

Dan Helwig Inc. – Realtors®

RENTAL APPLICATION CHECK LIST

Dan Helwig, Inc. Realtors would like to thank you & your client(s) for expressing interest in our rental listing. In order for us to process your application, we ask that you submit all of the following items at one time:

- Completed PAR Rental Application (available upon request)
- Date of Birth (Print Name & Date on Line 200 of Application)
- Email Address (Print Name & Email on Line 178 of Application)
- Copy of Photo Identification (should be current)
- Recent Pay-Stubs (at least two)
- Application Fees (See table below)

Individual	Cost Per Individual	Form of Payment
Primary Applicant	\$50.00	Cash or Check *
Each Additional Applicant	\$50.00	Cash or Check *

*Please make check or money order payable to: Dan Helwig, Inc. Realtors

Application Fees are NON-REFUNDABLE and must be paid in CASH, MONEY ORDER, OR PERSONAL CHECK. We will not process any Applications until payment is received. We will only hold a rental if a Security/Holding Deposit is paid and lease is signed. At this point, the Security/Holding Deposit is NON-REFUNDABLE.

Important Note: All individuals named on the Application who are 18 years of age or older, must have a background and credit report run by Dan Helwig, Inc. Realtors. WE DO NOT ACCEPT BACKGROUND CHECKS OR CREDIT REPORTS FROM ANY OTHER COMPANY.

Important Note: If the property you are applying for permits pets, a Pet Fee will be collected at the time of lease signing made payable directly to the Landlord and is NON-REFUNDABLE. Pet Fee amount is at the discretion of the Landlord. This is the law, pet deposits are not legal.

Please see reverse side of this form for Office Policy for Tenant Criteria & Consideration of Applications



1415 Bethlehem Pike, Flourtown, PA 19031 (215) 233.5000 Fax (215) 233-5837



Dan Helwig Inc. – Realtors®

Office Policy for Reviewing Applications & Tenant Criteria

Credit Report

Type of Delinquency

Number of Delinquency

Landlord Tenant Complaint

Eviction History

Criminal Record

Sexual Predator (Following Twp. Requirements) / Megan's Law

References

Current Landlord

Employer

Employment Verification

Salary Range

~30% of monthly housing expense, this figure will be affected by overall outstanding debt and credit report.

Revises (4/11/17)



RENTAL APPLICATION

RA

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

The Consumer Notice (49 Pa. Code §35.336) should be provided before completing this form.

APPLICANT'S RELATIONSHIP WITH PA LICENSED BROKER	
<input type="checkbox"/> No Business Relationship (Applicant is not represented by a broker)	
Broker (Company) _____	Licensee(s) (Name) _____
Company License # _____	State License # _____
Company Address _____	Direct Phone(s) _____
Company Phone _____	Cell Phone(s) _____
Company Fax _____	Email _____
Broker is (check only one):	Licensee(s) is (check only one):
<input type="checkbox"/> Tenant Agent (Broker represents Applicant only)	<input type="checkbox"/> Tenant Agent (all company licensees represent Applicant)
<input type="checkbox"/> Dual Agent (See Dual and/or Designated Agent box below)	<input type="checkbox"/> Tenant Agent with Designated Agency (only Licensee(s) named above represent Applicant)
<input type="checkbox"/> Transaction Licensee (Broker and Licensee(s) provide real estate services but do not represent Applicant)	<input type="checkbox"/> Dual Agent(See Dual and/or Designated Agent box below)

LANDLORD'S RELATIONSHIP WITH PA LICENSED BROKER	
<input type="checkbox"/> No Business Relationship (Landlord is not represented by a broker)	
Broker (Company) _____	Licensee(s) (Name) _____
Company License # _____	State License # _____
Company Address _____	Direct Phone(s) _____
Company Phone _____	Cell Phone(s) _____
Company Fax _____	Email _____
Broker is (check only one):	Licensee(s) is (check only one):
<input type="checkbox"/> Landlord Agent (Broker represents Landlord only)	<input type="checkbox"/> Landlord Agent (all company licensees represent Landlord)
<input type="checkbox"/> Dual Agent (See Dual and/or Designated Agent box below)	<input type="checkbox"/> Landlord Agent with Designated Agency (only Licensee(s) named above represent Landlord)
<input type="checkbox"/> Transaction Licensee (Broker and Licensee(s) provide real estate services but do not represent Landlord)	<input type="checkbox"/> Dual Agent(See Dual and/or Designated Agent box below)

