

APPLICATION FOR RENTAL OF: \_\_\_\_\_

PROPERTY ADDRESS

**\$35.00 PER APPLICANT NON REFUNDABLE FEE IS DUE WITH APPLICATION**

**ATTACH COPY OF PHOTO ID/DRIVERS LICENSE AND PAYSTUBS.**

**ALL INFORMATION ON APPLICATION MUST BE FILLED IN COMPLETELY TO BE CONSIDERED.**

APPLICANT INFORMATION

APPLICANT #1

NAME: \_\_\_\_\_ ARE YOU 18 OR OLDER  YES  NO SOCIAL SECURITY # \_\_\_\_\_

EMAIL: \_\_\_\_\_ Date of Birth if ID not provided: \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

(No PO Box #'s)

PHONE NUMBER \_\_\_\_\_ CELL NUMBER \_\_\_\_\_ WORK PHONE \_\_\_\_\_

LANDLORD NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ MONTHLY RENT \_\_\_\_\_

HOW LONG DID YOU LIVE AT THIS ADDRESS: \_\_\_\_\_ PREVIOUS ADDRESS \_\_\_\_\_

PREVIOUS LANDLORD \_\_\_\_\_ PREVIOUS LANDLORD PHONE# \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ LICENSE PLATE NUMBER \_\_\_\_\_ YEAR, MAKE, MODEL \_\_\_\_\_

APPLICANT #2

NAME: \_\_\_\_\_ ARE YOU 18 OR OLDER  YES  NO SOCIAL SECURITY # \_\_\_\_\_

EMAIL: \_\_\_\_\_ Date of Birth if ID not provided: \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

(No PO Box #'s)

PHONE NUMBER \_\_\_\_\_ CELL NUMBER \_\_\_\_\_ WORK PHONE \_\_\_\_\_

LANDLORD NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ MONTHLY RENT \_\_\_\_\_

HOW LONG DID YOU LIVE AT THIS ADDRESS: \_\_\_\_\_ PREVIOUS ADDRESS \_\_\_\_\_

PREVIOUS LANDLORD \_\_\_\_\_ PREVIOUS LANDLORD PHONE# \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ LICENSE PLATE NUMBER \_\_\_\_\_ YEAR, MAKE, MODEL \_\_\_\_\_

EMPLOYMENT HISTORY – PROVIDING PAY STUBS CAN EXPEDITE PROCESSING.

APPLICANT #1

CURRENT EMPLOYER: \_\_\_\_\_ EMPLOYER ADDRESS: \_\_\_\_\_

EMPLOYER PHONE # \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ HRS PER WEEK \_\_\_\_\_

RATE PER HOUR\$ \_\_\_\_\_ IF SALARY WHAT AMOUNT PER WEEK\$ \_\_\_\_\_ HOW LONG HAVE YOUR WORKED HERE \_\_\_\_\_

IF EMPLOYMENT IS LESS THAN ONE YEAR PLEASE PROVIDE WITH PREVIOUS EMPLOYER HERE: \_\_\_\_\_

APPLICANT #2

CURRENT EMPLOYER: \_\_\_\_\_ EMPLOYER ADDRESS: \_\_\_\_\_

EMPLOYER PHONE # \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ HRS PER WEEK \_\_\_\_\_

RATE PER HOUR\$ \_\_\_\_\_ IF SALARY WHAT AMOUNT PER WEEK\$ \_\_\_\_\_ HOW LONG HAVE YOUR WORKED HERE \_\_\_\_\_

IF EMPLOYMENT IS LESS THAN ONE YEAR PLEASE PROVIDE WITH PREVIOUS EMPLOYER HERE: \_\_\_\_\_

OTHER INCOME

Alimony / Child support income need not be revealed if you do not wish to have it considered as a basis for paying this obligation

SOURCE OF INCOME \_\_\_\_\_ MONTHLY AMOUNT\$ \_\_\_\_\_

SOURCE OF INCOME \_\_\_\_\_ MONTHLY AMOUNT\$ \_\_\_\_\_

PRESENT BILLS PER MONTH (Installment loan, credit cards, mortgages, other loans):

Creditor	Monthly Payment	Creditor	Monthly Payment

**REFERENCES**

PLEASE PROVIDE US WITH A LIST OF 3 REFERENCES

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
YEARS ACQUAINTED \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
YEARS ACQUAINTED \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
YEARS ACQUAINTED \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

**GENERAL QUESTIONS:**

DO YOU HAVE ANY ANIMALS  YES  NO IF YES WHAT KIND \_\_\_\_\_

IS THIS A SERVICE ANIMAL?  YES  NO; IF YES, MUST ATTACH PROPER LEGAL DOCUMENTATION..

NAMES AND AGES OF CHILDREN THAT WILL BE LIVING IN THE RENTAL YOU ARE APPLYING FOR: (THIS IS FOR BORO INFORMATION SOMETIMES REQUIRED) \_\_\_\_\_

PROVIDE DATE OF BIRTH FOR ANY CHILD OVER 18 FOR CRIMINAL BACKGROUND CHECK. \_\_\_\_\_

LIST ANY OTHER OCCUPANTS OF THE PROPERTY WITH DATE OF BIRTH FOR ANYONE OVER 18 YEARS OF AGE: \_\_\_\_\_

REASON ARE YOU MOVING? \_\_\_\_\_

WHEN ARE YOU LOOKING TO OCCUPY? \_\_\_\_\_

DO YOU HAVE ANY OUTSTANDING JUDGEMENTS:  YES  NO IF YES WHAT? \_\_\_\_\_

HAVE YOU IN THE LAST 7 YEARS DECLARED BANKRUPTCY, SUFFERED FORECLOSURE, HAD AN ACCOUNT FOR COLLECTION ACTION OR HAD ANY LEGAL ACTION AFFECTING ABILITY TO FINANCE?  YES  NO IF YES EXPLAIN: \_\_\_\_\_

