

CONSUMER NOTICE FOR TENANTS
THIS IS NOT A CONTRACT

RA

(Not to be used when licensee is subagent for the landlord, agent for the tenant or transaction licensee. In these situations the full Consumer Notice must be used.)

(Licensee) Staaf Realty Services, Inc. hereby states that with respect to this property (describe property)
, I am acting in the following capacity: (check one)

- (i) Owner/Landlord of the Property;
(ii) A direct employee of the Owner/Landlord; OR
(iii) An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

I acknowledge that I have received this Notice:

Date:
Print(Consumer)
Signed(Consumer)
Address(Optional)
Phone Number (Optional)

RENTAL APPLICATION

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of REALTORS® (PAR).

Provide at least two years of history in Sections 1 & 2. Fill out all sections completely.
Attach additional sheets if more space is needed. Please type or print all information clearly.

PROPERTY INFORMATION
Address
Utilities Paid by Landlord:
Utilities Paid by Tenant:
Move-in Date Term Monthly Rent \$ Application Fee \$
Deposits \$ Other \$
See Advance Payment Addendum for additional information

1. APPLICANT INFORMATION (Attach Photo ID)
APPLICANT1 Check here if additional information is attached
Full Name
Is Applicant at least 18 years old? Yes No
Social Security Number
Drivers License No./State
Home Phone Work Phone
Present Address & ZIP Own Rent
From: To: Rent/Mortgage \$ /mo.
Landlord/Mortgage Co. Name & Phone
Previous Address & ZIP Own Rent
From: To: Rent/Mortgage \$ /mo.
Landlord/Mortgage Co. Name & Phone
In case of emergency, contact
Relationship Phone(s)

APPLICANT INFORMATION (Attach Photo ID)
APPLICANT 2 Check here if additional information is attached
Full Name
Is Applicant at least 18 years old? Yes No
Social Security Number
Drivers License No./State
Home Phone Work Phone
Present Address & ZIP Own Rent
From: To: Rent/Mortgage \$ /mo.
Landlord/Mortgage Co. Name & Phone
Previous Address & ZIP Own Rent
From: To: Rent/Mortgage \$ /mo.
Landlord/Mortgage Co. Name & Phone
In case of emergency, contact
Relationship Phone(s)

PREPARED BY: Michael Staaf, Broker

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Applicant(s)

48 **2. EMPLOYMENT INFORMATION**

49 **APPLICANT 1** Check here if additional information is attached

50 Employer _____

51 City/State _____

52 Phone _____ Supervisor _____

53 Position _____

54 Gross Income: \$ _____ /mo. **OR**

55 \$ _____ /hr., for _____ hrs. per week (on average)

56 Employed From _____ To _____

57 **PROOF OF INCOME ATTACHED**

58 Previous Employer _____

59 City/State _____

60 Phone _____ Supervisor _____

61 Position _____

62 Gross Income: \$ _____ /mo. **OR**

63 \$ _____ /hr., for _____ hrs. per week (on average)

64 Employed From _____ To _____

EMPLOYMENT INFORMATION

APPLICANT 2 Check here if additional information is attached

Employer _____

City/State _____

Phone _____ Supervisor _____

Position _____

Gross Income: \$ _____ /mo. **OR**

\$ _____ /hr., for _____ hrs. per week (on average)

Employed From _____ To _____

PROOF OF INCOME ATTACHED

Previous Employer _____

City/State _____

Phone _____ Supervisor _____

Position _____

Gross Income: \$ _____ /mo. **OR**

\$ _____ /hr., for _____ hrs. per week (on average)

Employed From _____ To _____

65 **3. OTHER INCOME**

Alimony, child support, or separate maintenance income need not be revealed if Applicant does not wish to have it considered as a basis for paying this obligation.

Check here if additional information is attached

Applicant	Source	Monthly Amount

73 **4. BANK ACCOUNT INFORMATION**

Check here if additional information is attached

Applicant	Bank/Credit Union	Address/Branch	Account Number	Account Type	Balance

79 **5. LIABILITIES/MONTHLY PAYMENTS**

Check here if additional information is attached

Applicant	Lender/Creditor	Loan Number	Loan Type	Balance Due	Monthly Payment

85 **6. VEHICLE INFORMATION**

Check here if additional information is attached

Applicant	Make/Model	Year	Color	License Number/State

91 **7. OTHER OCCUPANTS (FULL NAME)**

Check here if additional information is attached

92 _____ 18 or older _____ 18 or older

93 _____ 18 or older _____ 18 or older

94 **8. PETS**

Check here if additional information is attached

95 Does any Applicant or Occupant own any pets? Yes No If yes, list and describe: (type, name, breed, age, weight, gender, etc):

96 _____

97 **9. OTHER INFORMATION**

Check here if additional information is attached

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98 **Applicant 1** **Applicant 2**

99 Yes No Yes No Have you ever declared bankruptcy or suffered foreclosure? If yes, list any payments: \$ _____

100 Yes No Yes No Have you been evicted or sued for unpaid rent or damages to leased property?

101 Yes No Yes No Have you ever refused to pay rent for any reason?

102 Yes No Yes No Have you ever been convicted of a felony or misdemeanor?

103 Yes No Yes No Have you at any time on or since January 1, 1998 been obligated to pay support under an order on
104 record in any Pennsylvania county? If yes, list the County and the Domestic Relations File or
105 Docket Number: _____

106 Amount \$ _____ Are you delinquent? _____

107 If you answered "yes" to any of the above questions, please explain:
108 _____

109 **10. CONDITION OF PROPERTY**

110 The Property will be leased in the same condition as it is shown unless otherwise agreed to in writing in paragraph 11 below or in
111 attached addendum.

