

**Rental Application Instructions**  
**Philadelphia Apartment Rentals Inc.**

Application (Includes cosigner form, if needed)

1. Complete the next 5 pages of this packet yourself. Co-applicants must complete their own application. All applicants over the age of 18 intending to occupy the rental unit must complete an application.
2. The bottom of page 5 of this packet gives you the opportunity to address any maintenance issues that you would like taken care of prior to your move-in, if your application is accepted.
3. We only need you to print/sign your name on the landlord & employment verification forms. We will send those to your employer/landlord to be completed.
4. Signatures are required on pages 2, 6, 7, and 8.
5. The last page of this packet is a cosigner form, should you need one.
6. **Include a copy of your photo ID and two consecutive paystubs.**

General Information:

1. The application fee is \$45. The cosigner fee is \$10, which covers up to 2 cosigners. The application and cosigner fees are non-refundable.
2. **Total Money Required:** \$45 application fee (per adult) and possibly a \$10 cosigner fee depending on the strength of your application. You must pay the security deposit, first month's rent, and last month's rent prior to move-in. We may require a 2-month security deposit if your application is weak in any area. Payment due dates will also be outlined in your lease. We reserve the right to re-market the property if payments, signatures or application information is not received in a timely manner.
3. Fees must be submitted before we can process your application. Only the application & cosigner fee can be paid in cash. Cash should not be left in our mailbox after-hours.
4. Personal checks, money orders, cashier's checks and PayPal can be used to make payments. If using a credit card or PayPal, add 3.5% to cover the fees and contact [daves@philadelphiaapartmentrental.com](mailto:daves@philadelphiaapartmentrental.com) for further instructions. Any payments made within 9 days of move-in must be paid via money order, cashier's check, credit card, or PayPal.
5. Rent or security deposits can **never** be paid by cash. Always ask for a receipt and never give payments other than the application and cosigner fees to anyone during the initial apartment viewing.
6. You will be required to have a cosigner if you are not employed full time or do not meet the sufficient income requirements. Students require a cosigner. Your cosigner must submit a copy of their photo ID with the form.
7. The application and cosigner forms can be faxed, emailed or mailed in advance of the fees. You can leave the applications in our silver mailbox during off-hours.
8. Applications usually take about 2 days to process once a complete application is submitted.
9. The property will only be taken off the market only for 3 days, **starting from when we call to tell you your application is approved.** Within these 3 days, you have three items to complete:
  1. All parties must sign the lease.
  2. Pay the security deposit. Always ask for a copy of your payment with our signature, which will serve as a receipt. Cash will not be accepted.
  3. If we told you a cosigner is required, return the original form signed & notarized.
10. Additional applications, cosigner forms and a sample lease are available on the website.
11. We are unable to provide applicants with copies of your credit report; however, if you are denied due to credit, we will provide you with a letter explaining how to obtain a free copy of your credit report.

We prefer that applications are submitted in person but they can be faxed or sent by email to:

2432 E. Norris St. 1<sup>st</sup> Fl. Philadelphia, PA 19125

(215) 382-0112 x106

Fax (215) 558-6007

Email: [leasing@philadelphiaapartmentrental.com](mailto:leasing@philadelphiaapartmentrental.com)

Web site: [www.philadelphiaapartmentrental.com](http://www.philadelphiaapartmentrental.com)

PayPal: [daves@philadelphiaapartmentrental.com](mailto:daves@philadelphiaapartmentrental.com)



**Rental Application**  
**Philadelphia Apartment Rentals Inc.**

Dates of Occupancy from \_\_\_\_\_ to \_\_\_\_\_

Landlord Name \_\_\_\_\_ **Phone** \_\_\_\_\_

Landlord is  Owner  Tenant/Subletter  Relative

Current Rent Amount \$ \_\_\_\_\_

Number of roommates that helped you pay the rent \_\_\_\_\_.

**Previous Mailing Address:**

Street \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_  Own  Rent  Other \_\_\_\_\_

Dates of Occupancy from \_\_\_\_\_ to \_\_\_\_\_

Landlord Name \_\_\_\_\_ **Phone** \_\_\_\_\_

Landlord is  Owner  Tenant/Subletter  Relative

Current Rent Amount \$ \_\_\_\_\_

Number of Tenants that helped you pay the rent \_\_\_\_\_.