PROPERTY INFORMATION (To be supplied by Broker for Landlord)	
Address _____	Term _____
Move-in Date _____	Application Deposit \$ _____
Application Fee (non-refundable) \$ _____	Security Deposit \$ _____
Monthly Rent \$ _____	Last Month's Rent \$ _____
First Month's Rent \$ _____	
Rent and Security Deposit checks will be written separately.	
Are pets permitted? (<input type="checkbox"/> Yes) (<input type="checkbox"/> No) May be subject to review. Note: The term "pets" does not include guide or support animals.	
Non-refundable Pet Fee \$ _____	Pet Rent \$ _____
Other _____ \$ _____	Other _____ \$ _____
Is rental insurance required for tenants? (<input type="checkbox"/> Yes) (<input type="checkbox"/> No)	

DUAL AND/OR DESIGNATED AGENCY	
A Broker is a Dual Agent when a Broker represents both Landlord and Tenant in the same transaction. A Licensee is a Dual Agent when a Licensee represents Landlord and Tenant in the same transaction. All of Broker's licensees are also Dual Agents UNLESS there are separate Designated Agents for Landlord and Tenant. If the same Licensee is designated for Landlord and Tenant, the Licensee is a Dual Agent.	
By signing this Agreement, Landlord and Tenant each acknowledge having been previously informed of, and consented to, dual agency, if applicable.	

Applicant's Initials _____

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Pennsylvania Association of Realtors®

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1/17; rel. 7/17

1 **1. APPLICANT INFORMATION**

2 (A) The individual listed below is a(n): () Applicant () Co-signer

3 Each Co-signer must complete an application for the Property and will be considered an "Applicant" as defined in this form. If the
4 application is approved and the parties enter into a lease, each Co-signer will be individually responsible for all of the obligations
5 of the lease, including rent, fees, damages and other costs. Co-signers will not have the right to occupy the Property as a tenant
6 without Landlord's prior written permission.

7 Full Name _____
8 Home Phone _____ Work Phone _____
9 Cell Phone _____ Email _____

10 How did you hear about the Property? Amanda Helwig, Broker

11 (B) Provide at least two years of history. Attach additional sheets if more space is needed.

12 Present Address & ZIP _____

13 From _____ To _____ Rent/Mortgage \$ _____ /mo. () Own () Rent () Other

14 Landlord/Mortgage Co. Name & Phone _____

15 Previous Address & ZIP _____

16 From _____ To _____ Rent/Mortgage \$ _____ /mo. () Own () Rent () Other

17 Landlord/Mortgage Co. Name & Phone _____

18 (C) Is Applicant at least 18 years old? () Yes () No

19 Are you applying with anyone else? () Yes () No A separate application must be completed for each applicant/co-signer.