HAVE YOU BEEN MORE THAN 7 DAYS LATE IN MAKING YOUR RENTAL/MORTGAGE PAYMENTS IN THE LAST 3 YEARS?  YES  NO IF YES WHO AND WHY? \_\_\_\_\_

HAVE YOU AT ANYTIME ON OR SINCE JANUARY 1, 1998 BEEN OBLIGATED TO PAY SUPPORT UNDER AN ORDER THAT IS ON RECORD IN ANY PENNSYLVANIA COUNTY? IF YES LIST THE COUNTY AND HOW MUCH YOU NEED TO PAY EACH MONTH \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  YES  NO IF YES WHAT: \_\_\_\_\_

IF YOU FEEL YOU NEED TO EXPLAIN ANY SITUATION YOU ARE IN OR SOMETHING THAT WILL APPEAR ON YOUR CREDIT REPORT OR BACKGROUND CHECK AND YOU WANT TO EXPLAIN FIRST EXPLAIN BELOW: \_\_\_\_\_

**CIVIL RIGHTS ACT:**

Federal and state laws make it illegal for a landlord, broker, or anyone to use RACE, COLOR, RELIGIOUS CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS 9(children under 18 years of age),AGE (40 or older), NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMAL, or the FACT OF RELATIONSHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reason for refusing to sell, show or rent properties, loan money, or set deposit amounts, or as reasons for any decision relation to the sale or lease of property.

It is also an unlawful discriminatory practice to evict or attempt to evict an occupant of a housing accommodation before the end of the term of the lease because of the pregnancy or birth of a child.

**RENTAL GUIDELINES: ALL RENTAL APPLICANTS MUST:**

1. Qualify for rent payments using 28/38 % debt to income ratio ( if utilities included may extend to 40/50)
2. Have verifiable Income
3. Not exceed HUD occupant guidelines or local authority occupant guidelines.
4. Have had same present source of income for at least 6 months
5. Not have any negative credit/late payments/bankruptcies/charge offs/ creditor closed accounts
6. Have no criminal record or any landlord tenant suits, prior judgments, evictions, or convictions
7. Have properly completed and signed rental applications
8. Not be currently behind on any rental payments
9. must not have any occupants over age 21 who does not adhere to these rental guidelines
10. provide photo identification
11. not have excessive number of vehicles for size of property/parking availability
12. Provide last 2 years of tax returns to verify income if self employed
13. Must be able to pay deposits required and rent requested in full prior to occupancy.
14. Must qualify for rental without a co-signer.
15. Occupant must be qualified for the rental (not a non-occupant applicant)

**AUTHORIZATION AND REPORTING**

The undersigned applicants acknowledge that the above information is true and correct and by signature below on the consumer notice, authorizes Richard A. Zuber Realty; to request and obtain a **credit report**, credit information, **criminal background check**, **employment verification for information** regarding employment and **verification** Including, but not limited to salary, dates, history, violations, etc , **AND PRESENT AND PREVIOUS LANDLORD tenancy information or references (including any violations) or** from anyone necessary for the processing of my application for this rental unit and authorizes such employers, landlords or **creditors to release requested information** , now or in the future to verify the information contained here in or obtain updated information on me/us and to report the information obtained to Landlord. Applicants acknowledge that if they present false information, Landlord/Agent may reject this application. Applicants understand that giving false or incomplete or misleading information may result in the forfeiture of deposits or other financial loss.

This is preliminary application and does not obligate Landlord/Broker to execute a lease or deliver possession of the proposed premises.

The applicant understand that Richard A. Zuber Realty reports anything good or bad, upon entering, during, or vacating this property to agencies who keep a tenant database for a period of up to six years which can be accessed by others.

Applicant authorizes Richard A Zuber Insurance Agency to contact applicant regarding renters insurance. The owner of Richard A Zuber Realty is also the owner of Richard A Zuber Insurance Agency and therefore has financial interest in its business performance.

The applicant also authorizes and had permission to authorize Richard A. Zuber Realty to consult any law enforcement agency for any criminal information and authorizes such agencies to release this information including but not limited to any arrests, convictions, or criminal activity reports to them **AND ANY OCCUPANT OVER 18 YEARS OF AGE.**

**CONSUMER NOTICE FOR TENANTS (THIS IS NOT A CONTRACT)**

Licensee below hereby states that with respect to the property listed on page 1 and/or other properties managed and shown by them, is acting in the following capacity: (CHECK ONE)

(i) Owner /Landlord of property  A direct employee of Owner/Landlord  agent pursuant to a property management/exclusive leasing agreement

I acknowledge I have received this notice and all other notices and authorizations above:

_____	_____	_____
PRINT CONSUMER	SIGNATURE	DATE
_____	_____	_____
PRINT CONSUMER	SIGNATURE	DATE

I Certify that I have provided this notice: \_\_\_\_\_ **Lic # PA-** \_\_\_\_\_  
LICENSEE SIGNATURE DATE

**BY SIGNING THE ABOVE CONSUMER NOTICE I AM ALSO ACKNOWLEDGING THAT I HAVE READ AND AGREE TO THE PROVISIONS AS STATED. ABOVE AND I AM AUTHORIZING EMPLOYERS, CREDIT REPORTING AGENCIES, PRESENT AND PREVIOUS LANDLORDS AND COURT SERVICES TO RELEASE INFORMATION TO RICHRD A. ZUBER REALTY.**

**RECEIPT**

Received From \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS

FOR: Application Fee

Payment Method:  Cash  Money Order  Check  Charge on Square Card Reader

Received by: \_\_\_\_\_ Date: \_\_\_\_\_