



# *Residential Rental Application*

## CONSUMER NOTICE (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)

Print (Consumer)

Signed (Consumer)

Signed (Consumer)

Address (Optional)

Address(Optional)

Phone Number (Optional)

Phone Number (Optional)

I certify that I have provided this Notice: \_\_\_\_\_

(Licensee)

(Date)

### **Application Process**

1. Complete Residential Rental Application. Please remember to sign the Authorization Form and Landlord Verification Form (if applicable) and Employment Form.
2. Submit non-refundable Application Fee of \$75.00 for the first applicant and a fee of \$25 for each co-applicant to George Woodward Co. The Application Fee is non-refundable.

***TO THE APPLICANT: We sincerely thank you for your application. Please help us promptly process this application by clearly completing all of the required information. Applications remain on file for one year from the date received.***

FOR OFFICE USE ONLY: DATE RECEIVED \_\_\_\_\_ AGENT \_\_\_\_\_

**PERSONAL INFORMATION**

Applicant's Full Name \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License No. & State \_\_\_\_\_

Full Names of All Dependent Children:

Date of Birth:


**RESIDENCE HISTORY**

Present Address \_\_\_\_\_

\_\_\_\_\_ Present Address Since: \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Present Landlord or Mortgage Co. \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Previous Address \_\_\_\_\_

At Previous Address / Date From: \_\_\_\_\_ To: \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Previous Landlord or Mortgage Co. \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

**EMPLOYMENT INFORMATION**

PRESENT STATUS: \_\_\_ Employed Full-Time \_\_\_ Part-Time \_\_\_ Not Employed \_\_\_ Retired

PRESENT EMPLOYER (or most recent): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Dates Employed/ From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Gross Monthly Income \$ \_\_\_\_\_

Other Income (bonus, commission, etc.) \$ \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_

Previous Employer's Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates Employed / From: \_\_\_\_\_ To: \_\_\_\_\_

**BANKING AND CREDIT INFORMATION**

BANK NAME & BRANCH \_\_\_\_\_

Telephone \_\_\_\_\_

Checking Account No. \_\_\_\_\_ Savings Account No. \_\_\_\_\_

Loan Account No. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

HAVE YOU OR CO-APPLICANT EVER:

Been sued for non-payment of rent? \_\_\_\_\_yes \_\_\_\_\_no

Been evicted or asked to move out? \_\_\_\_\_yes \_\_\_\_\_no

Broken a rental agreement or lease? \_\_\_\_\_yes \_\_\_\_\_no

Been sued for damage to rental property? \_\_\_\_\_yes \_\_\_\_\_no

Declared bankruptcy? \_\_\_\_\_yes \_\_\_\_\_no

If you answered YES to any of the above, please explain \_\_\_\_\_

Desired monthly rental payment (or range) \$ \_\_\_\_\_

### OTHER INCOME

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Lawyer, Employer, etc.) who we could contact for confirmation. Please describe your income (alimony, child support or support maintenance income need not be revealed if you do not wish to have it considered as a basis for paying your rental obligation. If you wish for this type of income to be considered, please provide us with a copy of a court order or written agreement detailing such income).

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

### CO-APPLICANT INFORMATION

Co-Applicant's Full Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License No. & State \_\_\_\_\_

Present Landlord or Mortgage Co. \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

Co-Applicant's Employer (or most recent) \_\_\_\_\_

Employer's Address \_\_\_\_\_

Telephone \_\_\_\_\_ Dates Employed / From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_

Gross Monthly Income \$ \_\_\_\_\_ Other Income (bonus, commission, etc.) \$ \_\_\_\_\_

**OTHER INFORMATION**

NUMBER OF BEDROOMS NEEDED \_\_\_\_\_

OTHER NEEDS \_\_\_\_\_

NUMBER OF PETS\* OWNED BY YOU OR OTHER OCCUPANTS \_\_\_\_\_

Kind of Pet, Breed, Weight, and Age \_\_\_\_\_

\* A \$375 pet deposit, per pet, is required in addition to the security deposit. An additional monthly Pet Fee of \$20.00 per pet will be included in the monthly rental amount. The maximum number of two pets is allowed unless otherwise agreed.

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) \_\_\_\_\_

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. / State \_\_\_\_\_

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No. / State \_\_\_\_\_

Other Car, Motorcycle, etc. \_\_\_\_\_

**IN CASE OF PERSONAL EMERGENCY, NOTIFY:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

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

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

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

**AUTHORIZATION**

*PLEASE READ CAREFULLY BEFORE SIGNING:*

This is a preliminary application and does not obligate the lessor or the lessor's agent to execute a lease or deliver possession of the proposed or any other premises. To hold a house, payment of a deposit equal to one month's rent and all application documentation is required. **APPLICANT(S) SHALL BE ENTITLED TO A REFUND OF THE DEPOSIT ONLY IF GEORGE WOODWARD CO. 1.) RECEIVES A CANCELLATION NOTICE IN WRITING WITHIN FIVE (5) CALENDAR DAYS OF RECEIPT OF THE DEPOSIT OR 2.) GIVES WRITTEN NOTIFICATION THAT THIS APPLICATION IS DENIED.** Once an applicant is approved, the deposit will be applied to the security deposit pursuant to the terms of the lease.

