

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.

APPLICANT: PLEASE COMPLETE PAGES 1-7.

CO-APPLICANT: PLEASE COMPLETE PAGES 8-12.

THE VERIFICATION OF EMPLOYMENT IS TO BE FILLED OUT BY STERLING. SIGNATURE, DATE AND SOCIAL SECURITY NUMBER ARE REQUIRED (SECTIONS ARE IN "BOLD"). IF YOU ARE SELF-EMPLOYED, PLEASE PROVIDE 1099'S FROM YOUR LAST TAX RETURN. PLEASE DO NOT HAVE YOUR EMPLOYER COMPLETE THIS SECTION. STERLING PROPERTY MANAGEMENT WILL CONTACT YOUR EMPLOYER.

THE VERIFICATION OF RESIDENCE WILL ALSO BE FILLED OUT BY STERLING PROPERTY MANAGEMENT. SIGNATURE AND DATE ARE REQUIRED (SECTIONS ARE IN "BOLD"). IF YOU HAVE NOT RENTED IN THE PREVIOUS FIVE YEARS OR IF YOU OWN YOUR HOME, PLEASE MARK "N/A" IN THE SPACE. 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 HEREINABOVE, 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
\$40.00 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 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 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
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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

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

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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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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.**

| UTILITY SERVICE | LANDLORD | TENANT(S) |
|------------------------------|----------|-----------|
| Heat to be paid by | | |
| Hot water to be paid by | | |
| Electricity to be paid by | | |
| Gas To be paid by | | |
| Water to be paid by | | |
| Sewer to be paid by | | |
| Trash to be paid by | | |
| Cable TV to be paid by | | |
| Telephone to be paid by | | |
| Snow removal done or paid by | | |
| Lawn care done or paid by | | |

Tenant acknowledges that he/she was advised that he/she is responsible for the utilities, as marked in the chart to the left.

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