



SUSQUEHANNA

Realty Management LLC

We are pleased that you are considering a property professionally managed by Susquehanna Realty Management LLC for your new home. We make every effort to assure our residents the most pleasant, carefree rental living available.

We are working with the property owner to maintain the quality of the property and community in which you will reside. To that end, we have a thorough screening process.

Each property is privately owned and each property owner has established their own selection criteria. The list below is designed to outline our general selection policies. If you have a specific question relating to the property in which you are interested, please ask Management prior to submitting your application.

Please note that we provide equal housing opportunity. We do not discriminate based on Race, Color, National Origin, Religion, Disability, Familial Status, Age, Marital Status or Sexual Orientation.

- ✓ **A complete application.** Each adult, 18 years of age or older must submit a complete application. If a line isn't filled in, or an omission not explained satisfactorily, we will return it to you.
- ✓ **\$35.00 application processing fee per person.** This fee covers the cost to process your application which includes a credit check. You may submit this payment in the form of a money order or cashier's check.
- ✓ **\$500.00 towards your security deposit.** This money will hold the unit in which you are applying so that no one else is able to rent it. This money is refundable if your application is not approved or if you withdrawal your application prior to receiving notification of your approval or within 3 days after receiving notification of your approval. Refer to the Advance Payment Addendum for additional information. This payment must be made by a separate cashier's check or money order and must be submitted with your application.
- ✓ **Rental history verification from unbiased source.** If you are related to one of the previous Landlord's listed as a reference, or your rental history does not include at least 2 years of history, we may require a qualified co-signer and/or an additional security deposit up to 2 month's rent. Qualified co-signers must exceed the applicant screening criteria. They must have established, unblemished credit, and have income of at least six times the amount of rent.
- ✓ **Sufficient Income/resources.** Your income must be verifiable and exceed three times the amount of rent. We could require a qualified co-signer and/or an additional security deposit of up to 2 month's rent if you would otherwise qualify.

- ✓ **False information is grounds for denial.** You will be denied rental if you misrepresent any information on the application. If misrepresentations are found at any time after a rental agreement is signed, your rental agreement may be terminated at the discretion of management.

- ✓ **Certain court judgments against you may result in denial of your application.** If, in the past 10 years you have been through court ordered eviction, or had any judgment against you for financial delinquency, your application will be denied. This restriction may be waived **with supervisor's approval** if there is no more than one instance, the circumstance can be justified, the incident has been resolved to the plaintiff's satisfaction, and you provide a qualified co-signer on your rental agreement. An additional security deposit may apply.

- ✓ **Poor credit record (overdue accounts) may result in the denial of your application.** Amounts past due for housing related expenses such as utilities, phone cable, etc. will not be accepted.

- ✓ **We will accept the first qualified applicant who submits a completed application and the required security deposit.**

If you are accepted, you will be required to sign a Lease Agreement in which you will agree to abide by the rules of the apartment community. A complete copy of our Lease Agreement is available upon request.

Please read the Lease Agreement carefully, as we take each part of the agreement seriously. The Agreement has been written to help us make sure that we can provide our resident with the best possible housing.

We look forward to having you as a resident in our community!

CONSUMER NOTICE FOR TENANTS
THIS IS NOT A CONTRACT

RA

(Not to be used when licensee is subagent for the landlord, agent for the tenant or transaction licensee. In these situations the full Consumer Notice must be used.)

(Licensee) Susquehanna Realty Management LLC 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) _____
Signed (Consumer) _____
Address (Optional) _____
Phone Number (Optional) _____

I certify that I have provided this Notice: _____ (Licensee) _____ (Date)

RENTAL APPLICATION

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

Provide at least two years of history in Sections 1 & 2. Fill out all sections completely.
Attach additional sheets if more space is needed. Please type or print all information clearly.

