospective purchasers may have been turned away and it will be necessary for Management to re-advertise the property and evaluate other applicants. Processing of application shall be as timely as possible and the results may be delivered via telephone, fax or mail. Once approved, applicant agrees to pay the balance of funds and complete the paperwork within 48 hours, otherwise management will assume that applicant has decided to forfeit the reservation/earnest money payment made herewith and will begin re-marketing the property. If applicant is not approved, all monies given herewith, less application fee shown above, shall be returned to applicant.

A PHOTOSTATIC COPY OF MY DRIVER'S LICENSE OR PICTURE IDENTIFICATION CARD, SOCIAL SECURITY CARD, LATEST PAY CHECK STUB(S) AND LAST YEAR'S W-2(s) OR COPY OF LAST YEARS INCOME TAX RETURN ARE ATTACHED TO THE APPLICATION [ ], OR WILL BE PROVIDED [ ]. I declare that the application is complete, true and correct and I herewith give my permission for anyone contacted to release the credit or personal information of the undersigned applicant to Management or their authorized agents, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I further authorize Management or their Authorized Agents to verify the application information including but not limited to contacting creditors, present or former landlords, employers and personal references, whether listed or not, at the time of the application and at any time in the future, with regard to any agreement entered into with Management. Any false information will constitute grounds for rejection of this application, or Management may at any time immediately terminate any agreement entered into in reliance upon misinformation given on the application.

\_\_\_\_\_  
 Applicant

\_\_\_\_\_  
 Date

I HEREBY AUTHORIZE KEYNOTE PROPERTY, INC. TO OBTAIN CONSUMER REPORTS, AND ANY OTHER INFORMATION IT DEEMS NECESSARY, FOR THE PURPOSE OF EVALUATING MY APPLICATION. I UNDERSTAND THAT SUCH INFORMATION MAY INCLUDE, BUT IS NOT LIMITED TO, CREDIT HISTORY, CIVIL AND CRIMINAL INFORMATION, RECORDS OF ARREST, RENTAL HISTORY, EMPLOYMENT/SALARY DETAILS, VEHICLE RECORDS, LICENSING RECORDS, AND/OR ANY OTHER NECESSARY INFORMATION. I UNDERSTAND THAT SUBSEQUENT CONSUMER REPORTS MAY BE OBTAINED AND UTILIZED UNDER THIS AUTHORIZATION IN CONNECTION WITH AN UPDATE, RENEWAL, EXTENSION OR COLLECTION WITH RESPECT OR IN CONNECTION WITH THE RENTAL OR LEASE OF A RESIDENCE FOR WHICH APPLICATION WAS MADE. I HEREBY GIVE MY PERMISSION FOR ANYONE CONTACTED TO RELEASE THE CREDIT OR PERSONAL INFORMATION OF THE UNDERSIGNED APPLICANT TO KEYNOTE PROPERTY, INC. OR THEIR AUTHORIZED AGENTS.

The above information, to the best of my knowledge, is true and correct. This Application, upon execution of a Lease Agreement with Keynote Property, Inc., shall be incorporated into the Lease and made a part thereof.

Signature of Applicant \_\_\_\_\_

KEYNOTE PROPERTY, INC., IS AN EQUAL OPPORTUNITY HOUSING PROVIDER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, DISABILITY, NATIONAL ORIGIN, RELIGION OR FAMILIAL STATUS.

**APPLICANT: DO NOT WRITE BELOW THIS LINE**

APPLICATION FEE OF \$ \_\_\_\_\_ RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_  
 DEPOSIT OF \$ \_\_\_\_\_ RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_  
 THIS APPLICATION FORM RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_  
 COPY OF DRIVER'S LICENSE OR PHOTO I.D. MADE BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_

Reference Verification Name	Reference Comments

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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This application  approved  not approved by \_\_\_\_\_  
 Applicant Notified \_\_\_\_\_ Date Notified \_\_\_\_\_

# APPLICATION RECEIPT AGREEMENT

A non-refundable application fee of \$ 25.00 and a reservation/earnest money fee of \$ 500.00 are required for processing the application, and is being paid herewith. This Application Receipt Agreement must be signed by all adults who will occupy the property before the application can be considered by Management. The undersigned expressly agree that if application is approved they herewith agree to purchase the property located at:

