

# DELHI

*Convenience, Service and Affordability*



What more could you ask for! Great price & location is what you'll find at Delshire. Nestled in a peaceful residential neighborhood of Delhi, we are convenient to shopping, dining, schools, downtown Cincinnati, and much more. If value for your money and convenience is something you demand, Delshire is waiting for you.

### Our Special Features

- ✓ Heat / Water Included
- ✓ Oak Hills School District
- ✓ Central Air
- ✓ Equipped Kitchen
- ✓ Abundant Closet Space
- ✓ 2 Playgrounds
- ✓ Balcony or Patio
- ✓ Laundry Facilities in Each Building
- ✓ On the Busline
- ✓ Excellent On-Site Management & Maintenance
- ✓ 24 Hr. Emergency Maintenance



Heat & Water  
Included

## Delshire Apartments

**4463 GLENHAVEN RD.  
CINCINNATI, OH 45238**

**(513) 557-2893**

### Floor Plans / Prices

2 Bedrooms / 1 Bath

3 Bedrooms / 1 Bath

3 Bedrooms / 1 1/2 Bath

### Office Hours:

Monday-Friday 9am – 4pm

### Directions

**From I-75 or I-71, take Rt. 50 west to River Rd. Turn right on Fairbanks Ave. Continue to Delhi Rd. Turn left on Pedretti Ave. Go three blocks to Delshire Apts.**



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**Communities:** Delshire Manor Apartments  
Delshire Square Apartments

**Address:** 4463 Glenhaven Rd.  
Cincinnati, OH 45238

**Office Hours:** Monday – Friday 9am – 4pm

**Phone:** (513) 557-2893

**Fax:** (513) 251-1458

**Location:** Oak Hills school district, walking distance to public and parochial elementary schools, around the corner from shopping.

**Setting:** Quiet residential area, located in Delhi. The best value in town!  
Walking distance to 2 elementary schools. 2- and 3-bedroom apartments.

**Features:** HEAT & WATER PAID! Equipped kitchen, window blinds, 3 bedrooms feature 1½ baths, spacious closets, balcony or patio, central air, laundry facilities in each building, excellent maintenance team, & experienced on-site management.

**Application Fee:** \$50.00 + \$10.00 for each additional adult (Non-refundable. Payable by cash or money order only)

**Deposit:** \$500.00

**Pet Policy:** Fish and birds only

**Rent Prices:** 2 Bedroom: \$885  
3 Bedroom: \$960

**CHECK OR MONEY ORDER ONLY**

**Requirements:** Credit, Criminal, Employment, & Rental history

**Directions:** We are at the intersection of Mt. Alverno and Pedretti Roads. From I-75 or I-71, take Route 50 West to River Road, turn right onto Fairbanks Ave., continue in left lane to Delhi Pike, turn left onto Pedretti, then go 3 blocks to Delshire Apts.



**\*Find Us Online\***

**DelshireApartments.com**

**3D model tour on Apartments.com**



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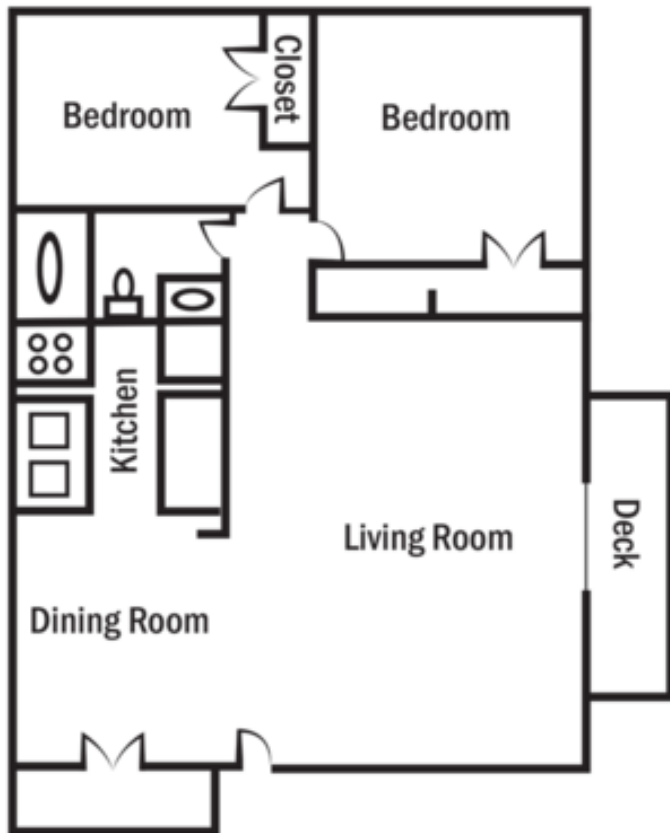


