



CALROB Realty Co.
Managing Agents for
Centre Avenue Associates
 PO Box 361, Hatfield, PA 19440-0361
 Ph. (215) 855-6302 Fx. (413) 460-1911

For Office Use Only

Application Fee: (Cash/Money Order/Bank Check ONLY)
 APT # ____: \$50.00 (ind) \$75.00(2 applicants) Other: \$ ____
 STORE: \$100.00 Other: _____ None: _____

RENTAL APPLICATION

Please complete all information requested below. Incomplete information will delay the processing of your application. All applicants must be 18 or older.

Each applicant not applying with a spouse must complete separate rental application. NO EXCEPTIONS.

PLEASE PRINT CLEARLY

Address/Unit Applying For: 100 Centre Avenue Condominiums, Norristown, Pennsylvania 19403 UNIT# _____

Monthly Rental Amount: \$1,300.00 plus checked utilities: HEAT HOT WATER COOKING
 OUTLET POWER WATER SEWER TRASH

Applicant Information

Mr. Mrs. Ms.

First Name _____ Last Name _____ Middle Initial _____

Driver's License # _____ State Issued _____

Date of Birth ____/____/____ Social Security # ____-____-____

Marital Status _____ Email _____
 Do you now (or have you ever) smoke(d) cigarettes? Yes No

Current Address

Street _____ Apt. Number _____

City _____ State _____ Zip _____

Home Phone _____ Mobile/Other Number _____

Rent or Own? _____ Current Monthly Payment _____ Apartment name/Mortgage company name _____

How long have you lived here? _____ Reason for moving _____

Landlord/Leasing Agent Name _____ Landlord Address _____ City/State/Zip _____ Phone: _____ Fax: _____

Employment

Current Employer _____ Supervisor's Name _____ Supervisor's Phone _____

Address _____ City _____ State _____ Zip _____

Work Phone: _____ Work Fax: _____ Supervisor's EMAIL address _____

Your Position/Title _____ Time worked here? _____ Gross Monthly Income _____ Additional Income – child support, alimony, or other maintenance income you want included for qualification _____

Credit/Banking Information

Bank/Institution Name _____ Branch Address _____ Type of Account _____ Acct# _____
(Savings/Checking/Money Market, etc.)

Type of Credit Card _____ Acct# _____ Credit Limit _____ Outstanding Balance _____

Auto Lender _____ Acct# _____ Original Loan Amount _____ Current principal balance _____



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Your Rental/Criminal History (*You represent the answer is no by leaving any of the check boxes in this section blank*) All "Yes" answers must be explained)

Have you ever been evicted? Yes No Have you ever been sued for property damage? Yes No
 Have you ever received a late rent notice? Yes No Have you ever broken a lease? Yes No
 Have you ever filed for bankruptcy? Yes No Have you ever been a party to a lawsuit? Yes No
 Have you ever been convicted, plead guilty, no contest, received probation, deferred adjudication, court ordered supervision, or pre-trial diversion for a felony, sex related crime, and/or misdemeanor (assault or other) against another person or against the public?

If yes please explain: _____

Spouse Information (if applicable)

First Name	Last Name	Middle Initial		
Driver's License #	State Issued			
Date of Birth	Social Security #			
Current Employer	Supervisor's Name	Supervisor's Phone		
Address	City	State	Zip	Work Phone
Your Position/Title	Time worked here?	Gross Monthly Income		
Do you now or have you ever smoke(d) cigarettes? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Spouse - Credit/Banking Information

Bank/Institution Name	Branch Address	Type of Account <i>(Savings/Checking/Money Market, etc.)</i>	Acct#
Type of Credit Card	Acct#	Credit Limit	Outstanding Balance
Auto Lender	Acct#	Original Loan Amount	Current principal balance

Spouse Rental/Criminal History (*You represent the answer is no by leaving any of the check boxes in this section blank*) All "Yes" answers must be explained)

Have you ever been evicted? Yes No Have you ever been sued for property damage? Yes No
 Have you ever received a late rent notice? Yes No Have you ever broken a lease? Yes No
 Have you ever filed for bankruptcy? Yes No Have you ever been a party to a lawsuit? Yes No
 Have you ever been convicted, plead guilty, no contest, received probation, deferred adjudication, court ordered supervision, or pre-trial diversion for a felony, sex related crime, and/or misdemeanor (assault or other) against another person or against the public?

