

HOW TO APPLY FOR YOUR NEW APARTMENT AT PARK HEIGHTS!

1. Complete attached rental Application, sign and date. Please read and be certain that you understand the application before you sign and date it.
2. Please complete the attached Employment Verification & Rental Verification forms.
3. Provide valid Drivers License, Military ID, or State Issued Photo ID.
4. Provide original Social Security Card.
5. Provide proof of income. Two recent consecutive pay stubs or an offer letter from your employer if you are a new hire. If self-employed, please provide a copy of your W-2 Tax return to determine your income.
6. Attach a Money Order or Certified Check for your *non-refundable* \$50.00 application fee.

Your application for rental may be denied based on the following:

- * False or misleading information on your Rental Application.*
- * Poor Credit History*
- *Poor Rental or Mortgage History*
- *Lack of Sufficient Income*
- * Previous Eviction*
- *Co-signers are permitted for lack of income not poor credit*

Once your application is approved, you will need to pay your Security Deposit within 72 hours for us to hold the apartment. Payment must be in the form of Certified Check or Money Order. Personal checks are not accepted for any move- in money. Standard Security Deposit is equal to one month's rent. **All leases are for one year. If Management agrees to a term less than one year, there will be a \$150.00 premium added to the monthly rent.**

Our office hours are Monday through Friday 9:00 a.m. until 5:00 p.m. and Saturday from 10:a.m. until 3:00 p.m. Please do not hesitate to contact our Leasing Office at 215.849.0445 if you have any questions.

The Staff at Park Heights

**PARK HEIGHTS APARTMENTS
EMPLOYMENT VERIFICATION FORM**

To: _____

Fax: _____

This is to certify that I, _____ have applied for an apartment at PARK HEIGHTS and have given them permission to obtain the following information regarding my employment history.

Applicants Signature _____

Job Title: _____

Hourly Rate \$ _____ Hours worked per week _____

Length of Employment _____

Date _____

Verified by _____

Position/Title _____

**PLEASE fax this form to 215. 842.2605. If you have any questions please call 215.849.0445.
Thank you for your prompt attention to this matter**

**Park Heights Apartments
Rental Verification Form**

To: _____

Fax: _____

This is to certify that I, _____ have applied for an apartment at Park Heights Apartments and have given them permission to obtain the following information regarding my rental history.

Applicants Name _____

Address _____

Applicants Signature _____

Dates of Residency: From: _____ To: _____

Rental Rate \$ _____ per month.

Number of late payments _____ How many late payments past the 10th of the month? _____

Number of NSF checks _____ Did they have housekeeping issues? _____

Did the resident leave the apartment in good condition? _____ Did they leave owing any money? _____

Any other problems? _____

Would you re-rent to this resident? _____ Was legal action necessary? _____ If so, how many times? _____

Was the above listed applicant the only lease holder? _____

Date _____

Verified by _____

Position/Title _____

Please fax this form to 215.842.2605. If you have any questions please call 215.849.0445.
Thank you for your prompt attention to this matter.

CONSENT AND RELEASE

The facts set forth in my application for occupancy with Park Heights Apartments, hereafter referred to, as "The Company" is true and complete. I expressly understand that if awarded occupancy false statements on my application shall be considered sufficient cause for eviction no matter how long I have been a tenant when the truth is found out.

The company is authorized at this time to make investigation of my personal history, financial and credit record through any investigative credit agencies, for the purpose of being considered for this apartment vacancy.

In making this application for occupancy, I also consent to and understand that an investigative report may be made whereby information is obtained through credit reporting agencies and personal interviews with my neighbors, friends or others whom I am personally or professionally acquainted with. This inquiry as made include information as to my character, credit, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and content of any such consumer and/or investigative report, should one be made.

I hereby release The Registry(Safe Rent/Corelogic), the company performing this service, its officers, employees or agents and Park Heights Apartments, the company requesting this investigation, its officers, employees or agents of the company, from all claims, suits, actions and judgments resulting form, or rising out of these investigations, either directly or indirectly and do further authorize the release of said investigation, and the information obtained and opinion based thereon to those parties having an interest in the same. I recognize that the results of said investigation may or may not have been favorable to me and with this in mind; I freely and voluntarily personally sign this consent.

