

# PENNSYLVANIA RENTAL APPLICATION

1. A non-refundable application fee of \$ \_\_\_\_\_ per applicant is required when an application is submitted. All individuals age 18 or over that intend to reside in the property must apply.
2. The applicant must provide their photo ID and proof of social security number before a showing.
3. The applicant must complete the application in full. Put N/A in any areas that do not apply. (Two years of employment and residential history required)

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

4. A hold deposit equal to one month's rent must be paid in full to hold a rental unit. A hold deposit is non-refundable 3 days after approval. **NO UNIT WILL BE HELD WITHOUT A DEPOSIT.**
5. The lease must be signed within 3 days of approval, or the hold deposit will be forfeited.
6. A new application is required after 60 days.

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## APPLICANT INFORMATION

Full Name \_\_\_\_\_ Is applicant at least 18 years old?  Yes  No  
Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Driver's License / ID No. \_\_\_\_\_ State \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Bank/Credit Union \_\_\_\_\_ Account # \_\_\_\_\_ Account Type \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

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## RESIDENTIAL INFORMATION *(two year history)*

Current Address \_\_\_\_\_  Own  Rent  
From \_\_\_\_\_ to \_\_\_\_\_ Rent/mortgage \$ \_\_\_\_\_ /month  
Landlord/Mortgage Co. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Prior Address \_\_\_\_\_  Own  Rent  
From \_\_\_\_\_ to \_\_\_\_\_ Rent/mortgage \$ \_\_\_\_\_ /month  
Landlord/Mortgage Co. Name \_\_\_\_\_ Phone \_\_\_\_\_

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## EMPLOYMENT INFORMATION *(two year history)*

Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Gross Income \$ \_\_\_\_\_ /mo. OR \$ \_\_\_\_\_ /hour for \_\_\_\_\_ hours per week on average  
Employed From \_\_\_\_\_ To \_\_\_\_\_  
Previous Employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Gross Income \$ \_\_\_\_\_ /mo. OR \$ \_\_\_\_\_ /hour for \_\_\_\_\_ hours per week on average  
Employed From \_\_\_\_\_ To \_\_\_\_\_

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## OTHER INCOME

*Alimony, child support, or separated maintenance income need not be revealed if Applicant does not wish to have it considered as a basis for paying this obligation.*

Source \_\_\_\_\_ Amount \_\_\_\_\_  
Source \_\_\_\_\_ Amount \_\_\_\_\_

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Applicant Initials \_\_\_\_\_ Date \_\_\_\_\_

**VEHICLE INFORMATION**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate # \_\_\_\_\_

**OTHER OCCUPANTS (Full Name)**

Name \_\_\_\_\_  18 or older Name \_\_\_\_\_  18 or older  
Name \_\_\_\_\_  18 or older Name \_\_\_\_\_  18 or older  
Name \_\_\_\_\_  18 or older Name \_\_\_\_\_  18 or older

**PETS**

Do you have any pets?  No  Yes, list and describe: \_\_\_\_\_

**OTHER INFORMATION**

Have you ever declared bankruptcy or suffered foreclosure?  No  Yes  
Have you ever been evicted or sued for unpaid rent or damages to leased property?  No  Yes  
Have you ever refused to pay rent for any reason?  No  Yes  
Have you ever been convicted of a felony or misdemeanor?  No  Yes  
Have you been obligated to pay support under an order, on record in Pennsylvania,  
since January 1, 1998?  No  Yes

List the County and the Domestic Relations File or Docket Number \_\_\_\_\_  
Amount \$ \_\_\_\_\_ Are you delinquent?  No  Yes

\*If you answered "Yes" to any of the above questions, please explain. \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Name \_\_\_\_\_ Phone# \_\_\_\_\_  
Address \_\_\_\_\_  
Name \_\_\_\_\_ Phone# \_\_\_\_\_  
Address \_\_\_\_\_

**ADDITIONAL COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION**

The applicants authorize the Landlord to obtain any information deemed necessary to evaluate this application. This information may include, but is not limited to, credit reports, criminal history, judgments of record, rental history, verification of employment and salary, employment history, vehicle records and licensing records. The Landlord may report any information obtained for evaluation of the applicant. The applicants acknowledge that all information in the application is true and correct. The applicants acknowledge that if they present false or incomplete information that the Landlord may reject this application. The applicants understand that giving false or incomplete information may result in forfeiture of any payments made in connection with the Rental Application.

**I HAVE READ AND ACKNOWLEDGE THIS PROCEDURE FOR SUBMITTING AN APPLICATION**

Applicant \_\_\_\_\_ Date \_\_\_\_\_