

We are an equal housing opportunity provider. We do not discriminate on the basis of race, color, sex, national origin, religion, disability or familial status.

**Park Lane East Apartments**

250 Beverly Blvd.  
Upper Darby, PA 19082  
{610} 610-259-9000 (PH)  
{610} 259-6545 (Fax)

\_\_\_\_\_  
FOR OFFICE USE:

Tenants Name: \_\_\_\_\_

Unit # \_\_\_\_\_ Move in Date: \_\_\_\_\_

Size \_\_\_\_\_ Date Approved: \_\_\_\_\_

Leasing Agent: \_\_\_\_\_  
\_\_\_\_\_

**RENTAL APPLICATION**

This is a rental application only and does not constitute acceptance of the applicant or tenant, nor a rental agreement or tenancy relationship between parties. An application is to be completed by each prospective tenant 18 years or older. If there are more than two applicants, please submit an additional application form and fee. Inaccurate or falsified information will be grounds for denial, or subsequent eviction from the rental unit.

**NON-REFUNDABLE APPLICATION FEE:**

**\$55.00 Per Person Application Fee.**

**Money Order or Check Please No Cash Accepted**

The non-refundable application fee is not a deposit and will not apply towards rent should the applicant be accepted as a tenant. The application fee is to cover the costs of qualifying the applicant as a prospective tenant through credit and criminal background reports. The name of the screening service utilized CoreLogic Safe Rent Inc., National Tenant Network or any other residential screening service provider. You are entitled by law to dispute the accuracy of any information provided in the reports generated.

**HOLD FEE:**

After approval, \$250.00 deposit shall be submitted to hold the rental unit. If the application is approved and the prospective tenant chooses to enter into a Lease Agreement the deposit will be applied to first month's rent. Upon application approval, the prospective tenant has three (3) days within which to decide whether to enter into a Lease Agreement. If the prospective tenant decides not to enter into a Lease Agreement within the 3-day period, the deposit will be refunded. If the Leasing Office has not been notified by prospective tenant within 3 days of application approval of their intention to accept or decline the rental unit, the deposit is forfeited and becomes non-refundable.

**Initials** \_\_\_\_\_

## Screening Guidelines:

### Complete Application:

- Each prospective tenant 18 years of age must submit a complete application and \$55.00 non-refundable application fee.
- Incomplete applications will not be reviewed.
- We will accept the first qualified applicant(s)

### Identification:

- Applicants must submit valid identification, must include photograph.
- Non-US Citizens Current Photo ID is required. Visa/Passport with 1-94 or Permanent Resident Card.
- Applicant must have valid SS#, and or valid Passport.

### Prior Rental History:

- Rental History of 2 years (if applicable) must be verifiable for unbiased/unrelated sources
- Applicant must provide us with information necessary to contact past landlords. We reserve the right to deny any application if, after making good faith effort, we are unable to verify prior rental history.

### Sufficient Income/Resources:

- Weekly Gross Income must equal 80% of the value of the apartment.
- Income/resources must be verifiable through pay stubs, employer contract, current tax records, and/or bank statement.

### Credit/Criminal/Public Records Checks:

- Negative reports may result in denial of application
- Any individual that has a Landlord Tenant complaint and or Judgement against them will be denied.

### Screening Process:

- We determine, based on the application, whether the applicant meets our screening guidelines
- We verify income and resources
- We check with current and previous landlords
- We obtain a credit report, criminal records report and public records report

You may submit a rental application as follows:

- Email: [info@parklaneeast.com](mailto:info@parklaneeast.com)
- For hand delivery, please call to set-up an appointment

DATE \_\_\_\_\_

REQUESTED MOVE-IN DATE. \_\_\_\_\_

LEASE TERM \_\_\_\_\_

RENTAL AMOUNTS \$ \_\_\_\_\_

APPLICATION FEES \_\_\_\_\_

PAID ON \_\_\_\_\_

RECEIPT# \_\_\_\_\_

HOLD FEE \$ \_\_\_\_\_

PAID ON \_\_\_\_\_



**APPLICANT NAME** \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY# \_\_\_\_\_  
Email address \_\_\_\_\_ Are you a U.S. Citizen? \_\_\_\_\_

DRIVER'S LICENSE \_\_\_\_\_ CELL# \_\_\_\_\_  
STATE \_\_\_\_\_ LICENSE PLATE# \_\_\_\_\_

AUTO MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_

EMPLOYED BY \_\_\_\_\_ TELEPHONE# \_\_\_\_\_

**PRESENT ADDRESS** \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOW LONG - years \_\_\_\_\_ LANDLORD \_\_\_\_\_  
TELEPHONE# \_\_\_\_\_

**PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

Name \_\_\_\_\_ Telephone# \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**NAMES OF ALL PERSONS TO OCCUPY THE DWELLING (Under the age of 18/ Occupancy is limited to individuals listed)**

- 1. Name \_\_\_\_\_ D  
O  
B
- 2. Name \_\_\_\_\_ DOB \_\_\_\_\_ SS# \_\_\_\_\_
- 3. Name \_\_\_\_\_ DOB \_\_\_\_\_ SS# \_\_\_\_\_

How did you find out about our rental? [ ] Internet [ ] drive-by [ ] word of mouth [ ] other \_\_\_\_\_

Do you intend to have a cat at this residence? [ ] YES [ ] NO If yes, Refer to Pet Addendum for Fees and Guidelines. (\$350.00) Non-Refundable Fee plus a \$15.00 monthly fee will be added as additional rent.)