PROPERTY INFORMATION

Address _____
Utilities Paid By Landlord: _____
Utilities Paid By Tenant: _____
Move-in Date _____ Term _____ Monthly Rent \$ _____ Application Fee \$ _____
Deposits \$ _____ Other \$ _____
See Advance Payment Addendum for additional information

1. APPLICANT INFORMATION (Attach Photo ID)

APPLICANT INFORMATION (Attach Photo ID)

APPLICANT 1 Check here if additional information is attached
Full Name _____
Is Applicant at least 18 years old? Yes No
Social Security Number _____
Driver's License No./State _____
Home Phone _____ Work Phone _____
Present Address & ZIP _____
From: _____ To: _____ Rent/Mortgage \$ _____ /mo.
Landlord/Mortgage Co. Name & Phone _____
Previous Address & ZIP _____
From: _____ To: _____ Rent/Mortgage \$ _____ /mo.
Landlord/Mortgage Co. Name & Phone _____
In case of emergency, contact _____
Relationship _____ Phone(s) _____

APPLICANT 2 Check here if additional information is attached
Full Name _____
Is Applicant at least 18 years old? Yes No
Social Security Number _____
Driver's License No./State _____
Home Phone _____ Work Phone _____
Present Address & ZIP _____
From: _____ To: _____ Rent/Mortgage \$ _____ /mo.
Landlord/Mortgage Co. Name & Phone _____
Previous Address & ZIP _____
From: _____ To: _____ Rent/Mortgage \$ _____ /mo.
Landlord/Mortgage Co. Name & Phone _____
In case of emergency, contact _____
Relationship _____ Phone(s) _____



48 **2. EMPLOYMENT INFORMATION**

49 **APPLICANT 1** Check here if additional information is attached

50 Employer _____

51 City/State _____

52 Phone _____ Supervisor _____

53 Position _____

54 Gross Income: \$ _____/mo. **OR**

55 \$ _____/hr., for _____ hrs. per week (on average)

56 Employed From _____ To _____

57 **PROOF OF INCOME ATTACHED**

58 Previous Employer _____

59 City/State _____

60 Phone _____ Supervisor _____

61 Position _____

62 Gross Income: \$ _____/mo. **OR**

63 \$ _____/hr., for _____ hrs. per week (on average)

64 Employed From _____ To _____

EMPLOYMENT INFORMATION

APPLICANT 2 Check here if additional information is attached

Employer _____

City/State _____

Phone _____ Supervisor _____

Position _____

Gross Income: \$ _____/mo. **OR**

\$ _____/hr., for _____ hrs. per week (on average)

Employed From _____ To _____

PROOF OF INCOME ATTACHED

Previous Employer _____

City/State _____

Phone _____ Supervisor _____

Position _____

Gross Income: \$ _____/mo. **OR**

\$ _____/hr., for _____ hrs. per week (on average)

Employed From _____ To _____

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

67 Check here if additional information is attached

Applicant	Source	Monthly Amount

72 **4. BANK ACCOUNT INFORMATION** Check here if additional information is attached

Applicant	Bank/Credit Union	Address/Branch	Account Number	Account Type	Balance

77 **5. LIABILITIES/MONTHLY PAYMENTS** Check here if additional information is attached

Applicant	Lender/Creditor	Loan Number	Loan Type	Balance Due	Monthly Payment

82 **6. VEHICLE INFORMATION** Check here if additional information is attached

Applicant	Make/Model	Year	Color	License Number/State

87 **7. OTHER OCCUPANTS (FULL NAME)** Check here if additional information is attached

88 _____ 18 or older _____ 18 or older

89 _____ 18 or older _____ 18 or older

90 **8. PETS** Check here if additional information is attached

91 Does any Applicant or Occupant own any pets? Yes No If yes, list and describe: (type, name, breed, age, weight, gender, etc):

