

Rental Application

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!

We accept: Check & Money Orders

FILL IN ALL INFORMATION REQUESTED. IF AN ITEM IS NOT APPLICABLE, MARK "N/A".
SIGNATURES ARE REQUIRED.

STUDENT APPLICANT: PLEASE COMPLETE PAGES 1-4.

CO-APPLICANT: PLEASE COMPLETE PAGES 5-7.

IF YOU ARE PUTTING A "HOLD DEPOSIT" ON THE PROPERTY IN ORDER FOR STERLING TO TAKE THE PROPERTY OFF THE MARKET, THE HOLD DEPOSIT AGREEMENT MUST BE COMPLETED. IF APPROVED THE HOLD DEPOSIT WILL BE CREDITED AS THE SECURITY DEPOSIT.

QUALIFICATIONS/REQUIREMENTS

1. **CO-APPLICANT: CREDIT SCORE MINIMUM OF 640**
2. **YOUR INCOME MUST BE AT LEAST 3 TIMES THE MONTHLY RENT**
3. **CLEAR CRIMINAL BACKGROUND**
4. **APPLICATION FEE - \$40.00 fee per application (non refundable) – Made payable to Sterling Property Management, Inc. (separate from Security Deposit)**
5. **HOLD DEPOSIT/SECURITY DEPOSIT EQUAL TO ONE MONTH'S RENT – Made payable to Sterling Property Management, Inc. (separate from Application Fee)**
6. **IDENTIFICATION: Must provide copy of government or state issued identification for both student and co-signer when submitting application.**
7. **W-9 FORM – Must be submitted with Hold/Security Deposit.**

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

Sterling Property Management, Inc.

337 Lincoln Street

Carlisle, PA 17013

Telephone: (717) 258-5800

Facsimile: (717) 258-5805

E-Mail : shipleasing@sterlingpmi.com

Website: <http://www.sterlingpmi.com/>

Rental Application

\$40.00 Application fee due per applicant (non-refundable)

Check or money order made out to Sterling Property Management.

WERE YOU REFERRED BY A CURRENT STERLING TENANT?

YES _____ NO _____

If answered YES, who? _____

Property Address: _____

Date: _____

Applicant: _____

 Last Name First Middle Maiden

Date of Birth: ____/____/____ Social Security Number ____/____/____

Drivers License Number _____ (please provide copy)

Home Address _____

 City _____ State _____ Zip _____

Phone Numbers: _____ (home) _____ (cell)

E-Mail: _____

Occupants (include Applicant as 1)	E-Mail Address	Contact # (Cell)
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____

Criminal History

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

_____ yes _____ no if yes, please describe: _____

Student Applicants fill out the Following Information

Parents Name: _____ Phone _____

 Last First MI

Address _____

 Street City State Zip

Personal References

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

1. _____

2. _____

3. _____

Nearest Relative (not living with you) _____

Relation _____ Ph. _____

Vehicle Information

Year/Make/Model _____ / _____ / _____ Plate # _____

VIN _____ Registered To: _____

Disclosure

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 these Purposes.

Applicant Signature _____ Date _____

Social Security Number _____ / _____ / _____

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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)

Co-Applicant Information

Co-Applicant Name: _____
Last Name First Middle Maiden

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

Drivers License Number _____ (please provide copy)

Present Address _____

City _____ State _____ Zip _____

Numbers: _____ (home) _____ (cell) _____ (work)

E-Mail: _____

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 ___

Credit References

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

1. _____
2. _____
3. _____

Nearest Relative (not living with you) _____

Relation _____ Ph. _____

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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.

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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.

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Co-Applicant Signature _____ Date _____

Social Security Number _____ / _____ / _____

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I acknowledge I have received this notice: _____
(Consumer) (Date)

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

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 /cash/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

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