

Rental Application

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!

FILL IN ALL INFORMATION REQUESTED. If an item is not applicable, please mark it "N/A". SIGNATURES ARE REQUIRED.

You may also apply online at <https://sterlingpmi.com/applications-forms/rental-application/>

APPLICANT: Please complete pages 1-7.

CO-APPLICANT: Please complete pages 8-12.

THE VERIFICATION OF EMPLOYMENT IS TO BE FILLED OUT BY STERLING.

Only fill out Signature, date, and Social Security number (**SECTIONS ARE IN "BOLD"**). If you provide us with your last 4 paystubs you may mark this page "N/A." PLEASE DO NOT HAVE YOUR EMPLOYER COMPLETE THIS SECTION. STERLING PROPERTY MANAGEMENT WILL CONTACT YOUR EMPLOYER. If you are self-employed, please provide 1099's from your last tax return.

THE VERIFICATION OF RESIDENCE WILL ALSO BE FILLED OUT BY STERLING.

Only fill out Signature and date (**SECTIONS ARE IN "BOLD"**). If you have not rented in the previous 5 years, please mark "N/A". PLEASE DO NOT HAVE YOUR LANDLORD COMPLETE THIS. STERLING PROPERTY MANAGEMENT WILL CONTACT YOUR LANDLORD.

QUALIFICATIONS/REQUIREMENTS

1. **CREDIT SCORE MUST BE A MINIMUM OF 640**
2. **INCOME MUST BE AT LEAST 3 TIMES THE MONTHLY RENT**
3. **EMPLOYMENT VERIFICATION FROM EMPLOYER & PREVIOUS EMPLOYER (IF APPLICABLE) – Provide last (4) pay stubs when submitting application for proof of income.**
(APPLICANT RESPONSIBLE FOR ANY FEE REQUIRED BY EMPLOYER)
4. **RESIDENCE VERIFICATION FROM CURRENT LANDLORD & PREVIOUS LANDLORD**
5. **CLEAR CRIMINAL BACKGROUND**
6. **IDENTIFICATION**
7. **SECURITY DEPOSIT EQUAL TO ONE MONTH'S RENT**

IN THE EVENT THAT YOU DO NOT MEET ALL THE QUALIFICATIONS AND REQUIREMENTS LISTED HEREIN ABOVE, THE LANDLORD MAY REQUIRE YOU TO HAVE A CO-SIGNER. THIS WOULD REQUIRE AN INDIVIDUAL WILLING TO ACCEPT RESPONSIBILITY OF THE LEASE IF YOU ARE UNABLE TO MEET YOUR OBLIGATIONS.

Sterling Property Management, Inc.
337 Lincoln Street
Carlisle, PA 17013
Telephone: (717) 258-5800
Facsimile: (717) 258-5805
E-Mail: leasing@sterlingpmi.com

Rental Application
\$60.00 Application fee due per applicant (non-refundable)
Check or money order made out to Sterling Property Management.

Address of Rental Property: _____

Applicant: _____
 Last Name **First** **Middle** **Date of Application**

Phone Number: Home _____ **Cell** _____

E-Mail: _____

Date of Birth: ___/___/___ **Social Security Number** ___-___-___

Drivers License Number _____ (please provide copy)

Occupant's _____
names and _____
ages (Include _____
children) _____

Animal: YES _____ **NO** _____ **# of Animals** _____

Animal Type: _____ **Breed:** _____

Present Address _____

City _____ **State** _____ **Zip** _____

of Years at present address _____

Renting ___ **Buying** ___ **Parents** _____

Monthly Payments _____ **Utilities Included** _____

Present Landlord _____ **Phone #** _____

Address _____ **City** _____ **Zip** _____

Reason for Leaving _____

Previous Address _____

Previous Landlord _____ Telephone _____

Job Information

Employer _____ Job Title _____

Address _____ City _____ Zip _____

How Long? _____ Income Gross _____ Wk. ___ Bi-Wk ___ Mo ___

Managers Name _____ Phone Number _____

Full Time ___ Part-time ___ Unemployed ___ Retired ___

Previous Employer if Less Than Two Years _____

Address _____ City _____ Zip _____

Phone _____ Manager _____ Income _____

Reason for Leaving _____

Credit References

Bank Name: Checking _____ Savings _____

Loans (Auto, Student, Personal, etc.)