92 _____

93 _____

94 _____

95 _____

97 **9. OTHER INFORMATION**

Check here if additional information is attached

98 **Applicant 1 Applicant 2**

- 99 Yes No Yes No Have you ever declared bankruptcy or suffered foreclosure? If yes, list any payments: \$ _____
- 100 Yes No Yes No Have you been evicted or sued for unpaid rent or damages to leased property?
- 101 Yes No Yes No Have you ever refused to pay rent for any reason?
- 102 Yes No Yes No Have you ever been convicted of a felony or misdemeanor?
- 103 Yes No Yes No Have you at any time on or since January 1, 1998 been obligated to pay support under an order on record in any Pennsylvania county? If yes, list the County and the Domestic Relations File or Docket Number: _____
- 104 _____
- 105 _____
- 106 Amount \$ _____ Are you delinquent? _____

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

108 _____

109 _____

110 _____

111 _____

112 _____

113 **10. CONDITION OF PROPERTY**

114 The Property will be leased in the same condition as it is shown unless otherwise agreed to in writing in paragraph 11 below
115 or in an attached addendum.

116 **11. SPECIAL PROVISIONS**

117 _____

118 _____

119 _____

120 _____

121 _____

122 _____

123 **12. AUTHORIZATION.** Applicants authorize Landlord or Broker to obtain any information deemed necessary to evaluate this
124 Application. This information may include, but is not limited to, credit reports, criminal history, judgments of record, rental
125 history, verification of employment and salary, employment history, vehicle records, and licensing records. Broker may report
126 to Landlord any information obtained by Broker for evaluation of the Application. Applicants acknowledge that all informa-
127 tion in the Application is true and correct. Applicants acknowledge that if they present false or incomplete information
128 Landlord may reject this Application. Applicants understand that giving false or incomplete information may result in forfei-
129 ture of any payments made in connection with this Rental Application.

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

131 **APPLICANT** _____ **DATE** _____

132 **APPLICANT** _____ **DATE** _____

133 **LANDLORD/BROKER (Company Name)** Susquehanna Realty Management LLC

134 **OFFICE ADDRESS** 315 W. James Street, Suite 104, Lancaster, PA 17603

135 **PHONE(S)** 717-393-8400 **FAX** 717-393-8700 **E-MAIL** info@SusqRealty.com

136 **AGENT/RECEIVED BY** _____ **DATE** _____

FOR OFFICE USE ONLY

138 Landlord: _____

139 Employment: _____

140 Credit Report: _____

141 ID Verification: _____

142 Misc: _____

143 _____

ACCEPTED

REJECTED

BY: _____

DATE: _____

NOTICES AND INFORMATION

CIVIL RIGHTS ACTS NOTICE

Federal and state laws make it illegal for a landlord, broker, or anyone to use RACE, COLOR, RELIGION or 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 also an 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.

FAIR CREDIT REPORTING ACT NOTICE

15 U.S.C. § 1681 et. seq.

If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report authorized by paragraph 12 of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the denial, and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free telephone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis) that furnished the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to provide you with the specific reasons why your application was denied, (3) information about how to obtain a free copy of your consumer report from the consumer reporting agency, and (4) information about how to dispute the accuracy or completeness of any information in a consumer report furnished by the agency. If the Landlord or Broker denies your application because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), the Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.

ADVANCE PAYMENT ADDENDUM TO RENTAL APPLICATION

APA

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

1 **PROPERTY** _____
2 **APPLICANT** _____
3 **LANDLORD/BROKER** Susquehanna Realty Management LLC
4 **DATE OF APPLICATION** _____

6 **1. Application Fee.** The Application Fee of \$ _____ identified on the Rental Application is NON-REFUNDABLE and
7 will not be applied towards rent or other financial obligations should Applicant be approved. Applicant agrees that this sum is
8 paid in consideration of Landlord/Broker’s review and/or verification of the information stated in the application.

