



## Rental Application for Residents and Occupants

*Each co-resident and each occupant 18 years old and over must submit a separate application. Spouses may submit a joint application.*



Date when filled out: \_\_\_\_\_

**ABOUT YOU** Full name (exactly as on driver's license or govt. ID card) \_\_\_\_\_

Your street address (as shown on your driver's license or government ID card): \_\_\_\_\_

Driver's license # and state: \_\_\_\_\_  
 OR govt. photo ID card #: \_\_\_\_\_

Former last names (maiden and married): \_\_\_\_\_

Your Social Security #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Sex: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Eye color: \_\_\_\_\_ Hair color: \_\_\_\_\_

Marital Status:  single  married  divorced  
 widowed  separated

Are you a U.S. citizen?  Yes  No

Do you or any occupant smoke?  Yes  No

Will you or any occupant have an animal?  Yes  No

Kind, weight, breed, age: \_\_\_\_\_

Your gross annual income is over: \$ \_\_\_\_\_

Date you began this job: \_\_\_\_\_

Supervisor's name and phone: \_\_\_\_\_

Previous employer: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

Gross annual income was over: \$ \_\_\_\_\_

Dates you began and ended this job: \_\_\_\_\_

Previous supervisor's name and phone: \_\_\_\_\_

Current home address (where you now live): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home/cell phone: (\_\_\_\_) \_\_\_\_\_

Current rent: \$ \_\_\_\_\_

Email address: \_\_\_\_\_

Name of apartment where you now live: \_\_\_\_\_

Current owner or manager's name: \_\_\_\_\_

Their phone: \_\_\_\_\_

Date moved in: \_\_\_\_\_

Why are you leaving your current residence? \_\_\_\_\_

**YOUR CREDIT HISTORY** Your bank's name, city, state: \_\_\_\_\_

List major credit cards: \_\_\_\_\_

Other non-work income you want considered. Please explain: \_\_\_\_\_

Past credit problems you want to explain. (Use separate page.) \_\_\_\_\_

**YOUR RENTAL/CRIMINAL HISTORY** Check only if applicable.

Have you, your spouse, or any occupant listed in this Application ever:  been evicted or asked to move out?  moved out of a dwelling before the end of the lease term without the owner's consent?  declared bankruptcy?  been sued for rent?  been sued for property damage?  been charged, detained, or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or pretrial diversion?  been charged, detained, or arrested for a felony or sex-related crime that has not been resolved by any method? Please indicate the year, location and type of each felony or sex crime other than those resolved by dismissal or acquittal. We may need to discuss more facts before making a decision. *You represent the answer is "no" to any item not checked above.*

\_\_\_\_\_

\_\_\_\_\_

Your previous home address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Apartment name: \_\_\_\_\_

Name of above owner or manager: \_\_\_\_\_

Their phone: \_\_\_\_\_

Previous monthly rent: \$ \_\_\_\_\_

Date you moved in: \_\_\_\_\_

Date you moved out: \_\_\_\_\_

**YOUR SPOUSE** Full name: \_\_\_\_\_

Former last names (maiden and married): \_\_\_\_\_

Spouse's Social Security #: \_\_\_\_\_

Driver's license # and state: \_\_\_\_\_  
 OR govt. photo ID card #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Sex: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Eye color: \_\_\_\_\_ Hair color: \_\_\_\_\_

**YOUR WORK** Present employer: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

Are you a U.S. citizen?  Yes  No

Present employer: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_

**YOUR SPOUSE** (continued)  
 Date began job: \_\_\_\_\_  
 Gross annual income is over: \$ \_\_\_\_\_  
 Supervisor's name and phone: \_\_\_\_\_

**OTHER OCCUPANTS** Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Sex: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
 DL or govt. ID card # and state: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Sex: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
 DL or govt. ID card # and state: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Sex: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
 DL or govt. ID card # and state: \_\_\_\_\_  
 Social Security #: \_\_\_\_\_

**YOUR VEHICLES** List all vehicles to be parked by you, your spouse, or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.

