

# Application Process

## Step 1: Reserving an Apartment

An application fee of \$79.00 per applicant and security deposit of one month's rent is required. Application fees are not refundable. An application must be submitted by anyone residing in the apartment over the age of 18. Applicant agrees to return completed application and supporting documents within 2 days.

## Step 2: Rental Screening Criteria

- **Verification of Employment** – Applicant's employer will be requested to complete a verification form.
- **Verification of Prior Rental History** – Landlord verification will be required.
- **Verification of Income and Income Requirements** – Bank statements, pay stubs or other income statements, and employment verification (if employed) will be utilized to confirm applicant's current income. In order to qualify, applicant(s) must earn a combined gross income that is three times the annual rent.
- **Credit History:** A credit check will be performed for all applicants; credit history must demonstrate a history of responsible borrowing.

**Documents to Submit with Application: Three most recent bank statements, three most recent pay stubs, and legal identification (state issued driver's license, passport, or VISA).**

## Step 3: Lease Signing

- If applicant is not approved, the security deposit will be refunded.
- Upon approval and receipt of the lease, you have 3 days to remotely sign the lease. The payment for the lease balance must also be received within 3 business days of approval. Payment can be made using online tenant portal. Failure to return the signed lease and pay for the lease balance within 3 days will result in the forfeiture of your security deposit.
- Leases are issued via email and should be signed and emailed back to [Live@HarrisonRichards.com](mailto:Live@HarrisonRichards.com)

# MANAGEMENT RENTAL APPLICATION

*Harrison Richards*

(610) 649-4860

Live@harrisonrichards.com

www.harrisonrichards.com

Property & Unit: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

\*Discounted Rent: \_\_\_\_\_

Move-In Date: \_\_\_\_\_

Date: \_\_\_\_\_

Agent: \_\_\_\_\_



Applicant may be required to provide further information if all criteria are not met.

FEES DUE ON OR BEFORE LEASE SIGNING	UTILITIES
<b>Application Fee:</b> \$79.00 per applicant	Applicant will be billed monthly for their pro-rata share of the building's common utilities (water, trash/sewer, gas, electric). <b>Applicant agrees to establish electric, gas (if applicable), and cable/phone/internet in their own name with an outside vendor.</b>
<b>Security Deposit:</b> \$	
<b>1<sup>st</sup> Month's Rent:</b> \$	
<b>Parking Rent:</b> \$59.00/month	
<b>Pet-Fee (one-time per pet)</b> \$295.00 (non-refundable)	
<b>Pet Rent (per pet):</b> \$49.00/month	
Additional payments may be required if all criteria are not met.	

## How did you find this apartment?

PadMapper Zumper Zillow Trulia Craigslist

Apartments.com HotPads ApartmentFinder Drive/Walk By

Referred by: \_\_\_\_\_ Other: \_\_\_\_\_

## APPLICANT INFORMATION

**Please note that smoking/vaping is not permitted inside any of our properties.**

Applicant Name:		Social Sec. No:	U.S. citizen: Yes No If no, complete non-U.S. citizen supplement	DOB:
Cell #:	Work #:	E-Mail Address:		
Driver's License. No./State:	Vehicle Make/Model/Year/:	Parking Space?	Expected Start Date of Lease:	

## PROVIDE ADDRESSES FOR PRIOR 24 MONTHS

Present Address (street, city, state, zip code):	Former Address (street, city, state, zip code):
Own Rent Move-in Date: _____ Lease Expires: _____ Rent/Mort. Amt \$ _____ Current Landlord: _____ Landlord Email: _____ Tel: _____	Own Rent Move-in Date: _____ Lease Expires: _____ Rent/Mort. Amt \$ _____ Current Landlord: _____ Landlord Email: _____ Tel: _____

## PERSON(S) TO OCCUPY APARTMENT IN ADDITION TO APPLICANTS:

Name:	Relationship:	Social Sec. No:	DOB:
Name:	Relationship:	Social Sec. No:	DOB:
Name:	Relationship:	Social Sec. No:	DOB:
Pet(s): Yes No	_____ Cat(s) _____ Dog (s) Other: _____	Breed:	Weight: Age:

Tenants must provide current vet records for all pets and license for dogs. There are breed and size restrictions for dogs.

## APPLICANT EMPLOYMENT INFORMATION

Your Status: Full Time Part-Time Student Retired Not Employed Self-Employed			
Name & Address of Employer:		Current Occupation/Will this be your PA Employer:	Yrs. on Job:
Supervisor's Name:		Supervisor's Phone #:	Annual Salary \$
Name & Address of Past Employer:		Previous Occupation:	Start Date: End Date:
Supervisor's Name:		Supervisor's Phone:	Annual Salary \$