**\*Find Us Online\***

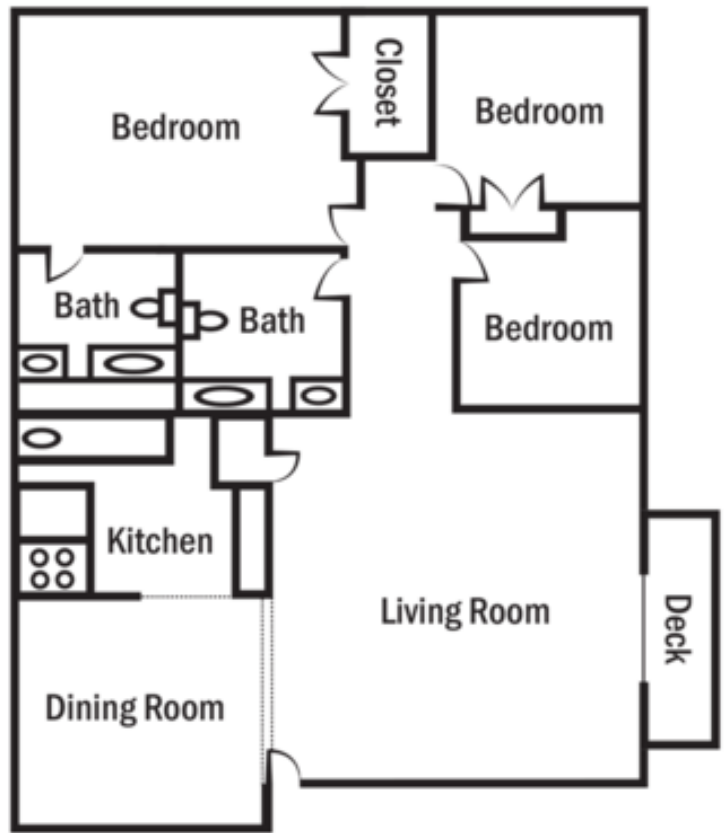
**DelshireApartments.com**

**Floor Plans:**

**2 BEDROOM APARTMENT**



**3 BEDROOM APARTMENT**



# **DELSHIRE APARTMENTS RENTAL ADMISSION POLICY**

## **OCCUPANCY POLICY:**

- 2 BR Apartment – 4 Household Members Permitted
- 3 BR Apartment – 5 Household Members Permitted

## **HOUSEHOLD MEMBERS:**

- All full time members of the household or a live-in attendant
- Children who are away at school, but live with the family during school recess
- Children who are subject to a joint custody agreement, but live with the household at least 50% of the time
- Children who are temporarily in a foster home, but will be returning to the household
- An unborn child
- A foster child/children/adult
- Children in the process of being adopted
- Children whose custody or guardianship is being obtained by a household member
- Live-in attendants

**APPLICATION:** There is an application fee of \$50 + \$10 for each additional adult that is payable in cash or money order when you submit your application. The application fee is non-refundable.

The Tenant Application and Personal Information Release Form must be completed in full and signed. An incomplete application cannot be processed. Falsifying or omitting information could be cause for the application to be rejected.

**SECURITY DEPOSIT:** If your application is approved, a \$500 security deposit will be required and made payable by check, money order or cashier's check. This will be your total security deposit and no additional deposit will be due.

If you withdraw your application within 3 days after receipt of deposit, Delshire will retain 50% of the deposit as compensation for processing expenses. If you withdraw your application any time after 3 days of receipt of deposit, Delshire will retain all of the deposit as compensation for processing expenses, rental commission earned, and loss of rental income.

**INCOME AND EMPLOYMENT:** The applicant must be employed at the same job for a minimum of five months with income to support the rent and electricity. Each applicant must earn at least \$2620 per month to qualify for a 2 bedroom or \$2900 per month to qualify for a 3 bedroom. Estimate electricity at approximately \$50-\$70 monthly.

Exceptions to our employment requirements may be possible due to extenuating circumstances and contingent upon satisfactory credit and rental history.

Social Security, SSI, Railroad Retirement or other benefits are acceptable if they are enough to support the rent.

## **DELSHIRE APARTMENTS RENTAL ADMISSION POLICY**

**CREDIT AND RENTAL HISTORY:** You must have satisfactory credit history and/or satisfactory rental references. We will not accept any applicant that has an unpaid balance with any utility company, or current or previous landlord. We will not accept any applicant who has been evicted or was asked to vacate by the landlord (with good cause). We generally will not accept any applicant who must break a lease elsewhere to move into Delshire.

