



# York

## PROPERTY MANAGEMENT GROUP

**125 NORTH GEORGE STREET, YORK, PA 17401**  
**PHONE (717) 846-7368 FAX (717) 846-7455 [www.RentinYork.com](http://www.RentinYork.com)**

THE FOLLOWING MUST BE COMPLETED WHEN HANDING IN YOUR APPLICATION FOR YORK PROPERTY MANAGEMENT GROUP:

- 1). COMPLETED RENTAL APPLICATION FILLED OUT IN ITS ENTIRETY;
- 2). NAME AND PHONE NUMBER OF PREVIOUS LANDLORD;
- 3). PROOF OF INCOME WITH TWO (2) PAY STUBS WITHIN THE MONTH FROM THE DATE THAT YOUR APPLICATION IS SUBMITTED;
- 4). NAME OF YOUR PLACE OF EMPLOYMENT AND CONTACT INFORMATION OF YOUR EMPLOYER;
- 5). A CURRENT PHOTO IDENTIFICATION FOR ALL PERSONS APPLYING FOR HOUSING;
- 6). ALL MONTHLY RENT WILL BE AUTOMATICALLY WITHDRAWN FROM YOUR CHECKING OR SAVINGS ACCOUNT ON THE 1<sup>ST</sup> OF EACH MONTH.
- 7.) IF THE ABOVE INFORMATION IS NOT FILLED OUT AND COMPLETED, YOUR APPLICATION WILL NOT BE PROCESSED UNTIL IT IS COMPLETED IN ITS ENTIRETY.

**UPON COMPLETION OF YOUR APPLICATION, SUBMIT IT WITH A MEMBER OF OUR STAFF AND IT WILL BE PROCESSED WITHIN 48 HOURS, PER YOUR CURRENT LANDLORD CONTACTING US WITHIN THIS TIME FRAME. A MEMBER OF OUR STAFF WILL CONTACT YOU WITHIN THAT TIME.**

### **RENTAL APPLICATION REQUIREMENTS FOR** **YORK PROPERTY MANAGEMENT GROUP**

- 1). Valid Photo Identification;
- 2). Verification of Continuous Employment for at least a six (6) month period;
- 3). No Prior Evictions or Bankruptcies within the last Five (5) Years;
- 4). Net Income must Equal at least Triple the Rent Amount per Month;
- 5). No Outstanding Bills (utility, car payments, school loans, etc.) or history of late payments per credit report.
- 6). Former Landlord Reference.

**YORK PROPERTY MANAGEMENT GROUP MAY ASK FOR A CO-SIGNER AND/OR DOUBLE SECURITY DEPOSIT IF REQUIREMENTS 5, 6, OR 7 ARE NOT MET.**

\_\_\_\_\_ **APPLICANT INITIALS**

# RENTAL APPLICATION

## CONSUMER NOTICE FOR TENANTS, THIS IS NOT A CONTRACT

(Licensee) \_\_\_\_\_ hereby states that with respect to York Property Management Rental Group units, I am acting in the following capacity:

\_\_\_\_ (1) Owner/Landlord of the property.

X (2) An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

I acknowledge that I have received this notice: \_\_\_\_\_  
Print Consumer

\_\_\_\_\_  
Signed Consumer Date

I certify that I have provided notice: \_\_\_\_\_  
Licensee Date

How did you hear about us? \_\_\_\_\_

Properties interested in: \_\_\_\_\_

Section 8- yes or no

### APPLICANT 1

NAME OF APPLICANT: \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SSN: \_\_\_\_\_ CELL PHONE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_ RENT/MORTGAGE\$ \_\_\_\_\_ OWN \_\_\_\_\_ RENT \_\_\_\_\_ OTHER \_\_\_\_\_