112 **11. SPECIAL PROVISIONS**

113 _____

114 **12. AUTHORIZATION** Applicants authorize Landlord or Broker to obtain any information deemed necessary to evaluate this Application.

115 This information may include, but is not limited to, credit reports, criminal history, judgments of record, rental history, verification of
116 employment and salary, employment history, vehicle records, and licensing records. Broker may report to Landlord any information
117 obtained by Broker for evaluation of the Application. Applicants acknowledge that all information in the Application is true and correct.
118 Applicants acknowledge that if they present false or incomplete information Landlord may reject this Application. Applicants understand
119 that giving false or incomplete information may result in forfeiture of any payments made in connection with this Rental Application.

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

121

Applicant(s) _____

DATE _____

122 **LANDLORD/BROKER (Company Name)** _____

123 **OFFICE ADDRESS** _____

124 **PHONES(S)** _____ **FAX** _____ **E-MAIL** _____

125 **AGENT/RECEIVED BY** _____ **DATE** _____

FOR OFFICE USE ONLY

Landlord: _____
 Employment: _____
 Credit Report: _____
 ID Verification: _____
 Misc: _____

ACCEPTED
 REJECTED

BY: _____
DATE: _____

NOTICES AND INFORMATION
CIVIL RIGHT ACTS NOTICE

Federal and state laws make it illegal for a landlord, broker, or anyone to use RACE, COLOR, RELIGION or RELIGIOUS CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under 18 years of age), AGE (40 or older), NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OF RELATIONSHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to sell, show, or rent properties, loan money, or set deposit amounts, or as reasons for any decision relating to the sale or lease of property. 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 the pregnancy or birth of a child.

FAIR CREDIT REPORTING ACT NOTICE
15 U.S.C. § 1681 et. seq.

If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report authorized

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by paragraph 12 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 telephone number established by the agency if the agency compiles 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 reasons why your application was denied, (3) information about how to obtain a free copy of your consumer report from the consumer reporting agency, and (4) information about how to dispute the accuracy or completeness of any information in a consumer report furnished by the agency. If the Landlord or Broker denies your application because of information from a person other than a credit reporting 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.

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Applicant(s) _____

ADVANCE PAYMENT ADDENDUM TO RENTAL APPLICATION

APA

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of REALTORS® (PAR).

1 **PROPERTY**

2 **APPLICANT**

3 **LANDLORD/BROKER** SRS Management Group, Inc.

4 **DATE OF APPLICATION** _____

6 **1. Application Fee.** The Application Fee of \$ 25.00 identified on the Rental Application is NON-REFUNDABLE and will
7 not be applied towards rent or other financial obligations should Applicant be approved. Applicant agrees that this sum is paid in
8 consideration of Landlord/Broker's review and/or verification of the information stated in the application.

10 **2. Advance Payments of Security Deposit and Rent.** In addition to the Application Fee, Applicant will pay Security Deposit and/or Rent as
11 stated below. These amounts will be paid at the time the Rental Application is given to Landlord/Broker, unless a different date is stated
12 here. Security Deposit Due Date: ASAP Rent Due Date: _____

14 (A) **Security Deposit:** \$ _____. The Security Deposit shall be held by (check one):
15 **Broker.** Applicant agrees that Broker may wait to deposit any uncashed check that is received as a Security Deposit until
16 Applicant's Rental Application is approved/accepted. Upon approval of the Rental Application, Broker will deposit the Security
17 Deposit in an escrow account as required by the Rules and Regulations of the State Real Estate Commission pending the termination of
18 the Lease, the sale of the property to a new Landlord, or the termination of Broker's services. If the property is sold, or the Broker's
19 services are terminated, Applicant will be notified of the person to whom the Security Deposit has been transferred.

20 **or**
21 **Landlord.** Landlord will hold Applicant's Security Deposit in compliance with the Pennsylvania Landlord and Tenant Act as
22 more completely described in the Lease Agreement.

24 (B) **Rent:** \$ _____. Rent, even if paid to Broker, may be transferred to Landlord. While held by Broker, the rent will be
25 maintained in a rental management account as required by the Rules and Regulations of the State Real Estate Commission.

27 **3. Refund of Advance Payments.** Applicant may withdraw the Application at any time prior to approval or within one (1) days from
28 notice of approval. If Applicant withdraws within the stated time period, or the Property is leased or sold prior to Applicant signing a
29 Lease Agreement, the full amount of the Advance Payments of Security Deposit and/or Rent will be returned to Applicant. If Applicant's
30 payment of these amounts was by check, the refund may occur after Applicant's check has cleared.

32 **4. Lease.** Applicant will, within thirty(30) days from notice of approval, sign a Lease Agreement. **Applicant has received a copy of**
33 **the Lease Agreement and has had the opportunity to review it.**

35 **5. Liquidated Damage - Loss of Advance Payments.** If Applicant furnishes false or misleading information on the Rental Application,
36 does not sign a Lease Agreement within the time period stated in paragraph 4 and/or fails to pay the full amount of the Advance Payments
37 as stated above, Applicant will lose any right to lease and may forfeit any Advance Payments made under the terms of this Addendum.
38 Landlord and Broker are released from all obligations to Applicant and may elect to retain any or all Advance Payments as liquidated
39 damages or as monies to be applied against Landlord's/Broker's actual damages.

41 **I have read and agree to the provisions as stated.**

APPLICANT / CO-SIGNER

DATE _____

LANDLORD/BROKER (COMPANY NAME) SRS Management Group, Inc.

ACCEPTED BY _____

DATE _____