**2. EMPLOYMENT INFORMATION**

**Present Employer:**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Position/Title \_\_\_\_\_

Start/End Dates of Employment: \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone: \_\_\_\_\_

Monthly Income (Take home) \$ \_\_\_\_\_  Full Time  Part Time

[You must provide your last 2 pay stubs or a qualified co-signer]

**Previous Employer:**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Position/Title \_\_\_\_\_

Start/End Dates of Employment: \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Phone: \_\_\_\_\_

Monthly Income (Take home) \$ \_\_\_\_\_  Full Time  Part Time

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**3. OTHER INCOME** (Alimony, child support, or separate income need not be revealed if Applicant does not wish to have it considered as a basis for paying this obligation.)

| Description | Source | Monthly Amount |
|-------------|--------|----------------|
|             |        |                |
|             |        |                |
|             |        |                |

**4. CREDIT REFERENCES/LIABILITIES**

- Yes  No Do you have any outstanding judgments?
- Yes  No Have you in the last 7 years declared bankruptcy, suffered foreclosure, had an account assigned for collection action or had any legal action affecting ability to finance?
- Yes  No Have you been more than 30 days late in making your rental/mortgage payments in the last year?
- Yes  No Have you at any time 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 the Domestic Relations File or Docket Number: \_\_\_\_\_
- Yes  No Have you ever been convicted of a crime?
- Yes  No Have you ever been evicted?

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

\_\_\_\_\_

**5. VEHICLE INFORMATION**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
 Color \_\_\_\_\_ License Number/State \_\_\_\_\_

**6. MISCELLANEOUS**

- Desired Move-in Date \_\_\_\_\_
- Names, addresses, and date-of-birth everyone that will occupy the premises, excluding yourself:

| Name | Address | Date of Birth |
|------|---------|---------------|
|      |         |               |
|      |         |               |
|      |         |               |

- I  am  am not a Section 8 tenant. If you are a Section 8 tenant, how many bedrooms was your voucher issued for? \_\_\_\_\_
- How did you find out about this property?  Friend  Craig's List  Office website  Newspaper, specify \_\_\_\_\_  Other, specify \_\_\_\_\_
- I  do  do not smoke.

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**7. PERSONAL REFERENCES**

| Name & Relation | Address | Phone Number |
|-----------------|---------|--------------|
|                 |         |              |
|                 |         |              |
|                 |         |              |

**8. 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 (children under 18 years of age), age (40 or older), national origin, use or handling/training of support or guide animals, or the fact of 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 or lease of property.

It is 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.

**9. AUTHORIZATION**

The undersigned Applicant hereby agrees for rental of the dwelling unit described herein and represents the facts contained are true. Any false information given will be grounds for immediate rejection of this application, forfeiture of deposit monies, and possible future eviction. Only persons listed on this application and co-applications may occupy the rental unit. Any person over 18 years old is required to have a credit check completed. I also understand that this application is subject to the approval of the landlord, for which I authorize David Scannapieco and/or his employees to verify the information on this rental application by all means, including consumer reporting agencies, public records, current and previous rental property owners and employers. The non-refundable application and cosigner fees must be paid at the time this application is submitted. If the application is not accepted, the entire deposit minus the application and cosigner fees will be returned to the Applicant. If the application is approved, the following must happen within 3 days of receiving the approval call or email:

- 1) The security deposit must be of approval or the rental unit will be put back on the market
- 2) The lease must be signed.
- 3) All co-signer forms must be notarized and faxed to the office. (if you were told a co-signer is necessary)

The last month's rent must be paid 9 days prior to the move-in date. The first months rent is due within 30 days or 9 days prior to move-in date; whichever is sooner.

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This is a preliminary application and does not obligate Landlord or Landlord's Broker to execute a lease or deliver possession of the proposed premises. The application fee will be refunded to Applicant only if the repairs listed below are not done prior to move-in. If you do not expect any repairs to be done, write "None" below:

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I am moving because:

- Landlord did not maintain the property
- The property had  bed bugs,  roaches,  mice,  fleas
- other \_\_\_\_\_

If approved, I will be providing my own:

- Washer
- Refrigerator
- Dryer:  Gas  Electric

Since I am handing in this application during an open house where a copy machine is not available, I will wait for my copy to be mailed and call if I do not receive a copy.                      Initials: \_\_\_\_\_

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.

