



RENTAL APPLICATION

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This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of Realtors® (PAR).

The Consumer Notice (49 Pa. Code §35.336) should be provided before completing this form.

APPLICANT'S RELATIONSHIP WITH PA LICENSED BROKER

No Business Relationship (Applicant is not represented by a broker)

Broker (Company) _____

 Company License # _____
 Company Address _____

 Company Phone _____
 Company Fax _____

Licensee(s) (Name) _____

 State License # _____
 Direct Phone(s) _____
 Cell Phone(s) _____
 Email _____

Broker is (check only one):
 Tenant Agent (Broker represents Applicant only)
 Dual Agent (See Dual and/or Designated Agent box below)

Licensee(s) is (check only one):
 Tenant Agent (all company licensees represent Applicant)
 Tenant Agent with Designated Agency (only Licensee(s) named above represent Applicant)
 Dual Agent (See Dual and/or Designated Agent box below)

Transaction Licensee (Broker and Licensee(s) provide real estate services but do not represent Applicant)

LANDLORD'S RELATIONSHIP WITH PA LICENSED BROKER

No Business Relationship (Landlord is not represented by a broker)

Broker (Company) _____

 Company License # _____
 Company Address _____

 Company Phone _____
 Company Fax _____

Licensee(s) (Name) _____

 State License # _____
 Direct Phone(s) _____
 Cell Phone(s) _____
 Email _____

Broker is (check only one):
 Landlord Agent (Broker represents Landlord only)
 Dual Agent (See Dual and/or Designated Agent box below)

Licensee(s) is (check only one):
 Landlord Agent (all company licensees represent Landlord)
 Landlord Agent with Designated Agency (only Licensee(s) named above represent Landlord)
 Dual Agent (See Dual and/or Designated Agent box below)

Transaction Licensee (Broker and Licensee(s) provide real estate services but do not represent Landlord)

PROPERTY INFORMATION (To be supplied by Broker for Landlord)

Address _____
 Move-in Date _____
 Application Fee (non-refundable) \$ _____
 Monthly Rent \$ _____
 First Month's Rent \$ _____

Term _____
 Application Deposit \$ _____
 Security Deposit \$ _____
 Last Month's Rent \$ _____

Rent and Security Deposit checks will be written separately.

Are pets permitted? (Yes) (No) May be subject to review. **Note:** The term "pets" does not include guide or support animals.

Non-refundable Pet Fee \$ _____

Pet Rent \$ _____

Other _____ \$ _____

Other _____ \$ _____

Is rental insurance required for tenants? (Yes) (No)

DUAL AND/OR DESIGNATED AGENCY

A Broker is a Dual Agent when a Broker represents both Landlord and Tenant in the same transaction. A Licensee is a Dual Agent when a Licensee represents Landlord and Tenant in the same transaction. All of Broker's licensees are also Dual Agents UNLESS there are separate Designated Agents for Landlord and Tenant. If the same Licensee is designated for Landlord and Tenant, the Licensee is a Dual Agent.

By signing this Agreement, Landlord and Tenant each acknowledge having been previously informed of, and consented to, dual agency, if applicable.

Applicant's Initials _____



1 **1. APPLICANT INFORMATION**

2 (A) The individual listed below is a(n): () Applicant () Co-signer

3 Each Co-signer must complete an application for the Property and will be considered an "Applicant" as defined in this form. If the
4 application is approved and the parties enter into a lease, each Co-signer will be individually responsible for all of the obligations
5 of the lease, including rent, fees, damages and other costs. Co-signers will not have the right to occupy the Property as a tenant
6 without Landlord's prior written permission.

7 Full Name _____
8 Home Phone _____ Work Phone _____
9 Cell Phone _____ Email _____
10 How did you hear about the property? _____

11 (B) Provide at least **two years** of history. Attach additional sheets if more space is needed.

12 Present Address & ZIP _____
13 From _____ To _____ Rent/Mortgage \$ _____/mo. () Own () Rent () Other
14 Landlord/Mortgage Co. Name & Phone _____

15 Previous Address & ZIP _____
16 From _____ To _____ Rent/Mortgage \$ _____/mo. () Own () Rent () Other
17 Landlord/Mortgage Co. Name & Phone _____

18 (C) **Is Applicant at least 18 years old?** () Yes () No

19 Are you applying with anyone else? () Yes () No **A separate application must be completed for each applicant/co-signer.**

20 Name _____ () Applicant () Co-signer
21 Name _____ () Applicant () Co-signer
22 Name _____ () Applicant () Co-signer
23 Name _____ () Applicant () Co-signer