Renters Insurance is Mandatory, (We must be named as additional insured on the policy.)



## RENTAL CRITERIA

The following applies to each applicant individually:

**1. Present and stable employment**

2. **Applicant(s) must show at least 80% of (1) week of gross income** equal to or greater than one (1) month's rent, and is the lesser week of the two/four paystubs to prove financial ability to pay first month's rent, twelve (12) month's rent and one (1) month's rent as Security Deposit.

**3. Good credit rating on credit report**

If one or more Applicants have an unacceptable credit rating, the Application for rental will be denied for all Applicants. Loan and credit card payments must be up to date; not delinquent or in bankruptcy.

*Please be advised, if you are denied based on information obtained from a credit reporting agency, you have the right to obtain a free copy of your credit report. For more information, contact: National Tenant Network, PO Box 1023, Turnersville, NJ 08012 (1-800-422-8299) or CoreLogic Safe Rent Inc. 7300 Westmore Rd. Ste 3, Rockville MD 20850-5223 (1-888-333-2413)*

**4. References from previous Landlord**

If Applicant(s) has been terminated by current Landlord, or any other property owned by Landlord, the Application may be denied.

5. **Have you ever been convicted of a felony? \***      ( ) YES      ( ) NO

*\*A felony conviction will not automatically disqualify you from living here. Felony convictions within the last 5 years will be evaluated on an individual basis considering the nature & severity of the conviction, the length of time since conviction, and any other mitigating circumstances you may wish to provide. All decisions regarding criminal history background are at the sole discretion of management in compliance with our established policies and are made in accordance with all Fair Housing laws. If you have questions about this, please ask us. Failure to disclose felony conviction may be grounds for denial of an application.*

6. **Have you ever filed a petition for bankruptcy in the last 7 years?**      ( ) YES      ( ) NO

7. **Have you ever been evicted in the last 7 years?**      ( ) YES      ( ) NO

**Rentals at Park Lane East Apartments are made without regard to race, color, religion, sex, ancestry, national origin, handicap, disability, age or family structure.**

All Applicant(s) and/or Tenant(s) information is subject to compliance with the Patriot Act and any other Law, Administrative Rule or Local Ordinance.

### MAXIMUM OCCUPANCY

Efficiency Apartments: No more than one (1) person.  
One Bedroom Apartments: No more than two (2) persons.  
Two Bedroom Apartments: No more than four (4) persons.  
Three Bedroom Apartments: No more than six (6) persons.

**LANDLORD WILL NOT PROCESS APPLICATION IF COMPLETE INFORMATION  
IS NOT PROVIDED IN A TIMELY MANNER.**

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

Date \_\_\_\_\_

**Landlord Verification**

Applicant Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Landlord Name: \_\_\_\_\_

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

Landlord Phone: \_\_\_\_\_

The above applicant has made application with our company Park Lane East for a rental and has given your name as his/her previous Landlord. Please fill out the information requested below. This information will be for our confidential use only. (Fax# 610-259-6545)

Residency Dates \_\_\_\_\_ Monthly Rent: \_\_\_\_\_ # Late Payments: \_\_\_\_\_

Completed Lease Term: \_\_\_\_\_ Proper Notice Given: \_\_\_\_\_ Delinquency/ Amount: \_\_\_\_\_  
Any Landlord/Tenant Complaints or Filings. \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

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

**AUTHORITY FOR RELEASE OF INFORMATION**

Applicants authorize to obtain any information deemed necessary to evaluate this application. This information may include, but is not limited to, credit reports, criminal history, judgments of record, rental history, verification of employment and salary, vehicle records, and licensing records Applicants acknowledge that all information in the application is true and correct. Applicants acknowledge that if they present false or incomplete information, we may reject this application. Applicants understand that giving false or incomplete information may result in forfeiture of any payments made in connection with this Rental Application. Applicants understand that applicants acquire no rights in a rental unit until a Lease Agreement is fully executed by all parties.

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

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



## Employer Verification

Employee Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Employer \_\_\_\_\_

Employer Contact Number \_\_\_\_\_

HR Admin and /or Supervisor \_\_\_\_\_

Applicant Social Security# \_\_\_\_\_

### **FOR EMPLOYERS ONLY**

**EMPLOYER: Please complete below and fax to Park Lane East Apartments. 610-259-6545**

Position Held: \_\_\_\_\_ Start Date: \_\_\_\_\_

Weekly Gross Income\$ \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

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

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

Date \_\_\_\_\_