Make and color of vehicle: \_\_\_\_\_  
 Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Make and color of vehicle: \_\_\_\_\_  
 Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Make and color of vehicle: \_\_\_\_\_  
 Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

**WHY YOU APPLIED HERE**

Were you referred?  Yes  No If yes, by whom: \_\_\_\_\_

Name of locator or rental agency: \_\_\_\_\_

Name of individual locator or agent: \_\_\_\_\_

Name of friend or other person: \_\_\_\_\_

Did you find us on your own?  Yes  No If yes, fill in information below:  
 On the Internet  Stopped by  Newspaper (name): \_\_\_\_\_

Rental publication: \_\_\_\_\_

Other: \_\_\_\_\_

**EMERGENCY** Emergency contact person over 18, who will not be living with you:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Work phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Home phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Relationship: \_\_\_\_\_

**AUTHORIZATION** I or we authorize (owner's name) Pine Communities, LLC

to obtain reports from any consumer reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Applicant's signature: \_\_\_\_\_

Spouse's signature: \_\_\_\_\_

You must also sign the Application Agreement on the last page of this Application.

**Contemplated Lease Contract Information**

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

The NAA Lease Contract to be used must be the latest version published by the association unless an earlier version is initialed by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- Names of all residents who will sign Lease Contract \_\_\_\_\_
- Name of Owner/Lessor Pine Communities, LLC
- Property name and type of dwelling (bedrooms and baths) \_\_\_\_\_
- Complete street address 501 Christopher Wren Drive  
City/State/Zip Wexford, PA 15090
- Names of all other occupants not signing Lease Contract (persons under age 18, relatives, friends, etc.) \_\_\_\_\_
- Total number of residents and occupants \_\_\_\_\_
- Beginning date and ending date of Lease Contract \_\_\_\_\_
- Number of days notice for termination 30 ;
- Total security deposit \$ \_\_\_\_\_ ;  
Animal deposit \$ 200.00 ;
- Total monthly rent for dwelling unit \$ \_\_\_\_\_ ;
- Rent to be paid at (check one)  on-site manager's office or  at \_\_\_\_\_ ;
- Prorated rent for:  first month or  second month \$ \_\_\_\_\_ ;
- Monthly rental due date \_\_\_\_\_ ;
- Late charges due if rent is not paid on or before the 5th ;
- Initial late charge \$ \_\_\_\_\_ ;  
Daily late charge \$ 0.00 ;
- Returned check charge \$ 45.00 ;
- Check if the dwelling is to be furnished;

- Utilities paid by owner (*check all that apply*):  electricity,  gas,  water,  wastewater,  trash,  cable TV,  master antenna;
- You are (*check one*)  required to purchase personal liability insurance or  not required to purchase personal liability insurance;
- Agreed reletting charge \$ \_\_\_\_\_ ;
- Special provisions regarding parking, storage, etc. (see attached page, if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Application Agreement