Type Lender's name

Type Lender's name

Credit Card (Visa, Master, Discover, etc.) _____
Company _____

Have you or anyone included on this application ever:

Filed Bankruptcy _____ Been Evicted _____ Refused to pay rent _____

If yes, please explain _____

Criminal History

Have you or anyone included on this application ever been convicted of a felony?

 yes no If yes, please describe: _____

Personal References

(Name, Address, Contact Number, Occupation & Relationship)

- 1. _____
- 2. _____
- 3. _____

Nearest Relative (not living w/ you) _____

Relation _____ Ph. _____

Vehicle Information

Make/Model of Vehicle _____ / _____ Plate # _____

VIN _____

Make/Model of Vehicle _____ / _____ Plate # _____

VIN _____

Disclosure & Information

Pursuant to State and Federal Laws, it is an unlawful discriminatory practice for a person to discriminate against a prospective occupant or user in the terms or conditions of leasing any housing accommodation of commercial property to a elicit information, make of keep any record of a form containing questions regarding race, religious creed, ancestry, sex, national origin, handicap or disability, or marital status (children under 18).

It is also unlawful to refuse to lease housing accommodation or commercial property to a person due to the use of a guide animal because of the blindness or deafness of a user, of

use of a support animal because of a physical handicap of the user or because a person is a handler or trainer of support or guide animals.

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 pregnancy or birth of a child.

Applicants acknowledge that if they present false information, Landlord may reject the application and keep the deposit money.

At the request of the landlord, I understand that a check of my rental history and/or credit history will be performed by the Credit Bureau of York & Adams County and other sources. This check will be performed in accordance with the provision of Federal Fair Credit Reporting Act.

I have read and agreed to the provisions as stated above.

I/We hereby authorize the landlord, through Sterling Property Management, Inc. to request a detailed credit history from a credit reporting agency and a criminal background check from the State Police. I/We hereby provide my social security number(s) for those purposes.

Applicant Signature _____ Date _____

Social Security Number _____

Consumer Notice for Tenants

THIS IS NOT A CONTRACT

Sterling Property Management hereby states that with respect to its rental properties, we are acting as an Agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

I acknowledge I have been advised of this notice: _____
(Consumer) (Date)

I certify that I have provided this notice: J. Michael Adler
(Agent) (Date)

Sterling Property Management
337 Lincoln Street
Carlisle, PA 17013
(H) 717-258-5800
(F) 717-258-5805

Request for Employment Verification
(Applicant: Please complete sections in "bold")

Date: _____

Name: _____
First Middle Last

We have received a rental application from the above-named individual. Please verify the following information so that we may further process their application. Your cooperation in responding to this inquiry is sincerely appreciated. All information received in our office is confidential.

Present Employer _____

Manager _____

Manager Signature _____

Gross Income _____ Weekly / Bi-Weekly / Monthly

Number of Years Employed _____

Additional Remarks _____

I authorize the release of the above information to Sterling Property Management Inc.

Signature Date Social Security Number

Employer: Please return via facsimile to 717-258-5805

Sterling Property Management, Inc.
337 Lincoln Street
Carlisle, PA 17013
(P) 717-258-5800
(F) 717-258-5805

Request for Verification of Residence
(Applicant: Please complete sections in "bold")

An application has been submitted by the following individual for residency for one of our properties. The requested information is required to complete processing and approval of the applicant. All information received by this office is confidential. Thank You for your prompt reply.

Name _____
First _____ **Middle** _____ **Last** _____

Address of Leased Premises _____

1. How long have they occupied the above residence? _____
2. Rental amount? _____ Utilities incl.? _____
3. Were all payments made as agreed? _____
If not, please explain _____
4. Condition of the residence when vacated _____
5. Were all terms of the lease fulfilled? _____
6. Would you re-lease? _____ If not, why? _____

Additional Remarks? Any bug or rodent issues (Bedbug, Roach, mice etc)

Landlord's Signature: _____ Date: _____

**I AUTHORIZE THE RELEASE OF THE ABOVE REQUESTED INFORMATION TO
STERLING PROPERTY MANAGEMENT, INC.**

Signature: _____ **Date:** _____

Landlord: Please complete and return via facsimile to 717-258-5805

Co-Applicant Information

Co-Applicant Name: _____
Last Name First Middle Maiden

Date of Birth: ___/___/___ Social Security Number ___-___-___

Phone Number: Home _____ Work _____ Cell _____

E-Mail Address _____

Drivers License Number _____

Present Address _____

City _____ State _____ Zip _____

of Years at present address _____

Renting ___ Buying ___ Parents ___

Monthly Payments _____ Utilities Included _____

Present Landlord _____ Phone # _____

Address _____ City _____ Zip _____

Reason for Leaving _____

Previous Address _____

Job Information

Employer _____ Job Title _____

Address _____ City _____ Zip _____

How Long? _____ Income Gross _____ Wk. ___ Bi-Wk ___ Mo ___

Managers Name _____ Phone Number _____

Full Time ___ Part-time ___ Unemployed ___ Retired ___

Previous Employer if Less Than Two Years _____

Address _____ City _____ Zip _____

Phone _____ Manager _____ Income _____

Reason for Leaving _____

Credit References

Bank Name: Checking _____ Savings _____

Loans (Auto, Student, Personal, etc.) _____

Type

Lender's name

Type

Lender's name

Credit Card (Visa, Master, Discover, etc.) _____ Company _____

Have you or anyone included on this application ever:

Filed Bankruptcy _____ Been Evicted _____ Refused to pay rent _____

If yes, please explain _____

Criminal History

Have you or anyone included on this application ever been convicted of a felony?

