Rental Application for Residents and Occupants

Each co-resident and each occupant 18 years old and over must submit a separate application.
Spouses may submit a joint application.

Date when filled out: _____

ABOUT YOU

Full name *(exactly as on driver's license or govt. ID card)*

_____

_____

Your street address *(as shown on your driver's license or government ID card):*

_____

_____

Driver's license # and state: _____

OR govt. photo ID card #: _____

Former last names *(maiden and married)*: _____

_____

Your Social Security #: _____

Birthdate: _____ Sex: _____

Height: _____ Weight: _____

Eye color: _____

Marital Status: ❑ single ❑ married ❑ divorced ❑ widowed ❑ separated

Are you a U.S. citizen? ❑ Yes ❑ No

Do you or any occupant smoke? ❑ Yes ❑ No

Will you or any occupant have an animal? ❑ Yes ❑ No

Kind, weight, breed, age: _____

_____

Current home address *(where you now live)*: _____

_____

City/State/Zip: _____

Home/cell phone: (_____) _____

Current rent: $ _____

Email address: _____

_____

Name of apartment where you now live: _____

_____

Current owner or manager's name: _____

Their phone: (_____) _____

Date moved in: _____

Why are you leaving your current residence? _____

_____

Your previous home address: _____

_____

City/State/Zip: _____

Apartment name: _____

Name of above owner or manager: _____

Their phone: (_____) _____

Previous monthly rent: $ _____

Date you moved in: _____

Date you moved out: _____

YOUR WORK

Present employer: _____

_____

Address: _____

City/State/Zip: _____

Work phone: (_____) _____

Position: _____

Your gross annual income is over: $ _____

Date you began this job: _____

Supervisor's name and phone: _____

_____

Previous employer: _____

_____

Address: _____

City/State/Zip: _____

Work phone: (_____) _____

Position: _____

Gross annual income was over: $ _____

Dates you began and ended this job: _____

_____

Previous supervisor's name and phone: _____

_____

YOUR CREDIT HISTORY

Your bank's name, city, state:

_____

_____

List major credit cards: _____

_____

Other non-work income you want considered. Please explain:

_____

_____

_____

Past credit problems you want to explain. *(Use separate page.)*

YOUR RENTAL/CRIMINAL HISTORY

Check only if applicable. Have you, your spouse, or any occupant listed in this Application ever: ❑ been evicted or asked to move out? ❑ moved out of an apartment before the end of the lease term without the owner's consent? ❑ declared bankruptcy? ❑ been sued for rent? ❑ been sued for property damage? ❑ been convicted of a felony or sex crime? Please indicate the year, location and type of each felony or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above.*

_____

_____

_____

_____

_____

YOUR SPOUSE

Full name:

_____

_____

Former last names *(maiden and married)*: _____

_____

Spouse's Social Security #: _____

Driver's license # and state: _____

OR govt. photo ID card #: _____

Birthdate: _____ Sex: _____

Height: _____ Weight: _____

Eye color: _____

Are you a U.S. citizen? ❑ Yes ❑ No

Present employer: _____

_____

Address: _____

City/State/Zip: _____

Work phone: (_____) _____

Position: _____

Date began job: _____

Gross annual income is over: $ _____

Supervisor's name and phone: _____

_____

(continued on next page)

© 2019, National Apartment Association, Inc. - 3/2019, Pennsylvania

OTHER OCCUPANTS

Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than six.

Name: _____
Relationship: _____
Sex: _____ Birthdate: _____
DL or govt. ID card # & State: _____
Social Security #: _____

Name: _____
Relationship: _____
Sex: _____ Birthdate: _____
DL or govt. ID card # & State: _____
Social Security #: _____

Name: _____
Relationship: _____
Sex: _____ Birthdate: _____
DL or govt. ID card # & State: _____
Social Security #: _____

Name: _____
Relationship: _____
Sex: _____ Birthdate: _____
DL or govt. ID card # & State: _____
Social Security #: _____

Name: _____
Relationship: _____
Sex: _____ Birthdate: _____
DL or govt. ID card # & State: _____
Social Security #: _____

Name: _____
Relationship: _____
Sex: _____ Birthdate: _____
DL or govt. ID card # & State: _____
Social Security #: _____

YOUR VEHICLES

List all vehicles to be parked by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.