If yes please explain: _____

Pets Yes No (*If you get a pet anytime after moving into your apartment home, you must notify the manager*)

What kind?	Weight	Breed	Age
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Other Occupants (*list names of all persons under 18 who will occupy the unit. All occupants over 18 must complete a separate application*)

First Name	Last Name	Relationship	Date of Birth	Social Security #
First Name	Last Name	Relationship	Date of Birth	Social Security #



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Emergency Information *(Emergency contact person over 18 not living with you.)*

First Name	Last Name	Middle Initial	Relationship to you
Street		Apt #	
City	State	Zip	
Home Phone	Other Phone	Email	

Other Information

How did you first learn of this apartment?

Vehicle Information *(list all vehicles to be parked by you, your spouse, or other occupant)*

Note: Apt. includes 1 off-street parking space; Store includes 2 off-street parking spaces

Year	Make/Model of Vehicle	Color	License #	State
Year	Make/Model of Vehicle	Color	License #	State

NOTICE/ACKNOWLEDGMENT OF REQUIRED DEPOSITS

APPLICANT(S) IS/ARE HEREBY NOTIFIED, AND UNDERSTAND AND AGREE, THAT THE FOLLOWING DEPOSITS AND PRE-PAID RENT(S) MUST BE PAID AT TIME OF EXECUTION OF THE APARTMENT LEASE AGREEMENT, IN CERTIFIED FUNDS, MONEY ORDER, OR CASHIER'S/BANK TELLER'S CHECK ONLY:

SECURITY DEPOSIT	\$	<u>1,300.00</u>
FIRST MONTH'S RENT	\$	<u>840.00</u>
LAST MONTH'S RENT	\$	<u>1,300.00</u>
PARKING PERMIT FEE	\$	25.00
KEY DEPOSIT	\$	20.00
POOL PERMIT DEPOSIT	\$	50.00
UTILITIES DEPOSIT	\$	<u>100.00</u>

TOTAL REQUIRED TO MOVE IN: \$ 3,635.00

I HEREBY DEPOSIT THE SUM OF **\$150.00** AS THE **APPLICATION DEPOSIT** WITH THE LANDLORD/MANAGER TO SECURE THE ABOVE PREMISES TO RENT, PENDING APPROVAL OF THIS APPLICATION AND EXECUTION OF THE LEASE AGREEMENT. I UNDERSTAND THAT MY DEPOSIT MAY BE APPLIED TOWARD ANY RENT LOSS OR OTHER EXPENSES THE LANDLORD/MANAGER MAY INCUR AS A RESULT OF MY FAILURE TO FULFILL MY PROMISE TO RENT THE PREMISES BY SIGNING THE LEASE AGREEMENT NO LATER THAN _____ TO OCCUPY ON THE LEASE COMMENCEMENT DATE STATED IN THE APARTMENT LEASE AGREEMENT.

APPLICATION APPROVAL PROCESS

This application is made for the purpose of procuring rental of premises and for initial and on-going credit clearance. By signing this application, you declare that all your statements in this application are true and complete and you authorize Landlord/Manager to verify this information through any means, including consumer reporting agencies and other rental housing owners. Landlord will not discriminate on the basis of race, color, religion, sex, national origin, handicap, or familial status. The approval process will begin when we have received completed applications from **all** applicants and occupants. Landlord/Manager utilizes a credit scoring system that incorporates a statistical model comparing information on your credit profile, such as bill-paying history, the number and type of accounts, late payments, collection actions, outstanding debt, reported rental history, and the age of accounts, to the credit performance of consumers with similar profiles. (A credit scoring model only uses information on the applicant that pertains to credit; it does not use certain characteristics like - race, color, religion, sex, national origin, handicap, or familial status in its calculation.) The scoring system awards points for each factor and considers income, monthly rent, & overall credit history to evaluate how creditworthy you are. If there is limited credit history available, income and rental history will be used to evaluate your application and additional deposits may be required.