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

# Landlord Verification Form

**Applicants should return this form to our real estate office. We will send it to your landlord to be completed.**

Attn: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

**Tenant's Name:** \_\_\_\_\_; **Rental Address:** \_\_\_\_\_

By signing below, I hereby authorize my landlord to complete this form and return it to the fax number listed below.

\_\_\_\_\_  
Applicant's Name (Printed)

\_\_\_\_\_  
Applicant's Signature

1. Are you related to the tenant in any way?

Yes: please explain: \_\_\_\_\_  No

2. Has the tenant made consecutive and timely rent payments since the beginning of the lease?

Yes  No: please explain: \_\_\_\_\_

3. Has the tenant participated in any disruptive or damaging behavior during his stay in the residence? Where any complaints filed?

Yes: please explain: \_\_\_\_\_  No

4. Has Tenant maintained safe and sanitary living conditions to the best of your knowledge?  Yes  No

5. Current rent amount: \$ \_\_\_\_\_

6. Number of tenants on the lease: \_\_\_\_\_

7. Dates of occupancy: \_\_\_\_\_

8. Has the tenant given the proper notice to end the lease and vacate the apartment?  Yes  No

9. Are there any pets in the rental unit that you are aware of?

Yes: please give the number, type, and size: \_\_\_\_\_  No

10. Was Licenses & Inspections ever out to the property for issues during the tenancy?

Yes: please explain: \_\_\_\_\_  No

11. Did the property have bed bugs during this tenant's residency?

Yes  No

12. Would you rent to this tenant again?

Yes  No

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**Philadelphia Apartment Rentals Inc. 2432 E. Norris St. 1<sup>st</sup> Fl. Philadelphia, PA 19125  
(215) 382-0112 x106; Fax (215) 558-6007**

# Employment Verification Form

**Applicants should return this form to our real estate office. We will send it to your employer to be completed.**

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

Attn: \_\_\_\_\_

Fax: \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Position and/or Title:** \_\_\_\_\_

**Last Four of Social Security Number:** \_\_\_\_\_

By signing below, I hereby authorize my employer listed above to complete this form and return it to the fax number listed below.

\_\_\_\_\_  
Applicant's Name (Printed)

\_\_\_\_\_  
Applicant's Signature

1. Is it true that this person referenced above is currently working for your company?

Yes     No

2. The employee is employed:

Full-time     Part-time

3. Dates of employment: \_\_\_\_\_

4. Employee's Position/Title: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Name (Printed)

\_\_\_\_\_  
Supervisor's Signature

***Philadelphia Apartment Rentals Inc. 2432 E. Norris St. 1<sup>st</sup> Fl. Philadelphia, PA 19125  
(215) 382-0112 x106; Fax (215) 558-6007***



**Cosigner Form**

Philadelphia Apartment Rentals Inc.  
2432 E. Norris St. 1<sup>st</sup> Fl. Philadelphia, PA 19125  
Phone: (215) 382-0112 x 103 Fax: (215) 558-6007  
Email: [leasing@philadelphiaapartmentrental.com](mailto:leasing@philadelphiaapartmentrental.com)

• Please return this **form returned so we can start processing. Within 3 days of receiving the call that they are approved, we will then need this form notarized. It can be mailed, emailed or faxed to us** with a copy of your driver's license to 215-558-6007. There is a \$10 cosigner fee associated with this form. If this form is for a lease renewal, the notarization & fee will be waived. Please keep a copy for your records.

• Please do not send this form back with any blanks remaining. Ask the applicant for the address and unit #. This form should be completed in your own handwriting. One form per cosigner must be submitted. Co-signers do not have to complete rental applications also, just this co-signer form.

\*\*\*\*\*  
**Cosigner** Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State & Zip Code: \_\_\_\_\_  
Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_  
Cosigner Signature Date

\*\*\*\*\*  
I guarantee the monthly payment of rent during the term of the lease, or any extension thereafter, for \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (the "Tenant(s)"), who is/are applying for the property located at \_\_\_\_\_ Apt. # \_\_\_\_\_.

**My obligation to fulfill the terms and conditions of the lease are identical to that of the Tenant(s) listed above. I grant the leasing agent permission to examine my credit rating.**

\*\*\*\*\*  
STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_  
On this, the \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_, before me, a notary public the undersigned individual(s) \_\_\_\_\_, personally appeared, known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/they executed the same for the purposes therein contained.  
In Witness Whereof, I hereunto set my hand and official seal.  
\_\_\_\_\_  
Notary Public My Commission Expires: \_\_\_\_\_