

RENTAL APPLICATION FOR REPRESENTED LANDLORDS

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of REALTORS® (PAR).

The following box should be completed only when the real estate licensee represents the landlord, is a direct employee of the landlord or owns the property. This box should not be completed when licensee is subagent for the landlord, a tenant agent or is a transaction licensee. If it should not be completed the full Consumer Notice should be completed and the applicant should proceed to the section below this box.

CONSUMER NOTICE FOR TENANTS
THIS IS NOT A CONTRACT
(Licensee) hereby states that with respect to this property (describe property)
I am acting in the following capacity: (check one)
(i) Owner/Landlord of the Property;
(ii) A direct employee of the Owner/Landlord; OR
(iii) An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.
I acknowledge that I have received this Notice:
Date:
Print (Consumer) Signed (Consumer)
I certify that I have provided this Notice: (Licensee) (Date)

Broker/Licensee for Landlord

Broker (Company) Licensee(s) (Name)
Company Address Direct Phone(s)
Company Phone Cell Phone(s)
Company Fax Fax
Email

Broker/Licensee for Tenant

Broker (Company) Licensee(s) (Name)
Company Address Direct Phone(s)
Company Phone Cell Phone(s)
Company Fax Fax
Email

Property Information (to be completed by Broker for Landlord)

Address
Move-in Date Term
Application Fee (non-refundable) \$ Application Deposit \$
Monthly Rent \$ Security Deposit \$
First Month's Rent \$ Last Month's Rent \$
Are pets permitted? ( Yes) ( No) May be subject to review. Pet Rent \$
Non-refundable Pet Fee \$ Other \$
Tenant Pays
Is rental insurance required for tenants? ( Yes) ( No)
Rent and Security Deposit checks will be written separately.
How did you hear about the property?

Applicant's Initials



44 **1. APPLICANT INFORMATION**

45 Provide at least **two years** of history. Attach additional sheets if more space is needed.

46 The individual listed below is a(n):  Applicant  Co-signer

47 Full Name \_\_\_\_\_

48 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

49 Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

50 Present Address & ZIP \_\_\_\_\_

51 From \_\_\_\_\_ To \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ /mo.  Own  Rent  Other

52 Landlord/Mortgage Co. Name & Phone \_\_\_\_\_

53 Previous Address & ZIP \_\_\_\_\_

54 From \_\_\_\_\_ To \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ /mo.  Own  Rent  Other

55 Landlord/Mortgage Co. Name & Phone \_\_\_\_\_

56 **Is Applicant at least 18 years old?**  Yes  No

57 Are you applying with anyone else?  Yes  No **A separate application must be completed for each applicant/co-signer.**

58 Name \_\_\_\_\_  Applicant  Co-signer

59 Name \_\_\_\_\_  Applicant  Co-signer

60 Name \_\_\_\_\_  Applicant  Co-signer

61 Name \_\_\_\_\_  Applicant  Co-signer

62 Will anyone else be occupying the property?  Yes  No

63 Include the full name of any other person not listed above who will be occupying the property.

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

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

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

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

68  **Check here if additional information is attached**

69 **2. EMPLOYMENT INFORMATION**

70 Provide at least two years of history. Attach additional sheets if more space is needed.

71 Employer \_\_\_\_\_

72 Employed From \_\_\_\_\_ To \_\_\_\_\_

73 City/State \_\_\_\_\_ Phone \_\_\_\_\_

74 Supervisor \_\_\_\_\_ Position \_\_\_\_\_

75 Gross Income: \$ \_\_\_\_\_ /mo. **OR** \$ \_\_\_\_\_ /hr., for \_\_\_\_\_ hrs. per week (on average)

76 Previous Employer \_\_\_\_\_

77 Employed From \_\_\_\_\_ To \_\_\_\_\_

78 City/State \_\_\_\_\_ Phone \_\_\_\_\_

79 Supervisor \_\_\_\_\_ Position \_\_\_\_\_

80 Gross Income: \$ \_\_\_\_\_ /mo. **OR** \$ \_\_\_\_\_ /hr., for \_\_\_\_\_ hrs. per week (on average)

81  **Proof of income attached**

82  **Check here if additional information is attached**

83 **3. OTHER INCOME USED FOR MONTHLY EXPENSES**

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

86 Source Amount Source Amount

87 \_\_\_\_\_

88 \_\_\_\_\_

89  **Check here if additional information is attached**

90 **4. BANK ACCOUNT INFORMATION**

91 Bank Name Account Type Balance

92 \_\_\_\_\_ \$ \_\_\_\_\_

93 \_\_\_\_\_ \$ \_\_\_\_\_

94 \_\_\_\_\_ \$ \_\_\_\_\_

95  **Check here if additional information is attached**

96 Applicant's Initials \_\_\_\_\_

Applicant name \_\_\_\_\_

5. MONTHLY PAYMENTS

Lender Name	Loan Type	Balance Due	Monthly Payment
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Check here if additional information is attached

6. VEHICLE

Include any cars, trucks, vans, motorcycles, trailers, boats and recreational vehicles.

Make/Model	Year	Color	License Plate/State
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Check here if additional information is attached

7. PETS

Does any Applicant or Occupant own any pets? (  Yes ) (  No ) If yes, provide detail below.