_____ yes _____ no If yes, please describe:

Personal References

(Name, Address, Contact Number, Occupation & Relationship)

1. _____

2. _____

3. _____

Nearest Relative (not living w/ you) _____

Relation _____ Phone # _____

Vehicle Information

Make/Model of Vehicle _____ / _____ Plate # _____

VIN _____

Make/Model of Vehicle _____ / _____ Plate # _____

VIN _____

Disclosure & Information

Pursuant to State and Federal Laws, it is an unlawful discriminatory practice for a person to discriminate against a prospective occupant or user in the terms or conditions of leasing any housing accommodation of commercial property to a elicit information, make of keep any record of a form containing questions regarding race, religious creed, ancestry, sex, national origin, handicap or disability, or marital status (children under 18).

It is also unlawful to refuse to lease housing accommodation or commercial property to a person due to the use of a guide animal because of the blindness or deafness of a user, of use of a support animal because of a physical handicap of the user of because a person is a handler or trainer of support or guide animals.

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 pregnancy of birth of a child.

Applicants acknowledge that if they present false information, Landlord may reject the application and keep the deposit money.

At the request of the landlord, I understand that a check of my rental history and/or credit history will be performed by the Greater Harrisburg Credit Bureau and other sources. This check will be performed in accordance with the provision of Federal Fair Credit Reporting Act.

I have read and agreed to the provisions as stated above.

I/We hereby authorize the landlord, through Sterling Property Management, Inc. to request a detailed credit history from a credit reporting agency and a criminal background check from the State Police. I/We hereby provide my social security number(s) for those purposes.

Co-Applicant Signature _____ Date _____

Social Security Number _____

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Present Employer _____

Manager _____

Manager Signature _____

Gross Income _____ Weekly / Bi-Weekly / Monthly

Number of Years Employed _____

Additional Remarks _____

I authorize the release of the above information to Sterling Property Management Inc.

Signature Date Social Security Number

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Name _____
First _____ **Middle** _____ **Last** _____

Address of Leased Premises _____

7. How long have they occupied the above residence? _____

8. Rental amount? _____ Utilities incl.? _____

9. Were all payments made as agreed? _____

If not, please explain _____

10. Condition of the residence when vacated _____

11. Were all terms of the lease fulfilled? _____

12. Would you re-lease? _____ If not, why? _____

Additional Remarks? _____

Landlord's Signature: _____ Date: _____

**I AUTHORIZE THE RELEASE OF THE ABOVE REQUESTED INFORMATION TO
STERLING PROPERTY MANAGEMENT, INC.**

Signature: _____ **Date:** _____

Landlord: Please complete and return via facsimile to 717-258-5805

Hold Deposit Agreement

I (we) _____ agree to pay a HOLD DEPOSIT on the property located at:

_____ This HOLD DEPOSIT, in the amount of: _____ (\$ _____) dollars represents the required "hold" deposit. This payment has been made by check or money order (if check) Check # _____ and a receipt is acknowledged by this agreement.

This payment will stop any future showings of the unit to other prospective tenants. This amount will be paid into Sterling Property Management's escrow account at Belco Community Credit Union (Account # 1100259) in which you are required to complete a W-9 form for and will be credited as your security deposit if your application is approved and lease is signed.

***If your completed application is not approved, this amount will be refunded to you.**

***If your incomplete application is not completed and all requested paperwork/monies submitted within 20 days from the date the hold is placed, you will forfeit the entire hold deposit and this amount is considered by both Landlord & Tenant to be a liquidated sum fairly compensating Landlord and Management Company for any and all damages.**

***If you are approved and do not sign a lease for the unit within 20 days and take possession of the unit, you forfeit the entire hold deposit and this amount is considered by both Landlord & Tenant to be a liquidated sum fairly compensating Landlord and Management Company for any and all damages.**

I/We understand and agree that if any additional paperwork, i.e., Addendum to Lease, needs to be completed, additional charges may be assessed to the property account. I/We have read and understand this agreement.

_____ Date _____
Applicant

_____ Date _____
Co-Applicant

J. Michael Adler Date _____
Sterling Property Management, Inc. - President

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) _____

6 City, state, and ZIP code _____

7 List account number(s) here (optional) _____

Requester's name and address (optional) _____

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number										
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or										
Employer identification number										
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.