ADDRESS: \_\_\_\_\_ on Lease Purchase Agreement. Applicant(s) further agree that if applicant(s) are accepted by Management and then decide, for any reason, not to move into the premises, then all monies paid herewith shall be retained as liquidated damages since other prospective purchasers may have been turned away and it will be necessary for Management to re-advertise the property and evaluate other applicants. Processing of application shall be as timely as possible and the results may be delivered via telephone, fax or mail. Once approved, applicant(s) agree to pay the balance of funds and complete the paperwork within 48 hours, otherwise management will assume that applicant(s) have decided to forfeit the reservation/earnest money payment and will begin re-marketing the property. If applicant is not approved, all monies given herewith, less application fee shown above, shall be returned to applicant.

A PHOTOSTATIC COPY OF MY (OUR) DRIVER'S LICENSE(S) OR PICTURE IDENTIFICATION CARD(S), SOCIAL SECURITY CARD(S), LATEST PAY CHECK STUB(S) AND LAST YEAR'S W-2(s) OR COPY(IES) OF LAST YEARS INCOME TAX RETURN(S) ARE ATTACHED TO THE APPLICATION [ ], OR WILL BE PROVIDED [ ]. I(we) declare that the application is complete, true and correct and I(we) herewith give my(our) permission for anyone contacted to release the credit or personal information of any of the undersigned applicant(s) to Management or their authorized agents, at any time, for the purposes of entering into and continuing to offer or collect on any agreement and/or credit extended. I(we) further authorize Management or their Authorized Agents to verify the application information including but not limited to contacting creditors, present or former landlords, employers and personal references, whether listed or not, and getting any criminal record, at the time of the application and at any time in the future, with regard to any agreement entered into with Management. Any false information will constitute grounds for rejection of the application, or Management may at anytime immediately terminate any agreement entered into in reliance upon misinformation given on the application.

*I/We have been provided a copy of this Application Receipt Agreement and herewith agree to the terms stated herein. Acceptance of application and any monies herewith are not binding upon Management until application is approved by Management.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant (Print Name): \_\_\_\_\_ Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant (Print Name): \_\_\_\_\_ Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

-----Do Not Write Below This Line - To Be Filled Out By Management -----

Receipt of \$ \_\_\_\_\_ from applicant is herewith acknowledged.

\_\_\_\_\_, As Agent

\_\_\_\_\_  
Management Company

\_\_\_\_\_  
Date

# RESIDENTIAL PROPERTY DISCLOSURE FORM

**Note: Purchaser should NOT sign this form until they have received the property disclosure form from the Seller.**

WHEREAS, \_\_\_\_\_ as Seller and \_\_\_\_\_ as Purchaser will be entering into a Purchase Agreement and Lease/Option Agreement contract agreement relating to the real estate located at \_\_\_\_\_ (hereinafter referred to as "property").

WHEREAS, Seller has given Purchaser a copy of the Ohio Residential Property Disclosure form, made a part hereof by reference, which was filled out by \_\_\_\_\_ (hereinafter referred to as the "Prior Owner of Record") and dated \_\_\_\_\_.

WHEREAS, \_\_\_\_\_ and Keynote Property, Inc. in their role as the hired Property Management Company Managing the property have never lived in the property and thus have no further knowledge of the condition of the property other than what the Prior Owner of Record has indicated and other than what is stated on the lines directly below. Purchaser understands this fact and will not hold Seller liable for any property defects that were outside Seller's knowledge.

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WHEREAS, by the signing of this form the Purchaser agrees that they have received a copy of and have reviewed thoroughly and have signed and dated the Ohio Residential Property Disclosure form completed by the Prior Owner of Record.

\_\_\_\_\_  
**Purchaser**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Purchaser**

\_\_\_\_\_  
**Date**



# AGENCY DISCLOSURE STATEMENT



The real estate agent who is providing you with this form is required to do so by Ohio law. You will not be bound to pay the agent or the agent's brokerage by merely signing this form. Instead, the purpose of this form is to confirm that you have been advised of the role of the agent(s) in the transaction proposed below. (For purposes of this form, the term "seller" includes a landlord and the term "buyer" includes a tenant.)