10 **2. Advance Payments of Security Deposit and Rent.** In addition to the Application Fee, Applicant will pay Security Deposit
11 and/or Rent as stated below. These amounts will be paid at the time the Rental Application is given to Landlord/Broker, unless a
12 different date is stated here. Security Deposit Due Date: _____ Rent Due Date: _____

14 (A) **Security Deposit:** \$ _____. The Security Deposit shall be held by (check one):
15 **Broker.** Applicant agrees that Broker may wait to deposit any uncashed check that is received as a Security Deposit
16 until Applicant’s Rental Application is approved/accepted. Upon approval of the Rental Application, Broker will deposit
17 the Security Deposit in an escrow account as required by the Rules and Regulations of the State Real Estate Commission
18 pending the termination of the Lease, the sale of the property to a new Landlord, or the termination of Broker’s services. If
19 the property is sold, or the Broker’s services are terminated, Applicant will be notified of the person to whom the Security
20 Deposit has been transferred.

21 **or**

22 **Landlord.** Landlord will hold Applicant’s Security Deposit in compliance with the Pennsylvania Landlord and Tenant
23 Act as more completely described in the Lease Agreement.

25 (B) **Rent:** \$ _____. Rent, even if paid to Broker, may be transferred to Landlord. While held by Broker, the rent
26 will be maintained in a rental management account as required by the Rules and Regulations of the State Real Estate
27 Commission.

29 **3. Refund of Advance Payments.** Applicant may withdraw the Application at any time prior to approval or within 3 days
30 from notice of approval. If Applicant withdraws within the stated time period, or the Property is leased or sold prior to Applicant
31 signing a Lease Agreement, the full amount of the Advance Payments of Security Deposit and/or Rent will be returned to
32 Applicant. If Applicant’s payment of these amounts was by check, the refund may occur after Applicant’s check has cleared.

34 **4. Lease.** Applicant will, within 10 days from notice of approval, sign a Lease Agreement. **Applicant has received a copy of
35 the Lease Agreement and has had the opportunity to review it.**

37 **5. Liquidated Damage - Loss of Advance Payments.** If Applicant furnishes false or misleading information on the Rental
38 Application, does not sign a Lease Agreement within the time period stated in paragraph 4 and/or fails to pay the full amount of
39 the Advance Payments as stated above, Applicant will lose any right to lease and may forfeit any Advance Payments made under
40 the terms of this Addendum. Landlord and Broker are released from all obligations to Applicant and may elect to retain any or
41 all Advance Payments as liquidated damages or as monies to be applied against Landlord’s/Broker’s actual damages.

43 **I have read and agree to the provisions as stated.**

45 **APPLICANT** _____ **DATE** _____
46
47 **APPLICANT/CO-SIGNER** _____ **DATE** _____
48
49 **APPLICANT/CO-SIGNER** _____ **DATE** _____
50
51 **APPLICANT/CO-SIGNER** _____ **DATE** _____
52

53 **LANDLORD/BROKER (Company Name)** Susquehanna Realty Management LLC
54 **ACCEPTED BY** _____ **DATE** _____



**AUTHORIZATION TO RELEASE INFORMATION
RELATED TO A RESIDENTIAL LEASE APPLICANT**

I/We, _____ (Applicant(s)), have submitted an application to lease a residential property.

The landlord, broker or landlord's representative who will verify information in the application(s) is:

Susquehanna Realty Management LLC
315 W. James Street, Suite 104
Lancaster, PA 17603
Phone: 717-393-8400
Fax: 717-393-8700
Email: angela@susqrealty.com

I/We give my permission:

1. to my/our current and former employers to release any information about my/our employment history and income history to the above-named person;
2. to my/our current and former landlords to release any information about my/our rental history to the above-named person;
3. to my/our current and former mortgage lender on property that I/we own or have owned to release information about my/our mortgage payment history to the above-named person;
4. to my/our bank, savings and loan, or credit union to provide a verification of funds that I/we have on deposit to the above-named person; and
5. to the above-named person to obtain a copy of my/our consumer report (credit report) from any consumer reporting agency and to obtain a criminal background information about me/us.

Applicant's Signature

Date

Applicant's Signature

Date