20 Name _____ () Applicant () Co-signer

21 Name _____ () Applicant () Co-signer

22 Name _____ () Applicant () Co-signer

23 Name _____ () Applicant () Co-signer

24 Will anyone else be occupying the property? () Yes () No

25 If yes, include the full name of any other person not listed above who will be occupying the property.

26 Name _____ () 18 or older

27 Name _____ () 18 or older

28 Name _____ () 18 or older

29 Name _____ () 18 or older

30 Check here if additional information is attached

31 **2. EMPLOYMENT INFORMATION**

32 Provide at least two years of history. Attach additional sheets if more space is needed.

33 Employer _____

34 Employed From _____ To _____ Position _____

35 City/State _____ Phone _____

36 Supervisor _____

37 Gross Income: \$ _____ /mo. OR \$ _____ /hr., for _____ hrs. per week (on average)

38 Previous Employer _____

39 Employed From _____ To _____ Position _____

40 City/State _____ Phone _____

41 Supervisor _____

42 Gross Income: \$ _____ /mo. OR \$ _____ /hr., for _____ hrs. per week (on average)

43 Proof of income attached

44 Check here if additional information is attached

45 **3. OTHER INCOME USED FOR MONTHLY EXPENSES**

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

48 Source	Amount	Source	Amount
49 _____	_____	_____	_____
50 _____	_____	_____	_____
51 _____	_____	_____	_____

52 Check here if additional information is attached

53 **4. BANK ACCOUNT INFORMATION**

54 Bank Name	Account Type	Balance
55 _____	_____	\$ _____
56 _____	_____	\$ _____
57 _____	_____	\$ _____

58 Check here if additional information is attached

60 Applicant Name _____

61 5. MONTHLY PAYMENTS

62	Lender Name	Loan Type	Balance Due	Monthly Payment
63	_____	_____	\$ _____	\$ _____
64	_____	_____	\$ _____	\$ _____
65	_____	_____	\$ _____	\$ _____
66	_____	_____	\$ _____	\$ _____

67 Check here if additional information is attached

68 6. VEHICLE

69 Include any cars, trucks, vans, motorcycles, trailers, boats and recreational vehicles.

70	Make/Model	Year	Color	License Plate/State
71	_____	_____	_____	_____
72	_____	_____	_____	_____
73	_____	_____	_____	_____

74 Check here if additional information is attached

75 7. PETS

76 Does any Applicant or Occupant own any pets (guide and support animals not included)? (Yes) (No)

77 If yes, provide detail below.

78	Pet1	Pet2	Pet3
79	Type (Cat, dog, etc.) _____	_____	_____
80	Breed _____	_____	_____
81	Age _____	_____	_____
82	Weight _____	_____	_____
83	Gender _____	_____	_____

84 8. OTHER INFORMATION

85 (Yes) (No) Have you ever declared bankruptcy or suffered foreclosure?

86 If yes, list any payments: \$ _____

87 (Yes) (No) Have you ever defaulted on your mortgage?

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

89 (Yes) (No) Have you ever refused to pay rent for any reason?

90 (Yes) (No) Have you ever been convicted of or entered a plea of guilty or nolo contendere for a felony or misdemeanor?

91 (Yes) (No) Since January 1, 1998, Have you been obligated to pay support under any order(s) of record? If yes:

92 County _____ Domestic Relations File or Docket Number: _____

93 Amount _____ Are you delinquent? _____

94 If you answered "yes" to any of the above questions, you may not be automatically disqualified from residency. Please explain any

95 "yes" answers provided above: _____

96 _____

97 _____

98 Check here if additional information is attached

99 9. CONDITION OF PROPERTY

100 The Property will be leased in the same condition as it is shown unless otherwise provided in the lease.

101 10. APPLICATION FEE

102 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.

105 11. OBLIGATION TO ENTER INTO LEASE AGREEMENT/DAMAGES

106 Upon submission of this Application, Landlord/Broker for Landlord reserves the right to remove property from the available rent list. If this Application is denied by Landlord, the Application Deposit shall be refunded to Applicant. If this Application is approved and Applicant fails to rent the Property, Landlord shall be entitled to retain the Application Deposit.

109 12. CONVICTED SEX OFFENDERS (MEGAN'S LAW)

110 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 of certain convicted sex offenders. Potential tenants are encouraged to contact the municipal police department or 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 Website at www.pameganslaw.state.pa.us.

114 13. NOTICE TO PERSONS OFFERING TO SELL OR RENT HOUSING IN PENNSYLVANIA

115 (A) 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 (children under 18 years of age), AGE (40 or older), NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OR 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 of property. The municipality

120 Applicant's Initials _____

121 Applicant Name _____

122 in which the Property is located may have enacted an ordinance or other law that extends the protections for access to housing to
123 additional classes of individuals, such as gay, lesbian, bisexual and transgender individuals and couples. Broker and Landlord are
124 advised to check with your local municipality, representative from the Pennsylvania Human Relations Commission, or your own
125 attorney for further guidance.

126 (B) The Fair Housing Act prohibits rental practices which have a discriminatory effect on members of protected classes, including out-
127 right bans on offering housing to individuals based on arrests or convictions without a case-by-case assessment of relevant miti-
128 gating factors. Consideration of an applicant's criminal history must be limited to convictions and should include an evaluation of
129 the nature and severity of the offense, the amount of time that has passed since the criminal conduct occurred, and whether denial
130 of the application will serve a substantial, legitimate, nondiscriminatory interest. Selective use of an applicant's criminal history
131 as a pretext for intentional discrimination based on race, national origin, or other protected characteristics may be a violation of
132 the Act, as well.