- 1. Lease Contract Information.** The Lease Contract contemplated by the parties is attached--or, if no Lease Contract is attached, the Lease Contract will be the current NAA Lease Contract noted above. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Information above.
- 2. Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. *It's nonrefundable.*
- 3. Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated in this Application. *The application deposit is not a security deposit.* However, it will be credited toward the required security deposit when the Lease Contract has been signed by all parties, OR it will be refunded under this Application if you are not approved; OR it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw.
- 4. Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the application deposit of all applicants toward the required security deposit.
- 5. Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
- 6. If You Fail to Sign Lease After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person or by telephone, or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the application deposit as liquidated damages, and terminate all further obligations under this Agreement.*
- 7. If You Withdraw Before Approval.** You and any co-applicants may not withdraw your Application or the application deposit. *If, before signing the Lease Contract, you or any co-applicant withdraws an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all application deposits as liquidated damages, and the parties will then have no further obligation to each other.*
- 8. Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (*unless checked*):  a separate Application has been fully filled out and signed by you and each co-applicant;  an application fee has been paid to us;  an application deposit has been paid to us. *If no item is checked, all are necessary for the Application to be considered completed.*
- 9. Nonapproval in Seven Days.** We will notify you whether you've been approved within seven days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within seven days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval.
- 10. Refund after Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved, we'll refund all application deposits within \_\_\_\_\_ days (not to exceed 30 days; 30 days if left blank) of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
- 11. Extension of Deadlines.** If the deadline for signing, approving, or refunding falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next business day.
- 12. Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
- 13. Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
- 14. Receipt.** Application fee (nonrefundable): \$ \_\_\_\_\_  
 Application deposit (may or may not be refundable): \$ \_\_\_\_\_  
 Total of above application fee and application deposit: \$ \_\_\_\_\_  
 Total amount of money we've received to this date: \$ \_\_\_\_\_
- 15. Signature.** *Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract.*

**Acknowledgment.** You declare that all your statements on the first page of this Application are true and complete. You authorize us to verify same through any means, including consumer reporting agencies and other rental housing owners. If you fail to answer any question or give false information, we may reject the application, retain all application fees and deposits as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Contract, we may recover all attorney's fees and litigation costs from you. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

(continued on next page)

If you are seriously ill or injured, what doctor may we notify? (We are not responsible for providing medical information to doctors or emergency personnel.)

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Important medical information in emergency: \_\_\_\_\_

**This Rental Application and the Lease Contract are binding legal documents when signed. Please read them carefully. Before submitting a Rental Application or signing a Lease Contract, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease Contract if agreed to in writing by all parties.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Spouse: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

1. Apt. name or dwelling address (street, city): Pine Communities, LLC

Unit # or type: \_\_\_\_\_

2. Person accepting application: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

3. Person processing application: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

4. Date that applicant or co-applicant was notified by  telephone,  letter, or  in person of  acceptance or  nonacceptance: \_\_\_\_\_ (Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)

5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): \_\_\_\_\_

6. Name of owner's representative who notified above person(s): \_\_\_\_\_



## **GROUNDINGS FOR DENIAL OR SPECIAL PROVISIONS:**

Applicants will be denied if they do not meet the community owner's screening criteria. Applicants may be denied for any, or a combination of any, of the following reasons:

1. Misdemeanor or felony criminal background including, but not limited to, crimes against persons or property, theft/burglary, prostitution, history of violence, illegal controlled substances, harboring a fugitive, and/or alcohol abuse
2. Unable to provide documentation from U.S. Immigration to verify legal entry in the United States and legal residency in the United States for the length of the lease term.
3. History of allowing unauthorized occupant(s) to reside in your apartment home as evidenced by previous landlord's verification(s);
4. Lack of six (6) months of verifiable continual rental history;
5. Poor housekeeping as evidenced by previous landlord's verification(s);
6. History of drug or alcohol abuse as evidenced by previous landlord's verification(s) or record of arrest and/or conviction, and no current rehabilitative services;
7. History of paying rent late or poor rental background as evidenced by previous landlord's verification(s) and/or credit report;
8. Evidence of negative check writing history;
9. A negative credit report, which may include the history of late payments, charge offs, low credit score and /or collection accounts.
10. Refusal to occupy proper unit size in accordance with property unit size standards;
11. History of property damage to apartment/townhouse/house or common areas as evidenced by previous landlord's verification(s) and/or credit report;
12. History of lease violations as evidenced by previous landlord's verification(s);
13. History of violence and interference with management's duties and responsibilities as evidenced by previous landlord's verification(s), government or social agencies' verifications, police reports, and/or criminal background check; or
14. Failure to move into the rent-ready unit on the agreed date; this will cause the unit to be offered to the next qualified applicant on the waiting list;

**Applicants will not be denied on the basis of race, color, religion, national origin, sex, handicap or familial status.**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Applicant Signature**