	Pet 1	Pet 2	Pet 3
Type (Cat, dog, etc.)	_____	_____	_____
Breed	_____	_____	_____
Age	_____	_____	_____
Weight	_____	_____	_____
Gender	_____	_____	_____

8. OTHER INFORMATION

- (  Yes ) (  No ) Have you ever declared bankruptcy or suffered foreclosure?  
If yes, list any payments: \$ \_\_\_\_\_
- (  Yes ) (  No ) Have you ever defaulted on your mortgage?
- (  Yes ) (  No ) Have you been evicted or sued for unpaid rent or damages to leased property?
- (  Yes ) (  No ) Have you ever refused to pay rent for any reason?
- (  Yes ) (  No ) Have you ever been convicted of or entered a plea of guilty or nolo contendere for a felony or misdemeanor?
- (  Yes ) (  No ) Since January 1, 1998, Have you been obligated to pay support under any order(s) of record? If yes:  
County \_\_\_\_\_ Domestic Relations File or Docket Number: \_\_\_\_\_  
Amount \_\_\_\_\_ Are you delinquent? \_\_\_\_\_

If you answered "yes" to any of the above questions, please explain: \_\_\_\_\_

Check here if additional information is attached

9. CONDITION OF PROPERTY

The Property will be leased in the same condition as it is shown unless otherwise agreed to in writing.

10. APPLICATION FEE

The Application Fee is NON-REFUNDABLE and will not be applied towards rent or other financial obligations should Applicant be approved, nor refunded if not approved. Applicant agrees that this sum is paid in consideration of Landlord/Broker for Landlord's review and/or verification of the information stated in the application.

11. OBLIGATION TO ENTER INTO LEASE AGREEMENT/ DAMAGES

Upon submission of this Application, Landlord/Broker for Landlord reserves the right to remove property from the available rent list. If this Application is denied by Landlord, the Application Deposit shall be refunded to Applicant. If this Application is approved and Applicant fails to rent the Property, Landlord shall be entitled to retain the Application Deposit.

12. CONVICTED SEX OFFENDERS (MEGAN'S LAW)

The Pennsylvania General Assembly has passed legislation (often referred to as "Megan's Law," 42 Pa.C.S. § 9791 et seq.) providing for community notification of the presence of certain convicted sex offenders. **Potential tenants are encouraged to contact the municipal police department or the Pennsylvania State Police for information relating to the presence of sex offenders near a particular property, or to check the information on the Pennsylvania State Police web site at [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us).**

Applicant's Initials \_\_\_\_\_

Applicant name \_\_\_\_\_

13. NOTICE TO PERSONS OFFERING TO SELL OR RENT HOUSING IN PENNSYLVANIA

Federal and state laws make it illegal for Landlord, Broker, or anyone to use RACE, COLOR, RELIGION or RELIGIOUS CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under 18 years of age), AGE (40 or older), NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OR RELATIONSHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to sell, show, or rent properties, loan money, or set deposit amounts, or as reasons for any decision relating to the sale of property. The municipality in which the Property is located may have enacted an ordinance or other law that extends the protections for access to housing to additional classes of individuals, such as gay, lesbian, bisexual and transgender individuals and couples. Broker and Landlord are advised to check with your local municipality, representative from the Pennsylvania Human Relations Commission, or your own attorney for further guidance.

14. FAIR CREDIT REPORTING ACT

If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report authorized by paragraph 16 of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the denial, and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free telephone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis) that furnished the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to provide you with the specific reasons why your application was denied, (3) a numerical credit score, the range of possible credit scores under the model used, up to four of the key factors that led to the denial, and the date the credit score was created (4) information about how to obtain a free copy of your consumer report from the consumer reporting agency, and (5) information about how to dispute the accuracy or completeness of any information in a consumer report furnished by the agency. If the Landlord or Broker denies your application because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), the Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.

15. SPECIAL CLAUSES

(A) The following are part of this Application if checked:

Advanced Payment Addendum (PAR Form APA)

\_\_\_\_\_

\_\_\_\_\_

(B) Additional Terms: \_\_\_\_\_

16. AUTHORIZATION

By initialing below, Applicant provides the described authorization.

\_\_\_\_ Applicant authorizes Landlord or Broker for 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. Broker for Landlord may report to Landlord any information obtained by Broker for Landlord for evaluation of the Application. Applicant acknowledges that all information in the Application is true and correct. Applicant acknowledges that if applicant presents false or incomplete information Landlord may reject this Application. Applicant understands that giving false or incomplete information may result in forfeiture of any payments made in connection with this Rental Application.

\_\_\_\_ Applicant authorizes the Broker for Owner to contact the Applicant directly.

\_\_\_\_ Applicant agrees that Broker(s), his/her agent(s) and/or employee(s) may provide Applicant's social security number, individual taxpayer identification number, driver's license information and date of birth to lenders, title agencies, credit reporting companies, or others as necessary for obtaining reports or information from a credit reporting agency, determining the existence of domestic liens, or for obtaining a criminal background report (for prospective tenants only). Applicant understands that Brokers have no control over the use of any information after it is disclosed to a third party and agrees to release and hold Brokers harmless from any and all liability for any misuse or subsequent disclosure by any third party of the information or reports disclosed by Broker pursuant to the terms of this authorization.

For Tenant Identification Purposes Only

Social Security Number/ITIN \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License/Government ID Number \_\_\_\_\_ Driver's License State \_\_\_\_\_

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_ DATE \_\_\_\_\_