

SIRACKI REALTY, LTD.

05/15

16394 Kinsman Road · Middlefield, OH 44062
Phone 440-632-1904 · Fax 440-632-1003
www.sirackirealty.com · realtor@sirackirealty.com

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RENTAL POLICY

- 1) We at Siracki Realty, LTD treat all prospective tenants and landlords as fairly as possible. We abide by the fair housing law regarding no discrimination. We do not discriminate for race, color, religion, sex, familial status, ancestry, handicap, military status, or national origin.
- 2) All applicants **MAY** be represented by one of Siracki Realty, LTD's staff or agents and the landlord may be represented by a different agent in the Siracki Realty, LTD Office. (Refer to Agency Disclosure).
- 3) RENTAL APPLICATIONS - ALL residential rental applicants will have the same form to fill out. The above application form is to help Siracki Realty, LTD in locating an apartment, duplex, condominium or home. This will be kept on file for six months and needs updated as your address, phone numbers or employer changes. Siracki Realty, LTD only works with **fully completed** rental applications
- 4) Applicants must have 3 references per person, per family, or per family unit. If two or more single applicants wish to occupy the same unit it is at the discretion of the landlord or Siracki Realty, LTD to over lap references (example- using the same employer or same former landlord). **Personal friends, relatives or other applicants may NOT be the only references used.**
- 5) **SHOWINGS:** We must receive a filled out & signed rental application from the customer **prior** to showing a rental unit. This can be done by: fax, e-mail, regular mail, phone (& signed at the showing) or being completed in our office just before the showing appointment. A non-refundable individual \$30 credit/criminal processing fee will be collected to proceed with each application approval. For spouse/immediate family adult applicants to live in this same household there is an additional \$20.00 fee to run your report.
- 6) Siracki Realty, LTD is willing to work with fully employed people, handicap people, section 8 people or people using other government assisted programs (such as SSI, Etc...).
- 7) PETS - At the landlords discretion, some units will permit pets with a \$200 security deposit per pet or an additional full months pet deposit. Pets permitted AND non pet permitted units- are **NOT** allowed to do pet sitting, pet marketing or pet breeding without written permission from the landlord (Lessor) or the Lessors representative.
- 8) Siracki Realty, LTD **does** accept out of area and out of state references, if they are current
- 9) Siracki Realty, LTD will work hard to cooperate with tenants (lessees) and landlords (lessors) within residential every day standards practice and Ohio Law.
- 10) Upon approval, a **NON-REFUNDABLE** holding deposit of 1/3 Security, which applies to your security deposit is required to remove the home from the market.



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Items needed For Rental Application Process

\$30.00 per adult for credit/background check (\$50.00 for married couple because we can run a combined credit/background). **We don't take online payments.** Payment of cash, check, or money order can be paid in person or dropped in our night drop box by our front door. Make sure you include your name on the envelope. You are purchasing this credit/background check and you get a copy.

Application and letter of intent completed and signed. Please include your middle initial if you have one. Please make sure you have your work number or fax number for Human Resources for your place of employment.

Two most recent forms of income ie: pay stubs, Social Security statements, LES, or bank statements if self-employed. If newly employed, we need letter of hire from your new employer. You can usually obtain this from the Human Resources department of your Employer.

Color copy of your ID or Driver's License (you can take a photo with your phone and e-mail it to realtor@sirackirealty.com)

Once we receive your money for background/credit check and start the check out process, do let your references know that we will be contacting them and please return our call. Usually the longest part of the process is having references get back to me. We contact Landlords, so please let us know if not okay to do so.



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