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## RENTAL APPLICATION

### Rental Application Checklist:

Before you bring in your rental application (s), please do not forget the following items:

#### 1. Proof of Income

- 3 current pay stubs.
- If you are self-employed- please provide your most recent annual tax return and a notarized statement from a CPA or attorney attesting to that return's validity.
- If you are starting a new job or transferring to the area, an offer letter from your employer, stating income and start date.

#### 2. Photo ID

Each applicant must provide a copy a valid Driver's License, student ID or other official state or federal photo identification. This copy will be kept on file.

#### 3. Application Fee

There is a non-refundable \$50.00 application fee, charged per applicant. Co-Signers must also pay the \$50.00. Payment must be in cash, money order or cashier's check. **\*We do not accept personal checks for the application fee.**

#### 4. Completed Rental Application

All pages of the attached Rental Application must be completed, signed and dated. There must be a FULLY completed application (Items 1-4) for every applicant INCLUDING co-signers.

#### 5. \$500 Temporary Holding Deposit

- This deposit takes the apartment off the market for the time it takes to process your Rental Application but only if you and each co-applicant has provided everything on the checklist.
- The holding deposit is refunded to you if the application is declined.
- If your application is approved, it will be applied to your first month's rent.
- If your application is approved but you fail to provide a security deposit within 3 days of application approval notification, the Temporary Holding Deposit may be forfeited and the apartment will be put back on the market.
- Payment must be in the form of cashier's check or money order and made payable to Atid Property Management. **\*We cannot accept cash or personal check for the Temporary Holding Deposit.**

**Apartments are rented on a first come, first served basis. Therefore the application should be submitted as soon as possible. Our office hours are Monday through Friday from 9am to 5pm. You may mail the application to: Atid Property Management 2424 E. York Street, Studio # 231, Philadelphia, PA 19125. Processing the application usually takes 2 business days to complete.**



## QUALIFICATION STANDARDS for Prospective Residents

### Fair Housing

Atid Property Management, LLC complies with the Federal Fair Housing Act. Atid Property Management does not discriminate on the basis of race, color, religion, sexual orientation, national origin, age, sex, familial status or disability, or any other basis protected by applicable state, Federal, State or local fair housing laws.

### Applications

Each person that will occupy the apartment who is eighteen (18) years of age or older must complete an application and sign the lease. Each applicant that is eighteen (18) years of age or older will be qualified by Atid Property Management in accordance with these qualification standards. Applications are to be completed in full. Applications containing untrue, incorrect or misleading information will be declined. Each application is evaluated with a scoring method that weighs the indicators of future rent payment performance. The score is based on statistical analysis of prior renters' indicators and subsequent payment performance. Based on the score, we may choose to accept or decline an applicant, or seek additional requirements for approving the lease. These additional requirements may include an additional deposit or a co-signer.

**NOTE:** The following **MUST** accompany ALL applications, **NO EXCEPTIONS!**:

- The three (3) most recent original pay stubs or Leave and Earnings Statement or signed offer letter on company letterhead (copies to be maintained in resident file).
- A valid driver's license, age of majority card, a U.S. Passport, military ID or state issued Photo ID card. Expired documents are NOT considered valid.
- All applicants in the United States on a visa must list the visa number and expiration date on the Application for Residency. Lease agreements will not be written for terms beyond the visa expiration date.
- Emancipated minors presenting court appointed documentation are eligible to qualify as long as they meet the noted criteria.

### Credit History

Credit reports will be run on each applicant and will be considered in the overall credit worthiness of the application. Unsatisfactory credit history can disqualify an applicant from renting an apartment home at this community. An unsatisfactory credit report is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments and/or bankruptcies. If an applicant is declined for poor credit history, the applicant will be given the name, address and telephone number of the credit reporting agency that provided the report. An applicant declined for unsatisfactory credit is encouraged to obtain a copy of the credit report from the credit reporting agency.

### Rent/Mortgage Payment History

Any legal proceedings/judgments/evictions/skips may result in a declined application. Outstanding rental balances at Atid Property Management or an affiliated company will result in a declined application.

### Employment History

- Employment must be verified. In the case of new employment, applicant must present a signed offer letter on company letterhead stating income. Employment must begin within thirty (30) days of the lease start date.
- Self-employed applicants must provide the most current annual tax return (submission of 1099's only is not sufficient) and a notarized statement from a Certified Public Accountant or attorney indicating the amount of anticipated annual income.