Property Address: \_\_\_\_\_

Buyer(s): \_\_\_\_\_

Seller(s): \_\_\_\_\_

## I. TRANSACTION INVOLVING TWO AGENTS IN TWO DIFFERENT BROKERAGES

The buyer will be represented by N/A AGENT(S), and N/A BROKERAGE.

The seller will be represented by N/A AGENT(S), and N/A BROKERAGE.

## II. TRANSACTION INVOLVING TWO AGENTS IN THE SAME BROKERAGE

If two agents in the real estate brokerage \_\_\_\_\_ represent both the buyer and the seller, check the following relationship that will apply:

- Agent(s) N/A work(s) for the buyer and Agent(s) N/A work(s) for the seller. Unless personally involved in the transaction, the broker and managers will be "dual agents", which is further explained on the back of this form. As dual agents they will maintain a neutral position in the transaction and they will protect all parties' confidential information.
- Every agent in the brokerage represents every "client" of the brokerage. Therefore, agents N/A and N/A will be working for both the buyer and seller as "dual agents". Dual agency is explained on the back of this form. As dual agents they will maintain a neutral position in the transaction and they will protect all parties' confidential information. Unless indicated below, neither the agent(s) nor the brokerage acting as a dual agent in this transaction has a personal, family or business relationship with either the buyer or seller. *If such a relationship does exist, explain:*  
N/A

## III. TRANSACTION INVOLVING ONLY ONE REAL ESTATE AGENT

Agent(s) N/A and real estate brokerage N/A will

- be "dual agents" representing both parties in this transaction in a neutral capacity. Dual agency is further explained on the back of this form. As dual agents they will maintain a neutral position in the transaction and they will protect all parties' confidential information. Unless indicated below, neither the agent(s) nor the brokerage acting as a dual agent in this transaction has a personal, family or business relationship with either the buyer or seller. *If such a relationship does exist, explain:*  
\_\_\_\_\_
- represent only the (check one)  seller or  buyer in this transaction as a client. The other party is not represented and agrees to represent his/her own best interest. Any information provided the agent may be disclosed to the agent's client.

## CONSENT

I (we) consent to the above relationships as we enter into this real estate transaction. If there is a dual agency in this transaction, I (we) acknowledge reading the information regarding dual agency explained on the back of this form.

BUYER/TENANT \_\_\_\_\_ DATE \_\_\_\_\_

SELLER/LANDLORD \_\_\_\_\_ DATE \_\_\_\_\_

BUYER/TENANT \_\_\_\_\_ DATE \_\_\_\_\_

SELLER/LANDLORD \_\_\_\_\_ DATE \_\_\_\_\_

# OBTAINING FINANCING DISCLOSURE FORM

WHEREAS, \_\_\_\_\_ as Seller and \_\_\_\_\_ as Purchaser/Buyer will be entering into a Purchase Agreement and Lease/Option Agreement contract agreement relating to the real estate located at \_\_\_\_\_ (hereinafter referred to as "property").

WHEREAS, **Purchaser/Buyer understands and accepts that it is their sole responsibility to apply, qualify for, and obtain a loan in order to Purchase the aforementioned property during the term spelled out in the aforementioned agreement.** Seller may assist Purchaser/Buyer in the process of obtaining a loan but Seller is under no obligation to do so.

WHEREAS, Seller may provide Purchaser/Buyer with the name or names of one or several mortgage brokers, loan agents, banks with whom they may have done business with in the past, **Buyer is under no obligation to use the company or companies whose contact information is provided by the Seller or Keynote Property, Inc. in their role as the hired Property Management Company. Purchaser/Buyer is free to pursue obtaining a loan from whomever they chose.**

WHEREAS, Seller is providing the aforementioned companies contact information and forms only as a convenience to the Purchaser/Buyer and because said companies specialize in helping Purchaser/Buyer in similar situations to the undersigned. Furthermore the aforementioned companies may be more familiar with completing similar transactions than other companies in the mortgage industry because they specialize in doing so and may be more familiar with the Seller Financing program being offered by the Seller.

WHEREAS, by the signing of this form the Purchaser/Buyer agrees that they have been made aware that they may pursue obtain financing from whomever they choose.

\_\_\_\_\_  
**Purchaser/Buyer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Purchaser/Buyer**

\_\_\_\_\_  
**Date**