24 Will anyone else be occupying the property? () Yes () No

25 If yes, include the full name of any other person not listed above who will be occupying the property.

26 Name _____ 18 or older
27 Name _____ 18 or older
28 Name _____ 18 or older
29 Name _____ 18 or older

30 **Check here if additional information is attached**

31 **2. EMPLOYMENT INFORMATION**

32 Provide at least two years of history. Attach additional sheets if more space is needed.

33 Employer _____
34 Employed From _____ To _____ Position _____
35 City/State _____ Phone _____
36 Supervisor _____
37 Gross Income: \$ _____/mo. **OR** \$ _____/hr., for _____ hrs. per week (on average)

38 Previous Employer _____
39 Employed From _____ To _____ Position _____
40 City/State _____ Phone _____
41 Supervisor _____
42 Gross Income: \$ _____/mo. **OR** \$ _____/hr., for _____ hrs. per week (on average)

43 **Proof of income attached**

44 **Check here if additional information is attached**

45 **3. OTHER INCOME USED FOR MONTHLY EXPENSES**

46 Alimony, child support, or separate maintenance income need not be revealed if Applicant does not wish to have it considered as a
47 basis for paying this obligation.

48

Source	Amount	Source	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

51

52 **Check here if additional information is attached**

53 **4. BANK ACCOUNT INFORMATION**

54

Bank Name	Account Type	Balance
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

57

58 **Check here if additional information is attached**

59 Applicant's Initials _____



60 Applicant Name _____

61 **5. MONTHLY PAYMENTS**

62	Lender Name	Loan Type	Balance Due	Monthly Payment
63	_____	_____	\$ _____	\$ _____
64	_____	_____	\$ _____	\$ _____
65	_____	_____	\$ _____	\$ _____
66	_____	_____	\$ _____	\$ _____

67 Check here if additional information is attached

68 **6. VEHICLE**

69 Include any cars, trucks, vans, motorcycles, trailers, boats and recreational vehicles.

70	Make/Model	Year	Color	License Plate/State
71	_____	_____	_____	_____
72	_____	_____	_____	_____
73	_____	_____	_____	_____

74 Check here if additional information is attached

75 **7. PETS**

76 Does any Applicant or Occupant own any pets (guide and support animals not included)? (Yes) (No)

77 If yes, provide detail below.

78		Pet 1	Pet 2	Pet 3
79	Type (Cat, dog, etc.)	_____	_____	_____
80	Breed	_____	_____	_____
81	Age	_____	_____	_____
82	Weight	_____	_____	_____
83	Gender	_____	_____	_____

84 **8. OTHER INFORMATION**

85 (Yes) (No) Have you ever declared bankruptcy or suffered foreclosure?

86 If yes, list any payments: \$ _____

87 (Yes) (No) Have you ever defaulted on your mortgage?

88 (Yes) (No) Have you been evicted or sued for unpaid rent or damages to leased property?

89 (Yes) (No) Have you ever refused to pay rent for any reason?

90 (Yes) (No) Have you ever been convicted of or entered a plea of guilty or nolo contendere for a felony or misdemeanor?

91 (Yes) (No) Since January 1, 1998, Have you been obligated to pay support under any order(s) of record? If yes:

92 County _____ Domestic Relations File or Docket Number: _____

93 Amount _____ Are you delinquent? _____

94 If you answered "yes" to any of the above questions, you may not be automatically disqualified from residency. Please explain any

95 "yes" answers provided above: _____

98 Check here if additional information is attached

99 **9. CONDITION OF PROPERTY**

100 The Property will be leased in the same condition as it is shown unless otherwise provided in the lease.

101 **10. APPLICATION FEE**

102 The Application Fee is NON-REFUNDABLE and will not be applied towards rent or other financial obligations should Applicant
103 be approved, nor refunded if not approved. Applicant agrees that this sum is paid in consideration of Landlord/Broker for Landlord's
104 review and/or verification of the information stated in the application.

105 **11. OBLIGATION TO ENTER INTO LEASE AGREEMENT/ DAMAGES**

106 Upon submission of this Application, Landlord/Broker for Landlord reserves the right to remove property from the available rent list.