ADDITIONAL ANNUAL INCOME INFORMATION																																				
<b>Additional Annual Income</b>	Bonuses/Commissions	Alimony/Child Support	Other																																	
<b>Total Per Year</b>	\$	\$	\$																																	
*Self-Employed Applicant(s) may be required to provide additional documentation such as tax returns and financial statements.																																				
IN CASE OF EMERGENCY: (Please include one local contact)																																				
Name:	Address:	Tel #:	Relationship:																																	
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I hereby give consent to contact the individual listed above to discuss an emergency situation.																																				
DECLARATIONS																																				
<p><b>If you answer “yes” to any questions a through h, please use continuation sheet for explanation</b></p> <table style="width: 100%;"> <thead> <tr> <th></th> <th colspan="2" style="text-align: center;">Applicant</th> </tr> <tr> <th></th> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td>a. Are there any outstanding liens or judgements against you?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>b. Have you been declared bankrupt within the past 7 years?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>c. Have you had property foreclosed upon or given title or deed in lieu thereof in the past 7 years?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>d. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee? If yes, give details as described in the preceding question.</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>e. Have you ever broken a rental agreement or lease?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>f. Have you ever been sued or had your lease terminated due to non-payment of rent?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>g. *Have you been convicted of a felony or a crime of violence against a person or property?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>h. *Are you listed on any government-sponsored registry naming terrorists, Most Wanted criminals or sex offenders?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td>i. Will any smokers be occupying the apartment?</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> </tbody> </table> <p><small>*Each occupant 18 years of age or older must answer questions “g” and “h” and sign an application with the answers. False statements will be considered false statements by the applicant(s).</small></p>					Applicant			Yes	No	a. Are there any outstanding liens or judgements against you?	Yes	No	b. Have you been declared bankrupt within the past 7 years?	Yes	No	c. Have you had property foreclosed upon or given title or deed in lieu thereof in the past 7 years?	Yes	No	d. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee? If yes, give details as described in the preceding question.	Yes	No	e. Have you ever broken a rental agreement or lease?	Yes	No	f. Have you ever been sued or had your lease terminated due to non-payment of rent?	Yes	No	g. *Have you been convicted of a felony or a crime of violence against a person or property?	Yes	No	h. *Are you listed on any government-sponsored registry naming terrorists, Most Wanted criminals or sex offenders?	Yes	No	i. Will any smokers be occupying the apartment?	Yes	No
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<p>I understand that if I do not elect to move forward with signing the lease, the security deposit will not be returned. It is understood that the application fee is not refundable. If the reservation fee is paid with a credit/debit card, a 3.75% fee will be deducted if returned for any reason.</p> <p>I understand that all Harrison Richards, Inc. properties are non-smoking properties and smoking/vaping is prohibited anywhere on the premises.</p> <p>I hereby authorize Harrison Richards, Inc. to verify all information in this application, including specifically to obtain public and non-public references and credit reports or records and criminal (including sex offender) background records, if applicable. I authorize Harrison Richards, Inc. (including a third-party collection agency) to obtain such references and reports at any time during the term of my tenancy and after termination of my lease, if such reports are needed in attempting to review my continuing eligibility to be a resident, collect any defaulted payments or charges, or for any other permissible purpose.</p> <p>Applicant represents that all the statements herein are true.</p>																																				
Applicant Signature <b>X</b>			Date:																																	

It is your responsibility to furnish the following upon request: identification, proof of income, landlord references for the past 2 years, satisfactory credit rating or higher, and proof of renter’s insurance. Non-US citizens will need to provide copies of their passport and visa.

Harrison Richards, Inc. and the owner are committed to comply with all federal, state and local fair housing and equal housing opportunity laws.

## NON-U.S. CITIZEN SUPPLEMENT

Each co-resident and each occupant over 18 who is not a U.S. citizen must submit a separate application.

We are requesting you to fill out this Supplemental Rental Application because you have indicated that you are not a U.S. citizen. We are asking all applicants who are not U.S. citizens to fill out this form. We are committed to compliance with fair housing laws and do not discriminate based on race, color, religion, sex, national origin, handicap or familial status. The purpose of this form is to determine whether your right to be in the U.S. expires during your Lease Contract term.

We may ask to make a photocopy of any of the INS documents checked below and, if needed, your passport and visa.

DOCUMENTATION			
Please check the U.S. Immigration and Naturalization Service (INS) document that entitles you to be in the United States:			
<input type="checkbox"/> Form I-551 Permanent Resident Card or Alien Registration Receipt Card (Includes photo and fingerprint).		Card Number:	
<input type="checkbox"/> Form I-766 or I-766A Employment Authorization Document Card (Includes photo and fingerprint).		Card Number:	Expiration Date:
<input type="checkbox"/> Form I-94 or Form I-94A with Arrival-Departure Record (form does not include photo or fingerprint)		Form Number:	Expiration Date:
<input type="checkbox"/> INS receipt for replacement of one of the above documents, with verification by INS of your entitlement to the above.			
<input type="checkbox"/> Other official USCIS document (describe in detail):			
If you are relying on Form I-94, we must see your passport and visa, and you will need to answer the questions.			
Country issuing your passport:		Passport number:	Passport Expiration Date:
Do you have a visa? Yes No	If yes, what type? student work visitor other (specify)		Visa Expiration Date:
Applicant represents that all the statements herein are true, and if they change during the term of the tenancy, he/she will immediately notify the management staff.			
Applicant Signature X			Date: