

**RENTAL APPLICATION**

Property address _____ Agent ( Licensee) _____
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Licensee hereby states that with respect to this property. I am acting in the following capacity; (check one)

Owner/Landlord of the Property;

An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

**I acknowledge that I have received this Notice:**

**AUTHORIZATIONS**

Applicants authorize Landlord or Broker 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, employment history, vehicle reports, and licensing records. Broker may report to Landlord any information obtained by Broker for evaluation of the Application. Applicants acknowledge that all information in the Application is true and correct. Applicants acknowledge that if they present false or incomplete information Landlord 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.

Applicant authorizes the broker for owner to contact the applicant directly

Applicant agrees that Broker, his agents, and employees may provide applicants social security number, individual taxpayer identification number, driver's license information and date of birth to lenders, title agencies, credit reporting companies, or others as necessary for obtaining reports or information from a credit reporting agency, determining the existence of domestic liens or for obtaining a criminal background report (for prospective tenants only). **Applicants understand that brokers have no control over the use of any information after it is disclosed to a third party and agrees to release and hold broker harmless from any and all liability for any misuse or subsequent disclosure by any third party of the information or reports disclosed by broker pursuant to the terms of this authorization.**

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

Applicant 1 \_\_\_\_\_ Date: \_\_\_\_\_  
Signed (Consumer/ Applicant)

Applicant 2 \_\_\_\_\_ Date: \_\_\_\_\_  
Signed (Consumer/ Applicant)

*Provide a minimum of two years of history.  
Attach additional sheets if more space is needed.*

*Fill out all sections completely.  
Please type or print all information clearly.*

**APPLICANT 1 (PHOTO ID REQUIRED TO PROCESS APPLICATION)**

Full Name (First, M, last) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Driver's License No./State \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ [ ](check here if you text)  
Email \_\_\_\_\_ (Will be used if there are questions regarding the application)  
Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
[ ]Own [ ]Rent [ ] other \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ / mo  
Landlord/Mortgage Co. Name \_\_\_\_\_ Phone \_\_\_\_\_

**APPLICANT 2 (PHOTO ID REQUIRED TO PROCESS APPLICATION)**

Full Name (First, M, last) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Driver's License No./State \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ [ ](check here if you text)  
Email \_\_\_\_\_ (Will be used if there are questions regarding the application)  
Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
[ ]Own [ ]Rent [ ] other \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ / mo  
Landlord/Mortgage Co. Name \_\_\_\_\_ Phone \_\_\_\_\_

Initial \_\_\_\_\_

**Burford & Henry Real Estate Services**  
10189 RT 322, Shippenville, PA 16254      **PHONE 814-227-7355**  
**APPLY ONLINE AT WWW.BURFORDANDHENRY.COM**

**APPLICANT 1**

Previous address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
[ ]Own [ ]Rent [ ] other \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ / mo  
Landlord/Mortgage Co. Name \_\_\_\_\_ Phone \_\_\_\_\_

**In case of emergency, contact** (Not living with you) \_\_\_\_\_

Relationship \_\_\_\_\_ Phone(s) \_\_\_\_\_

**APPLICANT 2**

Previous address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
[ ]Own [ ]Rent [ ] other \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ / mo  
Landlord/Mortgage Co. Name \_\_\_\_\_ Phone \_\_\_\_\_

**In case of emergency, contact** (Not living with you) \_\_\_\_\_

Relationship \_\_\_\_\_ Phone(s) \_\_\_\_\_

**EMPLOYMENT INFORMATION**

**APPLICANT 1 (ATTACH PROOF OF INCOME)**

**Present Employer** \_\_\_\_\_

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

Position \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Gross Income \$ \_\_\_\_\_ / mo. OR \$ \_\_\_\_\_ / hr., for \_\_\_\_\_ hrs per week (on average)

Employed from \_\_\_\_\_ To \_\_\_\_\_

**Previous Employer** \_\_\_\_\_

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

Position \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Gross Income \$ \_\_\_\_\_ / mo. OR \$ \_\_\_\_\_ / hr., for \_\_\_\_\_ hrs per week (on average)