**CRIMINAL BACK GROUND CHECK:** A check will be made of each adult household member's criminal history. Only criminal convictions, not arrests will be taken into consideration during the screening process.

No applicant with a criminal conviction for manufacturing or distributing illegal drugs will be accepted.

No applicant with a criminal conviction for crimes that are sexual in nature, or who is required to be on the Sexual Offender Registry will be accepted.

No applicant with a criminal conviction within the past seven years, involving violence, use of weapons, arson, burglary or other crimes that would negatively impact the property or other Residents will be accepted.

If you have a record of use of illegal drugs, but currently do not use such drugs, you may be eligible if you are handicapped as defined in the Rehabilitation Act of 1973, 29 USC 706-794.

Management regrets if this Rental Admission Policy causes your rental application to not be approved, but these requirements are applied to all applicants without regard to race, color, creed, sex, national origin, religion, age, marital or familial status or disability.

**MINIMUM AGE:** All applicants must be at least 18 years old. All adults 18 years old and over who will reside in the apartment must fill out an application and meet all admission criteria. Any minors who will occupy the apartment must be listed on the application and must be under the direct care and supervision of the adult applicant(s).

**COSIGNERS:** A cosigner will be required for all applicants who do not meet the minimum income requirement, have insufficient credit history, or insufficient rental history. A cosigner cannot be used if the applicant has unsatisfactory criminal history, unsatisfactory credit history or unsatisfactory rental history. All cosigners must complete the cosigner application and meet the credit history requirement.

**RENTERS INSURANCE:** All residents are required to submit proof of renters insurance prior to move-in. Renters insurance provides financial protection from any accident caused by the insured and should include their personal items. The renters insurance policy must include personal liability insurance for a minimum of \$100,000.00 coverage. The policy must remain active throughout the duration of your tenancy.

**Application Fee**  
**\$50 + \$10 @ Add'l Adult**

**EACH ADULT MUST COMPLETE  
THEIR OWN APPLICATION.**

**ALL SECTIONS MUST BE COMPLETED.  
INCOMPLETE APPLICATIONS WILL  
NOT BE ACCEPTED.**

**PLEASE PRINT Non-Refundable**

**Payable by cash or money order only**

**DO NOT FAX OR EMAIL**

**1 YEAR LEASE  
APPLICATION FOR  
DELSHIRE APARTMENTS  
557-2893**

**# BEDROOMS: \_\_\_\_\_**

APPLICANT \_\_\_\_\_  
LAST NAME FIRST MIDDLE SOCIAL SECURITY # DATE OF BIRTH

CO-APPLICANT 1 \_\_\_\_\_  
LAST NAME FIRST MIDDLE SOCIAL SECURITY # DATE OF BIRTH

CO-APPLICANT 2 \_\_\_\_\_  
LAST NAME FIRST MIDDLE SOCIAL SECURITY # DATE OF BIRTH

MAIDEN NAME \_\_\_\_\_ OR ALSO KNOWN AS \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_

DRIVERS LICENSE/STATE ISSUED ID# \_\_\_\_\_ ISSUING STATE \_\_\_\_\_

YOUR PHONE NUMBER \_\_\_\_\_ ALTERNATE PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

**You must provide information for at least SEVEN YEARS of residential history. You may use an additional sheet if needed.  
If you live(d) with a family member, please list their name and relationship on the "Landlord Name & Phone #" line.**

PRESENT ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_ HOW LONG? \_\_\_\_\_ AMOUNT OF RENT \_\_\_\_\_

PRESENT LANDLORD \_\_\_\_\_ PHONE \_\_\_\_\_ IS LANDLORD A RELATIVE \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_ HOW LONG? \_\_\_\_\_ AMOUNT OF RENT \_\_\_\_\_

PREVIOUS LANDLORD \_\_\_\_\_ PHONE \_\_\_\_\_ IS LANDLORD A RELATIVE \_\_\_\_\_

PREVIOUS ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_ HOW LONG? \_\_\_\_\_ AMOUNT OF RENT \_\_\_\_\_

