

RENTAL APPLICATION & INSTRUCTIONS

Please read all of the following information before you begin the application process.

1. All portions of the rental application must be fully completed and legible to be processed. Please print your information so it can be read easily. If something does not apply to you, please write "N/A".
2. Please make sure that you list all sources of income and amounts. List all hourly wages and hours worked per week for each signer and co-signer (example: disability amounts, Social Security, public assistance, child support, food stamps, WIC, the value of Section 8 voucher, etc.)
3. The application fee is \$50.00 for each single (or \$75 fee for two related lease signers). **A non-refundable payment of \$25.00 (money orders only) is required when the application is submitted. The balance is due at lease signing.**
4. When your application is processed, you will be asked for the following information:
 - four weeks' proof of income from all sources for all signers and co-signers,
 - letter of reference from your current landlord, and
 - copy of social security cards for all household members.
5. In order to process the application, be certain that all signers and co-signers have signed the application and have provided their date of birth and their Social Security number.

To quickly start the process, please mail the completed 2-page rental application to the attention of Meg Quinn, Rental Manager, at the address above. Your landlord and employer can fax or mail the completed verifications to our office when their portions are completed.

Thanks for your interest in our apartments.

Meg Quinn, Rental Manager
Bucks County Housing Group



a private, non-profit social service agency

2324 Second Street Pike, Suite 17, Wrightstown, PA 18940 • 215-598-3566 • Fax 215-598-9812

RENTAL APPLICATION

A. General Information - ALL INFORMATION MUST BE COMPLETED FOR APPLICATION TO BE PROCESSED

Applicant's Name _____ Date _____

Street _____ Apt. # _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

List ALL household members who will live in rental unit:

	<i>Name</i>	<i>Birthdate</i>	<i>Social Security Number</i>	<i>Occupation / School</i>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

B. Rental History - VERIFICATION OF PREVIOUS RENTAL HISTORY WILL BE REQUIRED

Present Landlord _____ Phone _____

Street _____ City _____ State _____ Zip _____

Length of Time at Current Address _____

Previous Landlord _____ Phone _____

Street _____ City _____ State _____ Zip _____

Length of Time at Current Address _____

C. Employment/Income - VERIFICATION OF EMPLOYMENT HISTORY WILL BE REQUIRED

Current Employer _____ Phone _____

Street _____ City _____ State _____ Zip _____

Started Work _____ Occupation _____
Month / Year

Length of Time in Position _____ Current salary \$ _____ per Hour/ per Week/ Bi-weekly/ per Month
(provide before tax amount) (circle one)

Spouse's Current Employer _____ Phone _____

Street _____ City _____ State _____ Zip _____

Started work _____ Occupation _____
Month / Year

Length of Time in Position _____ Current salary \$ _____ per Hour/ per Week/ Bi-weekly/ per Month
(provide before tax amount) (circle one)

List ALL other sources of income & amounts (example: disability, child support, Social Security, public assistance, etc.)

Do you hold a Section 8 certificate? ____NO ____YES Current amount of voucher (or # of bedrooms) _____

D. Emergency Contacts List 1 Relative (not living with you) and 2 non-Relatives as Emergency Contacts

NAME	ADDRESS	PHONE #

E. Other Information

Number of vehicles to be parked at rented premises: _____. Please describe below:

Make/Model	Year	Color	License Plate #

Have you ever been evicted? Yes ____ No ____ If "yes," please explain below:

Have you ever filed for bankruptcy? Yes ____ No ____ If "yes," please explain below:

Which location(s) are you interested in? ____ **Morrisville** (2 & 3 bdrms—no 1 bdrm) ____ **Bristol** (1 & 2 bdrms)
(circle # of bedrooms needed) ____ **Fountainville** (1, 2 & 3 bdrms + 1 eff) ____ **Telford** (2 & 3 bdrms)

DISCLOSURE / CONSENT AGREEMENT

I/We understand that Meg Quinn is an agent of the Landlord and is a paid representative of the Landlord.
Rental Manager

I/We acknowledge that this written notice was received before I/we received a lease agreement.

I/We authorize you to conduct an employment/credit check concerning my/our application and to verify all references.

I/We declare that all information listed on this application is true and accurate.

Signature of Applicant

Date

Signature of Co-Applicant

Date

Signature of Person Receiving Application

Title

****NON-REFUNDABLE PAYMENT OF \$25.00 TOWARD APPLICATION FEE DUE
WHEN APPLICATION IS SUBMITTED** MONEY ORDERS ONLY.**

Balance is due upon lease signing.

Rev. 1211