The three possible outcomes from the approval process are: **accepted, conditional acceptance, or denied**. Even with sufficient available credit history, additional information and or deposits may be required if a conditional acceptance is recommended. If you are denied credit, the Equal Credit Opportunity Act requires that the creditor give you a notice that tells you the specific reasons your application was rejected or the fact that you have the right to learn the reasons if you ask within 60 days. If a creditor says you were denied credit because you are too near your credit limits on your charge cards or you have too many credit card accounts, you may want to reapply after paying down your balances or closing some accounts. If you are denied credit because of information from a credit report, the Fair Credit Reporting Act requires the creditor to give you the name, address and phone number of the credit reporting agency that supplied the information. You should contact that agency to find out what your report said. If you fail to answer any question or give false information, the Landlord/Manager may, at its sole discretion, reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy if false information is discovered after Tenant has been given possession of the Premises.



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Tenant Employment Verification

To:
 Department Name: _____
 Name: _____
 Address: _____
 City/State/Zip: _____
 Telephone: _____
 Fax: _____
 Other: _____

From:
 Department Name: Application Processing
 Name: Rob Witherspoon
CalRob Realty Co.
 Address: PO Box 361
 City/State/Zip: Hatfield, Pennsylvania 19440-0361
 Telephone: (215) 855-6302
 Fax: (413) 460-1911

Re: _____ (Rental Applicant)

Dear Employer:

The above Rental Applicant is a prospective tenant at our rental property, and has listed your organization as a current employer on his/her rental application. The prospective tenant gives your organization written authorization to provide this information (see signature below)

In order for us to verify the application, we ask that you provide the information requested below. **As time is paramount, we would appreciate your faxing or emailing this completed form back to us at the number/email address listed above.** Alternatively, you may feel free to telephone us between the hours of 9a.m. and 4p.m., Monday through Friday. The Information provided will remain confidential and will be used solely for purposes of determining eligibility for occupancy.

Thank you in advance for you cooperation.

Sincerely,
 CalRob Realty Co.

Signature _____ Date _____

Title _____

Applicant Authorization - Tenant Employment Verification

I have applied for rental property with the above Landlord/Property Manager.

In order to verify my current employment, I hereby authorize you to release the requested information to my prospective Landlord/Property manager. Please respond to this request at your earliest convenience. Thank you for your cooperation.

Signature _____ Date _____

Title _____ SSN _____

To be completed by employer:

Applicants current job title: _____

Start date of employment: _____

Employment type:

_____ Full Time _____ Part Time
_____ Permanent _____ Temporary

Salary:

\$ _____ Weekly \$ _____ Biweekly
\$ _____ Monthly \$ _____ Hourly
\$ _____ Annually (\$ _____ average per week)

Bonus (if any):

\$ _____ Weekly \$ _____ Biweekly
\$ _____ Monthly _____
\$ _____ Annually

Information provided by:

Signature _____ Date _____

Title _____



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DATE: _____

TO: _____

RE: _____ (Applicant(s))

Dear Sirs:

We are requesting information about the above-named applicant(s), your current tenant(s). Your current tenant has authorized your release of this information. Please complete the questions below and return this form to us via facsimile or email as soon as possible. Thank you for your cooperation.

CALROB Realty Co.

By: _____

 Signature of Applicant Authorizing Release of Information

 Date Signed

Applicant has rented since: _____ End date of current lease: _____

Amount of rent \$ _____ Is rent in arrears? No Yes Amount \$ _____

Does applicant maintain the premises in good condition? No Yes

Has applicant breached any term or condition of your lease? No Yes

Any complaints from other tenants or neighbors? No Yes

If "Yes" to any above, please explain

Have you ever sued this applicant for non-payment of rent? No Yes

If yes, please explain when and why and which party prevailed: _____

Does applicant have any pets in/on your property: No Yes

If yes, please list here: _____

Any problems with applicant's pets? _____

Has applicant notified you that he/she is leaving? No Yes

If "Yes", what is the reason applicant gave you for leaving your community:

Any additional information you'd like to share:

 Current Landlord's Signature

 Date

 Title

 Telephone Number