I am willing that a photocopy or facsimile of this authorization be accepted with the same authority as the original.

Applicant's Signature

Date

Co- Applicant's Signature

Date

Landlord/Agent Signature

Date

RENTAL APPLICATION FOR PARK HEIGHTS APARTMENTS

PLEASE TELL US ABOUT YOURSELF

Full Name _____ Home Phone () _____

Date of Birth _____ Social Security No. _____ DL # _____

Email Address: _____ (optional) Other Phone () _____

Co- Applicant (guarantor)

Name _____ Date of Birth _____

Social Security No. _____ DL # _____ Phone () _____

Please list names and ages of all other occupants _____

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)

Current Address _____ Apt# _____ City _____ State _____

Month/Year Moved In _____ Reasons for Leaving _____ Rent \$ _____

Owner/Agent _____ Phone () _____

Previous Address (last 3 years) _____ Rent \$ _____

Owner/Agent _____ Phone () _____

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS) (Co- Applicant (guarantor))

Current Address _____ Apt# _____ City _____ State _____

Month/Year Moved In _____ Reasons for Leaving _____ Rent \$ _____

Owner/Agent _____ Phone () _____

Previous Address (last 3 years) _____ Rent \$ _____

Owner/Agent _____ Phone () _____

PLEASE DESCRIBE YOUR CREDIT HISTORY

Have you declared bankruptcy in the past seven (7) years? Yes _____ No _____

Have you ever been evicted from a rental residence? Yes _____ No _____

Have you had two or more late rental payments in the past year? Yes _____ No _____

Have you ever willfully or intentionally refused to pay rent when due? Yes _____ No _____

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION (Applicant)

Your Status: _____ Full Time _____ Part Time _____ Student _____ Unemployed

Your Status: _____ Full Time _____ Part Time _____ Student _____ Unemployed

Employer _____
Dates employed _____ Supervisor Name _____ Phone () _____
Salary \$ _____ per _____. (If employed by above less than 12 months, give name & phone of previous employer or school: _____.)

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Source/ContactName _____

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION (Co- Applicant or Guarantor)

Your Status: _____ Full Time _____ Part Time _____ Student _____ Unemployed
Your Status: _____ Full Time _____ Part Time _____ Student _____ Unemployed

Employer _____

Dates employed _____ Supervisor Name _____ Phone () _____

Salary \$ _____ per _____. (If employed by above less than 12 months, give name & phone of previous employer or school: _____.)

EMERGENCY CONTACT

Name _____ Address _____

Phone _____ Relationship _____

VEHICLE INFORMATION (FOR PERSONS OCCUPYING APARTMENT ONLY)

Make / Model _____ Year _____ License Plate State _____

Make / Model _____ Year _____ License Plate State _____

I hereby apply to lease the above described premises for the term and upon the set conditions above set forth and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application. I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the application fee will be retained to offset the agent's cost, time, and effort in processing my application. When so approved and accepted, I agree to execute a lease for 12 months. **I understand that for any term less than 12 months there will be an additional \$150.00 premium added to my monthly rent.** I agree to pay my security deposit within 72 hours of receiving my acceptance letter. I understand if for some reason I choose to cancel my application with Park Heights after I have paid my security deposit, it will **NOT BE REFUNDED TO ME.** I recognize that as a part of your procedure for processing my application, and investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living.

The above information, to the best of my knowledge, is true and correct.

Please sign: X _____
Name of Applicant Date

Please sign: X _____
Name of Applicant Date

APPLICANT: PLEASE DO NOT WRITE BELOW (FOR OFFICE USE ONLY)

Deposit of \$ _____ Received by _____ Date _____

Apartment size _____ Apartment No. _____ Date Needed _____

Approved _____ Denied _____ Denial Letter sent _____