107 If this Application is denied by Landlord, the Application Deposit shall be refunded to Applicant. If this Application is approved and

108 Applicant fails to rent the Property, Landlord shall be entitled to retain the Application Deposit.

109 **12. CONVICTED SEX OFFENDERS (MEGAN'S LAW)**

110 The Pennsylvania General Assembly has passed legislation (often referred to as "Megan's Law," 42 Pa.C.S. § 9791 et seq.) provid-
111 ing for community notification of the presence of certain convicted sex offenders. **Potential tenants are encouraged to contact the**
112 **municipal police department or the Pennsylvania State Police for information relating to the presence of sex offenders near a**
113 **particular property, or to check the information on the Pennsylvania State Police Web site at www.pameganslaw.state.pa.us.**

114 **13. NOTICE TO PERSONS OFFERING TO SELL OR RENT HOUSING IN PENNSYLVANIA**

115 (A) Federal and state laws make it illegal for Landlord, Broker, or anyone to use RACE, COLOR, RELIGION or RELIGIOUS CREED,
116 SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under 18 years of age), AGE (40 or older), NATIONAL
117 ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OR RELATIONSHIP OR
118 ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to sell, show, or rent prop-
119 erties, loan money, or set deposit amounts, or as reasons for any decision relating to the sale of property. The municipality in which

120 Applicant's Initials _____



121 **Applicant Name** _____

122 the Property is located may have enacted an ordinance or other law that extends the protections for access to housing to additional
123 classes of individuals, such as gay, lesbian, bisexual and transgender individuals and couples. Broker and Landlord are advised
124 to check with your local municipality, representative from the Pennsylvania Human Relations Commission, or your own attorney
125 for further guidance.

126 (B) The Fair Housing Act prohibits rental practices which have a discriminatory effect on members of protected classes, including
127 outright bans on offering housing to individuals based on arrests or convictions without a case-by-case assessment of relevant mit-
128 igating factors. Consideration of an applicant’s criminal history must be limited to convictions and should include an evaluation of
129 the nature and severity of the offense, the amount of time that has passed since the criminal conduct occurred, and whether denial
130 of the application will serve a substantial, legitimate, nondiscriminatory interest. Selective use of an applicant’s criminal history
131 as a pretext for intentional discrimination based on race, national origin, or other protected characteristics may be a violation of
132 the Act, as well.

133 **14. FAIR CREDIT REPORTING ACT**

134 If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report
135 authorized by paragraph 16 of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the
136 denial, and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free
137 telephone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis) that fur-
138 nished the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to
139 provide you with the specific reasons why your application was denied, (3) a numerical credit score, the range of possible credit scores
140 under the model used, up to four of the key factors that led to the denial, and the date the credit score was created (4) information about
141 how to obtain a free copy of your consumer report from the consumer reporting agency, and (5) information about how to dispute the
142 accuracy or completeness of any information in a consumer report furnished by the agency. If the Landlord or Broker denies your
143 application because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), the
144 Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.

145 **15. SPECIAL CLAUSES**

146 (A) **The following are part of this Application if checked:**

147 Advanced Payment Addendum (PAR Form APA)

148 _____

149 _____

150 (B) **Additional Terms:** _____

151 _____

152 **16. AUTHORIZATION**

153 By initialing below, Applicant makes the following authorization(s):

154 _____ Applicant authorizes Landlord or Broker for Landlord to obtain any information deemed necessary to evaluate this
155 Application. This information may include, but is not limited to, credit reports, criminal history, judgments of record,
156 rental history, verification of employment and salary, employment history, vehicle records, and licensing records. Broker
157 for Landlord may report to Landlord any information obtained by Broker for Landlord for evaluation of the Application.
158 Applicant acknowledges that all information in the Application is true and correct. Applicant acknowledges that if appli-
159 cant presents false or incomplete information Landlord may reject this Application. Applicant understands that giving false
160 or incomplete information may result in forfeiture of any payments made in connection with this Rental Application.

161 _____ Applicant understands and acknowledges that Applicant’s social security number, driver’s license number, date of birth, or
162 other personal identifying information may be required in order for Landlord or Broker for Landlord to evaluate this appli-
163 cation. If requested, Applicant agrees to provide the information on a separate form such as the Social Security Number
164 Authorization (PAR Form SSA). Failure to provide this information may result in the denial of your application.

165 _____ Applicant agrees that Broker(s), his/her agent(s) and/or employee(s) may provide Applicant’s social security number,
166 individual taxpayer identification number, driver’s license information and date of birth to lenders, title agencies, credit
167 reporting companies, or others as necessary for obtaining reports or information from a credit reporting agency, deter-
168 mining the existence of domestic liens, or for obtaining a criminal background report (for prospective tenants only).
169 **Applicant understands that Brokers have no control over the use of any information after it is disclosed to a third**
170 **party and agrees to release and hold Brokers harmless from any and all liability for any misuse or subsequent**
171 **disclosure by any third party of the information or reports disclosed by Broker pursuant to the terms of this**
172 **authorization.**

173 _____ Applicant authorizes the Broker for Landlord to contact the Applicant directly.

174 **I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.**

175 **APPLICANT SIGNATURE** _____ **DATE** _____

176 **APPLICANT NAME** _____ **DATE** _____

