

RENTAL APPLICATION CRITERIA

WELCOME TO OUR COMMUNITY:

In order to reside in our community, we require each applicant to meet certain rental criteria. Before you complete a rental application, we encourage you to review these requirements to determine if you are eligible. Please note that these are our current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have these requirements. There may be residents and occupants that resided here prior to these requirements going into effect. Additionally, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

ALL APPLICANTS AND EACH ADULT OCCUPANT MUST COMPLETE A SEPARATE APPLICATION. MARRIED COUPLES MAY SUBMIT A SINGLE APPLICATION.

Items "A" through "J" apply to the resident(s) responsible for paying rent under the apartment lease, with the exception of "E" which applies to both Applicant and Occupant.

- A. **IDENTITY VERIFICATION:** Two forms of ID will be required from all applicants and Co-Signers. A Government issued photo identification & one other form of ID is acceptable along with a valid social security number.
- B. **INCOME:** Monthly combined income for all occupants must be three (3) times the monthly rent. Verification can include pay stubs, offer letter with appropriate letter head and current phone number, written verification from income sources (court issued documents), or statements from income tax returns.
- C. **RENTAL HISTORY:** Applicant must have a minimum of twelve (12) months satisfactory rental history or proof of home ownership. Satisfactory history is defined as no more than two (2) late payments, no more than two (2) returned checks, the resident gave adequate notice to vacate and there are no outstanding financial obligations to the landlord. The previous landlord must state that they would be willing to re-rent to the applicant. If a first-time renter, Laurelwood may require an additional deposit in the amount of two hundred and fifty dollars (\$250.00).
- D. **CREDIT HISTORY:** Credit history for all applicants will be checked by REAL ID. All medical collections and student loans are disregarded. Existing credit score must be more 620 or existing credit must be more than 70% positive. Applicants with no credit history may be charged an extra security deposit of \$200.00.

NOTE: Co-signers and guarantors are required to be legal residents in the state of Pennsylvania.

- E. **CRIMINAL BACKGROUND CHECK:** A Criminal Background check will be conducted for **each Applicant and Occupant over the age of 18**. The application will be rejected for any of the following reported criminal related reasons that have occurred prior to the application.
 - 1.) Any felony conviction.
 - 2.) Any terrorist related conviction.
 - 3.) Any misdemeanor conviction involving a sexual crime and/or a violent crime committed against person or property.
 - 4.) Any of the above related and/or pending charges resulting in "Adjudication Withheld," "Deferred Adjudication" and/or probation.
 - 5.) Active status on probation or parole resulting from any of the above.***This requirement does not constitute a guarantee or representation that other residents or occupants have not been convicted of a felony or misdemeanor or are subject to deferred adjudication for such offences. Our ability to verify this information is limited to the information made available to us by the credit reporting services used.***
- F. **OCCUPANCY GUIDELINES:** All residents and all occupants must be listed on the lease agreement. No more than two (2) occupants per bedroom except for those qualifying as a family. For the purposes of this occupancy policy a "family" shall consist of the following persons: one or more individuals (under the age of 18) being domiciled: with (1) a parent or other person having legal custody of such individual or individuals; (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The term "family" shall also apply to any person who is pregnant or is in the process of securing legal custody of any individual who is under eighteen (18) years of age. A "family" may occupy an apartment if the family does not exceed two (2) persons per bedroom, plus a child who is less than six (6) months old and will sleep in the same bedroom with the child's parent, guardian, legal custodian or person applying for that status. Residents who have a newborn less than six (6) months of age during the lease term will be required to transfer to another available apartment with more bedrooms within ninety (90) days or at the end of the lease term, whichever is the later date.
- G. **RENTERS' INSURANCE:** It is required that Renters' Insurance be obtained on each apartment. Proof of renter's insurance is required at move in. Water furniture is acceptable on the first floor only.
- H. **PETS:** Cats are permitted within the following guidelines:
 - No more than two (2) cats per apartment.
 - Exotic pets, rabbits and ferrets are not allowed, only fish in aquariums. A pet agreement must be signed by the owner's representative and resident. The additional pet deposit must be paid in full prior to or no later than the move-in date.

NOTE: ANIMALS USED AS DISABILITY ASSISTANCE ARE NOT CONSIDERED AS A PET UNDER THIS PET POLICY.

- I. **FALSE INFORMATION:** Any falsification of information on the application will automatically disqualify the application and all deposits and application moneys will be forfeited.
- J. **CANCELLATION OF APPLICATION:** If the applicant finds it necessary to cancel their move-in, the deposit will be refunded provided the cancellation takes place within seventy-two (72) hours after leasing the apartment.

This company and this community do not discriminate based on race, color, religion, sex, national origin, disability, familial status, marital status, or age.

I / WE HAVE READ AND UNDERSTAND THE RENTAL APPLICATION CRITERIA.