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### **Income Requirements**

- Gross monthly household income must be sufficient to cover the rent and other typical household obligations. Gross income must be at least three times the annual rent. For savings to be considered in lieu of income, applicant may provide a current savings account statement showing proof of cash assets equal to at least three (3) times the annual rent.
- Official documentation must be submitted to support the following, and any other, sources of additional income you wish us to consider: \*Investment Account \*Dividends \*Child Support \*Interest \*Retirement Income/Savings \*Military Housing Allowance \*Trust Fund Income \*Alimony

### **Criminal History**

A criminal background check may be conducted for any applicant, depending on the request of the Property Owner. The criminal search will be run for all addresses at which the applicant(s) has resided. The application will be rejected for any of the following reported criminal related reasons that have occurred prior to the application date: felony conviction, terrorist related conviction, illegal drug related conviction, prostitution related conviction, sex related conviction, cruelty to animals related conviction, misdemeanor conviction involving crime against persons or property.

### **Guarantors/Increased Security Deposits**

- Guarantors may be permitted based on the screening recommendation. Guarantors' gross annual income or savings must be sufficient to cover the annual rental rate in order to support their current housing payments and that of the applicant(s). Guarantors must meet all other qualification standards listed.
- Guarantor's primary residence must be in the United States and they must have a valid Social Security Number.
- Increased security deposits may be permitted based on the score. The increased security deposit will be **determined by Atid Property Management, LLC unless otherwise dictated by law.**
- A Guarantor may be permitted in lieu of an increased security deposit based on the above criteria for Guarantors.

### **Roommates**

Each resident is jointly and severally responsible for the entire rental payment as well as all community rules and policies. Management will not refund any part of a security deposit until the apartment is vacated by all leaseholders and keys from each leaseholder are returned to the management company.

### **Occupancy Guidelines**

Occupancy Guidelines are governed by State, City, and local ordinances. In the absence of any more stringent requirements by the aforementioned agencies, the standard occupancy guidelines will be a maximum of two (2) residents per bedroom. Residents under the age of eighteen (18) months will not be considered in the occupancy guidelines. This does, however, require the input of the local jurisdiction. An occupant will be considered a resident and must be listed on the lease agreement if they reside at the premises more than 50% of the time.



The undersigned hereby makes an application to rent the following property:

Anticipated move date of \_\_\_\_\_ at a monthly rent of \$ \_\_\_\_\_ and security deposit of \$ \_\_\_\_\_.

**PLEASE TELL US ABOUT YOURSELF**

Full Name \_\_\_\_\_ Home Phone ( \_\_\_\_\_ )  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
Email Address: \_\_\_\_\_ Other Phone ( \_\_\_\_\_ )  
Who else will be residing in the apartment/home? (List ALL If Applicable) \_\_\_\_\_

**PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)**

Current Address: \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Month/Year Moved In \_\_\_\_\_ Reasons for Leaving \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_  
Owner/Agent \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

**PLEASE DESCRIBE YOUR CREDIT HISTORY**

Have you declared bankruptcy in the past seven (7) years? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you ever been evicted from a rental residence? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you had two or more late rental payments in the past year? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you ever willfully or intentionally refused to pay rent when due? Yes \_\_\_\_\_ No \_\_\_\_\_

**PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION**

Your Status: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Student \_\_\_\_\_ Unemployed \_\_\_\_\_  
Employer \_\_\_\_\_ Dates Employed: \_\_\_\_\_ Position: \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Salary: \$ \_\_\_\_\_ per \_\_\_\_\_

If you have other sources of income that you would like us to consider, please list income, source, and person who we may 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 \$ \_\_\_\_\_ Source/Contact Name \_\_\_\_\_

**PLEASE LIST YOUR REFERENCES**

**Personal Reference or Emergency Contact:**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**ADDITIONAL INFORMATION:**

I hereby apply to lease the above described premises for the term and upon the set conditions above set forth and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application. I warrant that all statements above set forth are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the deposit will be retained to offset the agent's cost, time, and effort in processing my application. I hereby deposit \$ \_\_\_\_\_ as earnest money to be refunded to me if this application is not accepted in 3 business banking days. Upon acceptance, this deposit shall be retained as part of the security deposit. When so approved and accepted, I agree to execute a lease for \_\_\_\_\_ months before possession is given and to pay the balance of the security deposit prior to the move in date. If the application is not approved or accepted by the owner or agent, the deposit will be refunded, however the application fee is non-refundable. I recognize that as a part of your procedure for processing my application, an investigative consumer report may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. The above information, to the best of my knowledge, is true and correct.

**AUTHORIZATION (Release of Information)**

I authorize an investigation of my credit, tenant history, banking and employment for the purposes of renting a house, apartment, or condominium from this owner/manager.  
Print Name: \_\_\_\_\_ Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT: PLEASE DO NOT WRITE BELOW (FOR OFFICE USE ONLY)**

Deposit of \$ \_\_\_\_\_ Processed by \_\_\_\_\_ Received \_\_\_\_\_ Date \_\_\_\_\_