LANDLORD/MORTGAGE CO: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

FROM \_\_\_\_\_ TO \_\_\_\_\_ RENT/MORTGAGE\$ \_\_\_\_\_ OWN \_\_\_\_\_ RENT \_\_\_\_\_ OTHER \_\_\_\_\_

LANDLORD/MORTGAGE CO: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

IS APPLICANT AT LEAST 18 YEARS OLD? \_\_\_\_\_

ARE YOU APPLYING WITH ANYONE ELSE? \_\_\_\_\_

IF YES, LIST NAME \_\_\_\_\_

NAME \_\_\_\_\_

NAME \_\_\_\_\_

NAME \_\_\_\_\_

WILL ANYONE ELSE BE OCCUPYING THE PROPERTY? \_\_\_\_\_

NAME \_\_\_\_\_ AGE \_\_\_\_\_

NAME \_\_\_\_\_ AGE \_\_\_\_\_

NAME \_\_\_\_\_ AGE \_\_\_\_\_

NAME \_\_\_\_\_ AGE \_\_\_\_\_

### EMPLOYER

FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ POSITION \_\_\_\_\_

NET INCOME PER WEEK \$ \_\_\_\_\_

**VEHICLE:** Include any cars, trucks, vans, motorcycles, trailers, boats and recreational vehicles.

MAKE/MODEL	LOANTYPE	BALANCE DUE	MONTHLY PAYMENT
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

\_\_\_\_\_ **APPLICANT INITIALS**

**MISC:**

HAVE YOU EVER DECLARED BANKRUPTCY OR SUFFERED FORECLOSURE? \_\_\_\_\_  
 HAVE YOU EVER DEFAULTED ON RENT OR MORTGAGE? \_\_\_\_\_  
 HAVE YOU EVER BEEN EVICTED OR SUED FOR UNPAID RENT OR DAMAGES TO A LEASED  
 PROPERTY? IF YES, EXPLAIN \_\_\_\_\_  
 HAVE YOU EVER REFUSED TO PAY RENT FOR ANY REASON? \_\_\_\_\_  
 HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF YES, EXPLAIN \_\_\_\_\_

**APPLICANT 2**

NAME OF APPLICANT: \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_  
 DATE OF BIRTH: \_\_\_\_\_ SSN: \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
 CURRENT ADDRESS: \_\_\_\_\_  
 FROM \_\_\_\_\_ TO \_\_\_\_\_ RENT/MORTGAGE\$ \_\_\_\_\_ OWN \_\_\_\_\_ RENT \_\_\_\_\_ OTHER \_\_\_\_\_  
 LANDLORD/MORTGAGE CO: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 PREVIOUS ADDRESS: \_\_\_\_\_  
 FROM \_\_\_\_\_ TO \_\_\_\_\_ RENT/MORTGAGE\$ \_\_\_\_\_ OWN \_\_\_\_\_ RENT \_\_\_\_\_ OTHER \_\_\_\_\_  
 LANDLORD/MORTGAGE CO: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 IS APPLICANT AT LEAST 18 YEARS OLD? \_\_\_\_\_  
**EMPLOYER** \_\_\_\_\_  
 FROM \_\_\_\_\_ TO \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
 SUPERVISOR \_\_\_\_\_ POSITION \_\_\_\_\_  
 NET INCOME PER WEEK \$ \_\_\_\_\_

**VEHICLE:** Include any cars, trucks, vans, motorcycles, trailers, boats and recreational vehicles.

MAKE/MODEL	LOANTYPE	BALANCE DUE	MONTHLY PAYMENT
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

**MISC:**

HAVE YOU EVER DECLARED BANKRUPTCY OR SUFFERED FORECLOSURE? \_\_\_\_\_  
 HAVE YOU EVER DEFAULTED ON RENT OR MORTGAGE? \_\_\_\_\_  
 HAVE YOU EVER BEEN EVICTED OR SUED FOR UNPAID RENT OR DAMAGES TO A LEASED  
 PROPERTY? IF YES, EXPLAIN \_\_\_\_\_  
 HAVE YOU EVER REFUSED TO PAY RENT FOR ANY REASON? \_\_\_\_\_  
 HAVE YOU EVER BEEN CONVICTED OF A CRIME? IF YES, EXPLAIN \_\_\_\_\_

**PETS: WILL ANY PETS BE OCCUPYING THE PROPERTY?**

TYPE	BREED	AGE	WEIGHT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CONDITION OF PROPERTY:** The Property will be leased in the same condition as it is shown unless otherwise agreed to in writing.

**APPLICATION FEE:** The application fee is NON-REFUNDABLE and will not be applied towards rent or other financial obligations should Applicant be approved, nor refunded if not approved. Applicant agrees that this sum is paid in consideration of Landlord/ Broker for Landlord's review and/or verification of the information stated in the application.