Laurelwood Representative

√ _____
Applicant

Date

Applicant

LAURELWOOD
401 Collingwood Court
Cranberry Township, Pennsylvania 16066
(724) 776-4840
FAX: (724) 772-4333

Rental Application

FOR OFFICE USE ONLY

DATE _____
PROPERTY _____
APT. NO. _____ RENT \$ _____
AGENT _____

Please complete all requested information on the front and back of this form. Thank you for your interest in our apartments.

Date of Application _____ Desired Date of Occupancy _____
Type and Size of Apartment Wanted (No. of Bedrooms, etc.) _____

PERSONAL INFORMATION

APPLICANT'S FULL NAME _____ **Date of Birth** _____

Social Security No. _____ **Driver's Lic. No. / State** _____ **E-mail** _____

Home Phone _____ **Work Phone** _____ **Cell Phone** _____

CO-APPLICANT'S FULL NAME _____ **Date of Birth** _____

Social Security No. _____ **Driver's Lic. No. / State** _____ **Relationship** _____

E-mail _____ **Home Phone** _____ **Cell Phone** _____

Full Names of All Other Residents:	Relationship to You	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How Many Pets Do You or Other Occupants Own? _____

Kind of Pet, Breed, Weight and Age _____

How Did You Hear About Our Property? _____

RESIDENCE HISTORY

PRESENT ADDRESS _____

Present Telephone _____ Dates From _____ To _____

Present Landlord or Mortgage Co. _____ Telephone _____

Monthly Payment \$ _____ Reason for Moving _____

PREVIOUS ADDRESS _____

Dates From _____ To _____

Previous Landlord or Mortgage Co. _____ Telephone _____

Monthly Payment \$ _____ Reason for Moving _____

EMPLOYMENT INFORMATION

PRESENT EMPLOYER _____ Dates From _____ To _____

Employer's Address _____ Telephone _____

Position _____ Supervisor _____ Gross Monthly Salary \$ _____

PREVIOUS EMPLOYER _____ Dates From _____ To _____

Employer's Address _____ Telephone _____

Position _____ Supervisor _____

CO-APPLICANT'S EMPLOYER _____ Dates From _____ To _____

Employer's Address _____ Telephone _____

Position _____ Supervisor _____ Gross Monthly Salary \$ _____

BANKING AND CREDIT REFERENCES

BANK NAME & BRANCH _____ Telephone _____
Checking Acct. No. _____ Savings Acct. No. _____
Loan Acct. No. _____ Monthly Payment \$ _____
CREDIT REFERENCE _____ Telephone _____
Address _____ Account No. _____
CREDIT REFERENCE _____ Telephone _____
Address _____ Account No. _____
OTHER REFERENCE _____
Address _____

OTHER INFORMATION

TOTAL NUMBER OF VEHICLES (Including Company Vehicles) _____
Make/Model _____ Year _____ Color _____ Tag No./State _____
Make/Model _____ Year _____ Color _____ Tag No./State _____
Other Car, Motorcycle, etc. _____
Total Gross Monthly Household Income \$ _____
If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.
Amount \$ _____ Per _____ Source _____ Telephone _____
Amount \$ _____ Per _____ Source _____ Telephone _____
Comments: _____

HAVE YOU OR CO-APPLICANT EVER: Been sued for non-payment of rent? ☐ Yes ☐ No
Been evicted or asked to move out? ☐ Yes ☐ No Broken a Rental Agreement or Lease? ☐ Yes ☐ No
Been sued for damage to rental property? ☐ Yes ☐ No Declared Bankruptcy? ☐ Yes ☐ No
In Case of Personal Emergency, Notify _____ Relationship _____
Address _____ Home Phone _____ Work Phone _____

I hereby make application for an apartment and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my consumer credit report from your credit reporting agency, which will appear as an inquiry on my file.

APPLICANT'S SIGNATURE _____
CO-APPLICANT _____
DATE SIGNED _____

FOR OFFICE USE ONLY — DO NOT WRITE BELOW

Date Application Received _____ Received By _____

REFERENCE VERIFICATION	REMARKS
<input type="checkbox"/> Present Landlord	
<input type="checkbox"/> Previous Landlord	
<input type="checkbox"/> Employment	
<input type="checkbox"/> Previous Employ.	
<input type="checkbox"/> Co-Applicant Employ.	
<input type="checkbox"/> Bank	
<input type="checkbox"/> Credit (1)	
<input type="checkbox"/> Credit (2)	
<input type="checkbox"/> Credit (3)	
<input type="checkbox"/> Other	

RECORD OF PAYMENTS RECEIVED		
Date	Description	Amount

THIS APPLICATION: ☐ Approved ☐ Not Approved

Date _____
By _____
Assigned to Apt. No. _____ Rent \$ _____
Apartment Address _____
Applicant Notified By _____
Anticipated Move-In Date _____