PREVIOUS LANDLORD \_\_\_\_\_ PHONE \_\_\_\_\_ IS LANDLORD A RELATIVE \_\_\_\_\_

WHY DO YOU WANT TO MOVE FROM YOUR PRESENT ADDRESS? \_\_\_\_\_

**LIST ALL PERSONS WHO WILL BE OCCUPYING THIS APARTMENT, INCLUDING YOURSELF:**

<u>NAME (FIRST, LAST &amp; MIDDLE INITIAL)</u>	<u>AGE</u>	<u>SEX</u>	<u>DATE OF BIRTH</u>	<u>RELATIONSHIP TO APPLICANT</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PRESENT EMPLOYER OR OTHER SOURCE OF INCOME \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EMPLOYER'S PHONE NUMBER \_\_\_\_\_ GROSS INCOME \_\_\_\_\_ WEEKLY /BI-WKLY / MONTHLY

SPOUSE'S EMPLOYER OR OTHER SOURCE OF INCOME \_\_\_\_\_ HOW LONG? \_\_\_\_\_

EMPLOYER'S PHONE NUMBER \_\_\_\_\_ GROSS INCOME \_\_\_\_\_ WEEKLY /BI-WKLY / MONTHLY

**(SEE REVERSE)**



**1 YEAR LEASE  
APPLICATION FOR  
DELSHIRE APARTMENTS  
(CONTINUED)**

HAVE YOU EVER BEEN EVICTED? \_\_\_\_\_ IF YES, FROM WHAT ADDRESS(ES)? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? \_\_\_\_\_ IF YES, FELONY  MISDEMEANOR  OR BOTH

IF YES, LIST THE STATE(S) AND COUNTY(IES) OF EACH CONVICTION: \_\_\_\_\_

ARE YOU OR ANY HOUSEHOLD MEMBER REQUIRED TO REGISTER WITH ANY STATE LIFETIME SEX OFFENDER OR OTHER SEX OFFENDER REGISTRY? \_\_\_\_\_

WERE YOU REFERRED TO DELSHIRE APARTMENTS BY ONE OF OUR PRESENT RESIDENTS? \_\_\_\_\_ IF SO, WHAT IS THE RESIDENT'S NAME? \_\_\_\_\_

TO YOUR KNOWLEDGE, HAVE YOU EVER APPLIED FOR AN APARTMENT THROUGH US BEFORE? \_\_\_\_\_

NEXT OF KIN (IN CASE OF EMERGENCY) \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

LIST HERE THE MAKE, MODEL, COLOR, AND LICENSE PLATE NUMBER FOR EACH VEHICLE IN THE HOUSEHOLD: \_\_\_\_\_

WHEN WOULD YOU LIKE TO MOVE INTO THIS APARTMENT, IF YOUR APPLICATION IS APPROVED? \_\_\_\_\_

\*NO PETS ARE ALLOWED IN OUR APARTMENTS, EXCEPT FISH AND BIRDS.

BY SIGNING THIS APPLICATION, YOU ACKNOWLEDGE HEREWITH TO THE BEST OF YOUR UNDERSTANDING AND BELIEF THAT THE INFORMATION PROVIDED ABOVE IS ACCURATE, TRUE AND COMPLETE, AND UNDERSTAND THAT ANY FALSE INFORMATION CONTAINED HEREIN COULD BE CAUSE FOR YOUR APPLICATION TO BE REJECTED.

PERMISSION IS HEREBY GIVEN FOR DELSHIRE TO OBTAIN A CREDIT RECORD ON ME/US IN ORDER TO PROCESS THIS APPLICATION. DELSHIRE IS TO KEEP THE INFORMATION RECEIVED CONFIDENTIAL AND IT IS TO BE USED FOR THIS PURPOSE ONLY.

✓ \_\_\_\_\_ ✓ \_\_\_\_\_ ✓ \_\_\_\_\_

APPLICANT

CO-APPLICANT 1

CO-APPLICANT 2

IF YOUR APPLICATION IS NOT APPROVED, YOU WILL BE NOTIFIED BY US IN WRITING.

IF YOUR APPLICATION IS APPROVED, \$500.00 (ERNEST MONEY) IS REQUIRED TO RESERVE AN APARTMENT FOR YOU.

THE ERNEST MONEY WILL CONVERT TO THE SECURITY DEPOSIT FOR THE APARTMENT WHEN THE LEASE IS SIGNED.

IF YOU WITHDRAW YOUR APPLICATION WITHIN 3 DAYS AFTER IT HAS BEEN APPROVED, AND THE ERNEST MONEY HAS BEEN RECEIVED BY US, DELSHIRE WILL RETAIN 50% OF THE ERNEST MONEY AS COMPENSATION FOR PROCESSING EXPENSES.

IF YOU WITHDRAW YOUR APPLICATION AFTER 3 DAYS OF YOUR SUBMITTING THE ERNEST MONEY, DELSHIRE WILL RETAIN ALL OF THE ERNEST MONEY AS COMPENSATION FOR PROCESSING EXPENSES, RENTAL COMMISSION, AND LOSS OF RENTAL INCOME.

✓ \_\_\_\_\_ ✓ \_\_\_\_\_ ✓ \_\_\_\_\_

APPLICANT

CO-APPLICANT 1

CO-APPLICANT 2



Delshire Manor \* Delshire Square  
4463 Glenhaven Road  
Cincinnati, Ohio 45238  
513-557-2893 or 513-251-2500 V/TDD  
Fax: 513-251-1458  
DelshireApartments.com



**APPLICANT – ONLY SIGN AND DATE THIS FORM**

**Do NOT fill it out - Do NOT take it to your employer**

**\*We will submit it to your employer for completion\***

Dear Sir or Madame,

Your employee, \_\_\_\_\_, has applied for an apartment with us at Delshire.

In order for the application to be considered, we first must verify employment with your company. Could you please complete the information requested below?

Date of hire \_\_\_\_\_

Full Time \_\_\_\_\_ or Part Time \_\_\_\_\_

Number of regular hours worked per week \_\_\_\_\_

Current hourly wage or salary \$\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Release

I hereby authorize Delshire Apartments to obtain information related to my employment including information regarding my wages for the purpose of processing my application for an apartment at Delshire.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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You are applying for an apartment with our company and we are required to obtain a rental reference on you from your present and previous landlords.

In order for us to obtain this reference, we ask that you sign the authorization below. **Do not** complete the back of this form.

Rob Paolucci  
Property Manager

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RELEASE

I hereby authorize Delshire Apartments to obtain information from you regarding my tenancy. I release all present and previous landlords, its officers, agents or employees from any and all liability for damages of whatever kind whether caused by negligence or otherwise which may at any time result to me by reason of compliance with the above mentioned inquiry, which may include answering specific questions and the giving of any other information concerning my record with all present and previous landlords.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_



Re: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Move In Date: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

To whom it may concern:

The above referenced tenant who now resides/did reside in your property, has applied for an apartment with us.

In order for us to consider this application, we must obtain your reference on him/her as a tenant. On the reverse hereof you will find the subject's signed release authorizing you to give us the information we are requesting. We thank you for your kind assistance and we have enclosed a stamped envelope for your convenience.

1. Is the tenant still residing at the above address? \_\_\_\_\_ If not, did the tenant give you proper notice that they were leaving? \_\_\_\_\_
2. The family consists of (\_\_\_\_) adults and (\_\_\_\_) child/children.
3. How much rent does/did the tenant pay? \_\_\_\_\_
4. Does/did the tenant pay rent in a timely manner? \_\_\_\_\_ If not, could you tell us if he/she has ever been served with a notice to vacate for non-payment, or other reason and how many times? \_\_\_\_\_
5. Is the tenant under a lease? \_\_\_\_\_ If so, when does it expire? \_\_\_\_\_
6. Does/did the tenant maintain the apartment in a clean and sanitary condition? \_\_\_\_\_  
\_\_\_\_\_
7. Has the tenant family or guests ever caused any social problems within your apartment complex? \_\_\_\_\_ If so, please explain: \_\_\_\_\_  
\_\_\_\_\_
8. If the tenant vacated your apartment, was the unit left in good condition, other than normal wear and tear? \_\_\_\_\_  
\_\_\_\_\_
9. Does this tenant/previous tenant owe you any money for rent or damages? \_\_\_\_\_  
\_\_\_\_\_

Thank you.

\_\_\_\_\_  
Signature of Landlord/Agent

\_\_\_\_\_  
Telephone No.



4463 Glenhaven Road  
Cincinnati, Ohio 45238  
513-251-2500 V/TDD  
Fax: 513-251-1458

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## Income Verification

Management must verify each applicant's gross income. Each applicant **MUST** provide a current check stub and a check stub from a minimum of 6 months prior in order for the gross income to be verified. If a check stub is not available, written verification of income must be obtained from your employer. You are responsible for providing management with your employer's contact information.

Self-employed individuals must provide copies of tax returns, 1099's or copies of other forms verifying their gross income.

Non-reported income will not be included when calculating gross monthly income.

### **Required Documents:**

- One **current** pay stub (or a bank statement noting your most recent direct deposit) and one pay stub from a **minimum of 6 months** prior.
- Tax return or 1099 from previous year. (For self-employed individuals.)
- Other supporting income (SSI, child support etc.) If applicable.

*You may submit this information in the form of copies or you may email it to [ebconprop@gmail.com](mailto:ebconprop@gmail.com) with the subject "Income Verification for {your name}"*

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