**OBLIGATION TO ENTER INTO LEASE AGREEMENT/DAMAGES:** Upon submission of the Application, Landlord/ Broker for Landlord reserves the right to remove the property for the available rent list.

**CONVICTED SEX OFFENDERS (MEGANS LAW)**

The Pennsylvania General Assembly has passed legislation (often referred to as "Megan's Law" 42 Pa.C.S. 9791 et seq.) providing for community notification of the presence certain sex offenders. POTENTIAL TENANTS ARE ENCOURAGED TO CONTACT THE MUNICIPAL POLICE DEPARTMENT OF THE PENNSYLVANIA STATE POLICE FOR INFORMATION RELATING TO THE PRESENCE OF SEX OFFENDERS NEAR A PARTICULAR PROPERTY, OR TO CHECK THE INFORMATION ON THE PENNSYLVANIA STATE POLICE WEB SITE AT [WWW.PAMEGANSLAW.STATE.PA.US](http://WWW.PAMEGANSLAW.STATE.PA.US).

\_\_\_\_\_ **APPLICANT INITIALS**

**NOTICE TO PERSONS OFFERING TO SELL OR RENT HOUSING IN PENNSYLVANIA**

Federal and State laws make it illegal for Landlord, Broker, or anyone to use RACE, COLOR, RELIGION or RELIGIOUS CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS, HANDLING/TRAINING OF SUPPORT/GUIDE ANIMALS, or the FACT or RELATIONSHIP or ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as a reason for refusing to sell, show, or rent properties, loan money, or set deposit amounts, or as known reasons for any decision relating to the sale of the property. The municipality in this the Property is located may have enacted an ordinance or other law that extends the protections for access to housing to additional classes of individuals, such as gay, lesbian, bisexual and transgender individuals and couples. Broker and Landlord are advised to check with your local municipality, representative from the Pennsylvania Human Relations Commission, or your own attorney for further guidance.

**FAIR CREDIT REPORTING ACT**

If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report authorized of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the denial, and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free number established by the agency if the agency complies and maintains files on consumers on a nationwide basis) that furnished the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to provide you with the specific reports why your application was denied, (3) a numerical credit score, the range of possible credit score under the model used, up to four of the key factors that led to the denial, and the date the credit score was created, (4) information about how to obtain a free copy of your consumer report from the consumer reporting agency, and (5) information about how to dispute the accuracy and completeness of any information in a consumer report agency (for example an employer or prior landlord), the Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.

**ACKNOWLEDGEMENT**

I/We, the undersigned, understand that York Property Management Group is the leasing agent and representative for the owner/landlord. The undersigned acknowledges that this written notice was received prior to the undersigned receiving a lease agreement.

**AUTHORIZATION**

By initialing below, Applicant provided the described authorization.

\_\_\_\_\_ Applicant authorizes Landlord or Broker for Landlord to obtain any information deemed necessary to evaluate this Application. This information may include, but not limited to, credit reports, criminal history, judgments of records, rental history, verification of employment and salary, employment history, vehicle records, and licensing records. Broker for Landlord may report to Landlord any information obtained by Broker for Landlord for evaluation of the Application. Applicant acknowledges that all information in the Application is true and correct. Applicant acknowledges that if applicant presents false or incomplete information Landlord may reject this Application. Applicant understands that giving false or incomplete information may result in forfeiture of any payments made in connection with this rental application.

\_\_\_\_\_ Applicant authorizes the Broker for Owner to contact the Applicant directly.

\_\_\_\_\_ Applicant agrees that Broker(s), his/her agent(s) and/or employee(s) may provide Applicants social security number, individual taxpayer identification number, driver's license number and date of birth to lenders, title agencies, credit reporting companies, or others as necessary for obtaining reports or information from a credit reporting agency, determining the existence of domestic liens, or for obtaining a criminal background report (for prospective tenants only). Applicant understands that Brokers have no control over the use of information after it is disclosed to a third party and agrees to release and hold Brokers harmless from any and all liability for any misuse or subsequent disclosure by a third party of the information or reports disclosed by Broker pursuant to the terms of this authorization.

**I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.**

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPLICANT 2 SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**FOR OFFICE USE ONLY**

CREDIT REPORT-
CRIMINAL HISTORY-
LANDLORD REFERENCE-
MONTHLY INCOME-
EMPLOYER REFERENCE-
APPROVED _____ DOUBLE _____ DENIED _____