Employed from \_\_\_\_\_ To \_\_\_\_\_

**APPLICANT 2 (ATTACH PROOF OF INCOME)**

**Present Employer** \_\_\_\_\_

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

Position \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Gross Income \$ \_\_\_\_\_ / mo. OR \$ \_\_\_\_\_ / hr., for \_\_\_\_\_ hrs per week (on average)

Employed from \_\_\_\_\_ To \_\_\_\_\_

**Previous Employer** \_\_\_\_\_

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

Position \_\_\_\_\_

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Gross Income \$ \_\_\_\_\_ / mo. OR \$ \_\_\_\_\_ / hr., for b \_\_\_\_\_ hrs per week (on average)

Employed from \_\_\_\_\_ To \_\_\_\_\_

Initial \_\_\_\_\_

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**OTHER INCOME**

Check here if additional information is attached

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

Applicant	Source	Monthly Amount

**BANK ACCOUNT INFORMATION (savings/checking)**

Check here if additional information is attached

Applicant	Bank/Credit Union	Address/Branch	Account Type	Balance

**LIABILITIES/MONTHLY PAYMENTS**

Check here if additional information is attached

Applicant	Lender/Creditor	Loan Type	Balance Due	Monthly Payment

**VEHICLE INFORMATION**

Check here if additional information is attached

Applicant	Make/Model	Year	Color	License No./State

**PETS**

**Will you have any pets or animals at the unit?**     Yes     No

If yes, please list & describe: (type, name, breed, age, weight, gender, etc.)

Check here if additional information is attached

	Pet 1	Pet 2	Pet 3
Type			
Name			
Breed			
Age			
Weight			
Color			
Gender			
License #			
Spayed/Neutered			
De-clawed			

**OTHER OCCUPANTS (List FULL NAME(s))**

Check here if additional information is attached

\_\_\_\_\_

\_\_\_\_\_

Everyone living at the property must be listed.

**Any occupants over the age of 18 must be listed as applicants**

**If there are more than two applicants list the names of any additional applicants on an additional application(s):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**OTHER INFORMATION**

**If you were referred by someone place their name here:** \_\_\_\_\_

<b>Applicant 1</b>	<b>Applicant 2</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever declared bankruptcy or suffered foreclosure? If yes, list pay any payments \$ _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been evicted or sued for unpaid rent or damages to a leased property?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever failed to pay rent when due or refused to pay rent for any reason?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted or entered a plea of guilty or nolo contendere for a felony or misdemeanor?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you at any time on or since January 1, 1998 been obligated to pay child support under any Order(s) of record? If yes, list the County and the Domestic Relations File or Docket Number: _____ Amount \$ _____ Are you delinquent? _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you or any member of the household smoke?

If you answered "yes" to any of the above questions, please explain: \_\_\_\_\_  **Check here if additional information is attached**

The property will be leased in the same condition as it is shown unless otherwise agreed to in writing.

**APPLICATION FEE**

**AN APPLICATION FEE OF \$30.00 PER APPLICANT IS REQUIRED TO PROCESS THE APPLICATION**

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

**NOTICES AND INFORMATION  
CIVIL RIGHT 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 the first page 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 summer 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) a numeric credit score, the range of possible credit scores under the model used up to four key factors that led to the denial, and the date the credit score was created (4) information about how to obtain a free copy of your consumer report from the consumer reporting agency, and (5) 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.

**CONVICTED SEX OFFENDERS (MEGAN'S LAW)**

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

**The following items are required for this application to be processed:**

**Social Security number for each applicant**

**Date of Birth for each applicant**

**Minimum of two years of residence History for each applicant  
Including Name and phone number of landlords**

**Copy of Photo ID for each applicant Attached**

**Most recent pay stubs or proof of income for each applicant attached**

**Application fee for each applicant included with application**

( if there is one applicant with this application the fee is \$30.00, if there are two applicants on the application the fee is \$60.00.)