

RENTAL APPLICATION FOR REPRESENTED TENANTS

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

1 **This form should be completed only when the tenant is represented by a real estate licensee. The**
 2 **Consumer notice (49 Pa. Code §35.336) should be completed before completing this form.**

Broker/Licensee for Landlord

4 Broker (Company) _____ Licensee(s) (Name) _____
 5 _____
 6 Company Address _____ Direct Phone(s) _____
 7 _____ Cell Phone(s) _____
 8 Company Phone _____ Fax _____
 9 Company Fax _____ Email _____

Broker/Licensee for Tenant

11 Broker (Company) _____ Licensee(s) (Name) _____
 12 _____
 13 Company Address _____ Direct Phone(s) _____
 14 _____ Cell Phone(s) _____
 15 Company Phone _____ Fax _____
 16 Company Fax _____ Email _____

Property Information (to be supplied by Broker for Landlord)

17
 18 Address _____
 19 Move-in Date _____ Term _____
 20 Application Fee (non-refundable) \$ _____ Application Deposit \$ _____
 21 Monthly Rent \$ _____ Security Deposit \$ _____
 22 First Month's Rent \$ _____ Last Month's Rent \$ _____
 23 Are pets permitted? (Yes) (No) May be subject to review. Pet Rent \$ _____
 24 Non-refundable Pet Fee \$ _____ Other _____ \$ _____
 25 Tenants Pays _____
 26 Is rental insurance required for tenants? (Yes) (No)
 27 Rent and Security Deposit checks will be written separately.

28 How did you hear about the property? _____

29 1. APPLICANT INFORMATION

30 Provide at least two years of history. Attach additional sheets if more space is needed.
 31 The individual listed below is a(n): (Applicant) (Co-signer)
 32 Full Name _____
 33 Home Phone _____ Work Phone _____
 34 Cell Phone _____ Email _____
 35 Present Address & ZIP _____
 36 From _____ To _____ Rent/Mortgage \$ _____ /mo. (Own) (Rent) (Other)
 37 Landlord/Mortgage Co. Name & Phone _____
 38 Previous Address & ZIP _____
 39 From _____ To _____ Rent/Mortgage \$ _____ /mo. (Own) (Rent) (Other)
 40 Landlord/Mortgage Co. Name & Phone _____

41 Applicant's Initials _____



Applicant Name _____

42 Is Applicant at least 18 years old? (Yes) (No)

43 Are you applying with anyone else? (Yes) (No) A separate application must be completed for each applicant/co-signer:

44 Name _____ (Applicant) (Co-signer)

45 Name _____ (Applicant) (Co-signer)

46 Name _____ (Applicant) (Co-signer)

47 Name _____ (Applicant) (Co-signer)

48 Will anyone else be occupying the property? (Yes) (No)

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

50 Name _____ 18 or older

51 Name _____ 18 or older

52 Name _____ 18 or older

53 Name _____ 18 or older

54 Check here if additional information is attached

55 **2. EMPLOYMENT INFORMATION**

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

57 Employer _____

58 Employed From _____ To _____ Position _____

59 City/State _____ Phone _____

60 Supervisor _____

61 Gross Income: \$ _____ /mo. OR \$ _____ /hr., for _____ hrs. per week (on average)

62 Previous Employer _____

63 Employed From _____ To _____ Position _____

64 City/State _____ Phone _____

65 Supervisor _____

66 Gross Income: \$ _____ /mo. OR \$ _____ /hr., for _____ hrs. per week (on average)

67 Proof of income attached

68 Check here if additional information is attached

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

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

72	Source	Amount	Source	Amount
73	_____	_____	_____	_____
74	_____	_____	_____	_____

75 Check here if additional information is attached

76 **4. BANK ACCOUNT INFORMATION**

77	Bank Name	Account Type	Balance
78	_____	_____	\$ _____
79	_____	_____	\$ _____
80	_____	_____	\$ _____

81 Check here if additional information is attached

82 **5. MONTHLY PAYMENTS**

83	Lender Name	Loan Type	Balance Due	Monthly Payment
84	_____	_____	\$ _____	\$ _____
85	_____	_____	\$ _____	\$ _____
86	_____	_____	\$ _____	\$ _____
87	_____	_____	\$ _____	\$ _____