133 **14. FAIR CREDIT REPORTING ACT**

134 If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report author-
135 ized by paragraph 16 of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the denial,
136 and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free tele-
137 phone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis) that furnished
138 the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to provide
139 you with the specific reasons why your application was denied, (3) a numerical credit score, the range of possible credit scores under
140 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
141 to obtain a free copy of your consumer report from the consumer reporting agency, and (5) information about how to dispute the accu-
142 racy or completeness of any information in a consumer report furnished by the agency. If the Landlord or Broker denies your applica-
143 tion because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), the
144 Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.

145 **15. SPECIAL CLAUSES**

146 (A) The following are part of this Application if checked:

- 147 Advanced Payment Addendum(PAR Form APA)
- 148 _____
- 149 _____

150 (B) Additional Terms: _____
151 _____
152 _____

153 **16. AUTHORIZATION**

154 By initialing below, Applicant makes the following authorization(s):

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

162 _____ Applicant understands and acknowledges that Applicant's social security number, driver's license number, date of birth, or
163 other personal identifying information may be required in order for Landlord or Broker for Landlord to evaluate this appli-
164 cation. If requested, Applicant agrees to provide the information on a separate form such as the Social Security Number
165 Authorization (PAR Form SSA). Failure to provide this information may result in the denial of your application.

166 _____ Applicant agrees that Broker(s), his/her agent(s) and/or employee(s) may provide Applicant's social security number,
167 individual taxpayer identification number, driver's license information and date of birth to lenders, title agencies, credit
168 reporting companies, or others as necessary for obtaining reports or information from a credit reporting agency, determi-
169 ning the existence of domestic liens, or for obtaining a criminal background report (for prospective tenants only).
170 Applicant understands that Brokers have no control over the use of any information after it is disclosed to a third
171 party and agrees to release and hold Brokers harmless from any and all liability for any misuse or subsequent dis-
172 closure by any third party of the information or reports disclosed by Broker pursuant to the terms of this author-
173 ization.

174 _____ Applicant authorizes the Broker for Landlord to contact the Applicant directly.

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

176 **APPLICANT SIGNATURE** _____ **DATE** _____

177 **APPLICANT NAME** _____ **DATE** _____

SOCIAL SECURITY NUMBER AUTHORIZATION

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

SSA

- 1 CONSUMER NAME _____
2 CONSUMER ADDRESS _____
3 CONSUMER SOCIAL SECURITY NUMBER _____
4 CONSUMER DATE OF BIRTH _____
5 BROKER _____

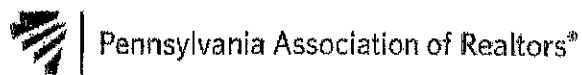
6 A separate authorization form must be completed for each consumer involved in a real estate transaction.

7 I agree that Broker(s), his/her agent(s) and/or employee(s) may provide my social security number to lenders, title agencies, credit
8 reporting companies, or others as necessary for obtaining reports or information from a credit reporting agency, determining the existence of domestic liens, obtaining a criminal background report (for prospective tenants only), ordering a mortgage payoff or for
9 purposes of satisfying requirements of the Patriot Act.
10

11 CONSUMER UNDERSTANDS THAT BROKER HAS NO CONTROL OVER THE USE OF ANY INFORMATION AFTER
12 IT IS DISCLOSED TO A THIRD PARTY. CONSUMER AGREES TO RELEASE AND HOLD BROKER HARMLESS FROM
13 ANY AND ALL LIABILITY FOR ANY MISUSE OR SUBSEQUENT DISCLOSURE BY ANY THIRD PARTY OF THE
14 INFORMATION OR REPORTS DISCLOSED BY BROKER PURSUANT TO THE TERMS OF THIS AUTHORIZATION.

15 Consumer's signature serves as an acknowledgement of receipt of a copy of this authorization.

16 CONSUMER _____ DATE _____



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12/13