Application may be denied for any of the following reasons: unfavorable or insufficient credit history; unfavorable landlord or employment reference(s); insufficient income to support the lease payments; inaccurate or falsified information submitted on the application; and/or the number of occupants exceeds the property's limit. A fee of \$75.00 is charged for the first applicant and a fee of \$25 is charged for each co-applicant by George Woodward Co. This fee is non-refundable.

Pursuant to the Human Relation Act of Pennsylvania (P.L. 744 as amended), it is an unlawful discriminatory practice to discriminate against a prospective occupant or user in the terms or conditions of leasing any housing accommodation or commercial property, or to elicit information, make or keep any record or use a form or application containing questions regarding race, color, religious creed, ancestry, sex, national origin, handicap or disability, age or familial status.

I / We the undersigned acknowledge that all information given in this application is true and correct and that falsified statements herein are grounds for termination of Lease. I/We hereby authorize the verification of the information contained herein, including but not limited to obtaining information from employers, landlords, personal references, banks and credit bureaus. I / We further attest to being 18 years old and of legal age to enter into a contract.

I/WE HAVE READ AND AGREE TO THE PROVISIONS AS STATED ABOVE.

APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

CO-APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

# LANDLORD VERIFICATION

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

\_\_\_\_\_

has applied for a rental property belonging to our company in Philadelphia. As part of the approval process, it is necessary that we receive a verification of tenancy from his/her current or previous landlord. Please complete the questions at the bottom of this form. Kindly return the form via fax to 215/247-2157 or phone your response to me at 215/247-5700. The applicant has already signed this form to authorize the release of the requested information. Thank you very much for your assistance.

Sincerely,

Barbara J. Baumbach  
President

.....

I authorize the release of the information below to George Woodward Co., Owner/Agent for the purpose of determining my eligibility to rent a house or apartment.

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

.....

1. Length of tenancy \_\_\_\_\_
2. Monthly rent amount \_\_\_\_\_
3. Did tenant pay the rent on time? \_\_\_\_\_
4. Do you know of any damages or other problems created by this tenant? \_\_\_\_\_
5. Would you lease a house/apartment to this tenant again in the future? \_\_\_\_\_
6. Your Name, Signature, and Title \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# LANDLORD VERIFICATION

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

\_\_\_\_\_

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I authorize the release of the information below to George Woodward Co., Owner/Agent for the purpose of determining my eligibility to rent a house or apartment.

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

.....

7. Length of tenancy \_\_\_\_\_
8. Monthly rent amount \_\_\_\_\_
9. Did tenant pay the rent on time? \_\_\_\_\_
10. Do you know of any damages or other problems created by this tenant? \_\_\_\_\_
11. Would you lease a house/apartment to this tenant again in the future? \_\_\_\_\_
12. Your Name, Signature, and Title \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# EMPLOYMENT VERIFICATION

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

\_\_\_\_\_ has applied for a rental property belonging to our company in Philadelphia. As part of the approval process, it is necessary that we receive a verification of employment from his/her employer. Please complete the questions at the bottom of this form. Kindly return the form via fax to 215/247-2157 or phone your response to me at 215/247-5700. The applicant has already signed this form to authorize the release of the requested information. Thank you very much for your assistance.

Sincerely,

Barbara J. Baumbach  
President

.....  
I authorize the release of the information below to George Woodward Co., Owner/Agent for the purpose of determining my eligibility to rent a house or apartment.

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

- .....
1. Date of hire \_\_\_\_\_ Occupation \_\_\_\_\_
  2. Monthly salary \$ \_\_\_\_\_
  3. Other compensation \_\_\_\_\_
  4. Is employment; Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_
  5. Likelihood of continued employment \_\_\_\_\_
  6. If party is no longer employed: Termination date \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
Employer Title Date

## EMPLOYMENT VERIFICATION

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

\_\_\_\_\_

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

.....

7. Date of hire \_\_\_\_\_ Occupation \_\_\_\_\_

8. Monthly salary \$ \_\_\_\_\_

9. Other compensation \_\_\_\_\_

10. Is employment; Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_

11. Likelihood of continued employment \_\_\_\_\_

12. If party is no longer employed: Termination date \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
Employer Title Date

## AUTHORIZATION AND UNDERSTANDING STATEMENT

Name: _____	
Social Security Number: _____	
Date of Birth: _____	
Driver's License Number and State: _____	
Address: _____	
City: _____	State/Zip: _____

I authorize management or its security agent, American Tenant Screen, Inc., to contact either orally or in writing any third parties to obtain information which management or its security agent deems necessary and appropriate in verifying my application (e.g. landlord references, employment verifications, credit reports). I specifically authorize this company or its designated agent to obtain from any **state or local enforcement agency** to include US Military authorities concerning my conduct, including records of any **Criminal History Record** information and **Motor Vehicle Records**.

\_\_\_\_\_  
Applicant Signature

Sign: _____	Date: _____
(Signature of the employee who has a validated applicant's picture ID)	

## AUTHORIZATION AND UNDERSTANDING STATEMENT

Name: _____	
Social Security Number: _____	
Date of Birth: _____	
Driver's License Number and State: _____	
Address: _____	
City: _____	State/Zip: _____

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Sign: _____ Date: _____
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