Make and color of vehicle: _____
Year: _____ License #: _____ State: _____

Make and color of vehicle: _____
Year: _____ License #: _____ State: _____

Make and color of vehicle: _____
Year: _____ License #: _____ State: _____

WHY YOU APPLIED HERE

Were you referred? ❑ Yes ❑ No

If yes, *by whom:* _____
Name of locator or rental agency: _____
Name of individual locator or agent: _____
Name of friend or other person: _____

Did you find us on your own? ❑ Yes ❑ No

If yes, fill in information below:
❑ On the Internet ❑ Stopped by ❑ Newspaper (name): _____
❑ Rental publication: _____
❑ Other: _____

EMERGENCY

Emergency contact person over 18, who will not be living with you:

Name: _____
Address: _____
City/State/Zip: _____
Work phone: (_____) _____
Home phone: (_____) _____
Relationship: _____

AUTHORIZATION

I or we authorize *(owner's name)* Burkentine and Sons

to obtain reports from any consumer reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Applicant's signature: _____

Spouse's signature: _____

You must also sign the Application Agreement on the last page of this Application.

Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

The NAA Lease Contract to be used must be the latest version published by the association unless an earlier version is initialed by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract _____;
- Name of Owner/Lessor Burkentine and Sons _____;
- Property name and type of apartment *(bedrooms and baths)* _____;
- Complete street address _____
  City/State/Zip Hanover, PA 17331;
- Names of all other occupants not signing Lease Contract *(persons under age 18, relatives, friends, etc.)* _____;
- Total number of residents and occupants _____;

(continued on next page)

© 2019, National Apartment Association, Inc. - 3/2019, Pennsylvania

- Beginning date and ending date of Lease Contract _____ _____;
- Number of days notice for termination 60;
- Total security deposit $ _____;
- Animal deposit $ 500.00;
- Total monthly rent for apartment $ _____;
- Rent to be paid at *(check one)* ❑ on-site manager's office or ☒ at Online Portal _____;
- Prorated rent for: ☒ first month or ❑ second month $ _____;
- Monthly rental due date _____;
- Late charges due if rent is not paid on or before the 1st;
- Initial late charge $ 100.00; Daily late charge $ _____;
- Returned check charge $ 50.00;
- ❑ Check if the apartment is to be furnished;
- Utilities paid by owner *(check all that apply):* ❑ gas, ❑ water, ❑ wastewater, ❑ trash, ❑ cable TV, ❑ electricity ❑ master antenna;
- You are *(check one)* ☒ required to purchase personal liability insurance or ❑ not required to purchase personal liability insurance;
- Agreed reletting charge $ _____;
- Special provisions regarding parking, storage, etc. (see attached page, if necessary): _____

Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached--or, if no Lease Contract is attached, the Lease Contract will be the current NAA Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Information above.
2. **Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. *It's nonrefundable.*
3. **Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated in this Application. *The application deposit is not a security deposit.* However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties, OR it will be refunded under this Application if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw.
4. **Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
5. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
6. **If You Fail to Sign Lease After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone, or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.*
7. **If You Withdraw Before Approval.** You and any coapplicants may not withdraw your Application or the application deposit. *If, before signing the Lease Contract, you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the apartment, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
8. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us *(unless checked):* ❑ a separate Application has been fully filled out and signed by you and each co-applicant; ❑ an application fee has been paid to us; ❑ an application deposit has been paid to us. *If no item is checked, all are necessary for the Application to be considered completed.*
9. **Nonapproval in Seven Days.** We will notify you whether you've been approved within seven days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within seven days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval.
10. **Refund after Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved, we'll refund all application deposits within _____ days (not to exceed 30 days; 30 days if left blank) of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension of Deadlines.** If the deadline for signing, approving, or refunding falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all coapplicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (nonrefundable): $ _____
    Application deposit (may or may not be refundable): $ _____
    Total of above application fee and application deposit: $ _____
    Total amount of money we've received to this date: $ _____
15. **Signature.** ***Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.***

(continued on next page)

© 2019, National Apartment Association, Inc. - 3/2019, Pennsylvania

Acknowledgment. You declare that all your statements on the first page of this Application are true and complete. You authorize us to verify same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, we may recover all attorney's fees and litigation costs from you. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

If you are seriously ill or injured, what doctor may we notify? ***(We are not responsible for providing medical information to doctors or emergency personnel.)***

Name: _____ Phone: (_____) _____

Important medical information in emergency: _____

This Rental Application and the Lease Contract are binding legal documents when signed. Please read them carefully. Before submitting a Rental Application or signing a Lease Contract, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease Contract if agreed to in writing by all parties.

Applicant's Signature: _____ **Date:** _____

Signature of Spouse: _____ **Date:** _____

Signature of Owner's Representative: _____ **Date:** _____

FOR OFFICE USE ONLY

1. Apt. name or apartment address (street, city): _____
   _____
   Unit # or type: _____
2. Person accepting application: _____ Phone: (_____) _____
3. Person processing application: _____ Phone: (_____) _____
4. Date that applicant or co-applicant was notified by ❑ telephone, ❑ letter, or ❑ in person of ❑ acceptance or ❑ nonacceptance: _____ (Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): _____
   _____
6. Name of owner's representative who notified above person(s): _____

© 2019, National Apartment Association, Inc. - 3/2019, Pennsylvania