



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 \$50.00 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 \$50.00 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: _____

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: _____

.....

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: _____

_____ 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: _____

.....
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: _____

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: _____
<small>(Signature of the employee who has a validated applicant's picture ID)</small>