88 Check here if additional information is attached

89 Applicant's Initials _____

Applicant Name _____

90 **6. VEHICLE**

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

92	Make/Model	Year	Color	License Plate/State
93	_____	_____	_____	_____
94	_____	_____	_____	_____
95	_____	_____	_____	_____

96 Check here if additional information is attached

97 **7. PETS**

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

99	Pet 1	Pet 2	Pet 3
100	Type (Cat, dog, etc.) _____	_____	_____
101	Breed _____	_____	_____
102	Age _____	_____	_____
103	Weight _____	_____	_____
104	Gender _____	_____	_____

105 **8. OTHER INFORMATION**

106 (Yes) (No) Have you ever declared bankruptcy or suffered foreclosure?

107 If yes, list any payments: \$ _____

108 (Yes) (No) Have you ever defaulted on your mortgage?

109 (Yes) (No) Have you been evicted or sued for unpaid rent or damages to leased property?

110 (Yes) (No) Have you ever refused to pay rent for any reason?

111 (Yes) (No) Have you ever been convicted of or entered a plea of guilty or nolo contendere for a felony or misdemeanor?

112 (Yes) (No) Since January 1, 1998, Have you been obligated to pay support under any order(s) of record? If yes:

113 County _____ Domestic Relations File or Docket Number: _____

114 Amount _____ Are you delinquent? _____

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

116

117

118 Check here if additional information is attached

119 **9. CONDITION OF PROPERTY**

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

121 **10. APPLICATION FEE**

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

125 **11. OBLIGATION TO ENTER INTO LEASE AGREEMENT/ DAMAGES**

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

129 **12. CONVICTED SEX OFFENDERS (MEGAN'S LAW)**

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

135 Applicant's Initials _____

Applicant Name _____

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

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

146 **14. FAIR CREDIT REPORTING ACT**

147 If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report author-
148 ized by paragraph 16 of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the denial,
149 and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free tele-
150 phone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis) that furnished
151 the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to pro-
152 vide you with the specific reasons why your application was denied, (3) a numerical credit score, the range of possible credit scores
153 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
154 how to obtain a free copy of your consumer report from the consumer reporting agency, and (5) information about how to dispute the
155 accuracy or completeness of any information in a consumer report furnished by the agency. If the Landlord or Broker denies your appli-
156 cation because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), the
157 Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.

158 **15. SPECIAL CLAUSES**

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

160 Advanced Payment Addendum (PAR Form APA)

161

162

163 (B) Additional Terms:

164
165
166 **16. AUTHORIZATION**

167 By initialing below, Applicant provides the described authorization.

168 _____ Applicant authorizes Landlord or Broker for Landlord to obtain any information deemed necessary to evaluate this
169 Application. This information may include, but is not limited to, credit reports, criminal history, judgments of record,
170 rental history, verification of employment and salary, employment history, vehicle records, and licensing records.
171 Broker for Landlord may report to Landlord any information obtained by Broker for Landlord for evaluation of the
172 Application. Applicant acknowledges that all information in the Application is true and correct. Applicant acknowl-
173 edges that if applicant presents false or incomplete information Landlord may reject this Application. Applicant
174 understands that giving false or incomplete information may result in forfeiture of any payments made in connection
175 with this Rental Application.

176 _____ Applicant authorizes the Broker for Owner to contact the Applicant directly.

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

185 **For Tenant Identification Purposes Only**

186 Social Security Number/ITIN _____ Date of Birth _____

187 Driver's License/Government ID Number _____ Driver's License State _____

188 **I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.**

189 **APPLICANT SIGNATURE** _____ **DATE** _____

190 **APPLICANT NAME** _____ **DATE** _____