

# Lease Application for Philadelphia Housing

Applicants applying for housing must be over 18 years old.

Today's Date \_\_\_\_\_

## Section One – Personal Information

Full name (exactly as on driver's license or govt. ID card) : \_\_\_\_\_

Address (as shown on driver's license or govt. ID card): \_\_\_\_\_

Driver's license # and state \_\_\_\_\_ or Govt. photo ID card # \_\_\_\_\_

Former last names (maiden and married) \_\_\_\_\_ Social Security # \_\_\_\_\_

Birthdate: \_\_\_\_\_ Height: \_\_\_\_ Weight: \_\_\_\_ Gender: M / F Eye color: \_\_\_\_ Hair color: \_\_\_\_

Current address (where you now live) \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Current monthly rent: \$ \_\_\_\_\_ Date you moved in: \_\_\_\_\_

Name of apartment where you now live: \_\_\_\_\_

Current owner or manager's name: \_\_\_\_\_ Their phone # \_\_\_\_\_

Why are you leaving your current residence? \_\_\_\_\_

Previous home/apartment address \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Apartment name: \_\_\_\_\_ Name of the owner or manger: \_\_\_\_\_

Their phone # \_\_\_\_\_ Date moved in: \_\_\_\_\_ Previous monthly rent: \$ \_\_\_\_\_

## Section Two – Work Information

Current employer: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_ Gross monthly income is: \$ \_\_\_\_\_ Date you began this job: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Supervisor's phone #: (\_\_\_\_) \_\_\_\_\_

Previous employer: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_

Position: \_\_\_\_\_ Gross monthly income was: \$ \_\_\_\_\_ Dates you began and ended this

job: \_\_\_\_\_ / \_\_\_\_\_ Previous Supervisor's name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

## Section Three – Credit Information

Your bank's name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ Acc # \_\_\_\_\_

List major credit cards: \_\_\_\_\_ List major credit cards: \_\_\_\_\_

Your other non-work income you want considered. Please explain: \_\_\_\_\_

Have you ever owned a home? Yes\_\_ No\_\_ Past credit problems you want to explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section Four – Vehicle Information**

List all vehicles to be parked by you or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than two.

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
Year: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

**Section Five – Criminal Information**

Have you or any occupant listed in this Application ever: been evicted or asked to move out? Yes  No   
Broken a rental agreement? Yes \_\_\_ No\_\_\_; Declared bankruptcy? Yes\_\_\_ No\_\_\_; Been sued for rent? Yes\_\_\_  
NO\_\_\_; Been sued for property damage? Yes\_\_\_ No\_\_\_; Been arrested for a felony or sex-related crime that  
was resolved by conviction, probation, deferred adjudication, court-ordered community supervision, or  
pretrial diversion? Yes\_\_\_ No\_\_\_; Been arrested for a felony or sex-related crime that has not been resolved  
by any method? Yes\_\_\_No\_\_\_. If yes, please indicate the year, location and type of each felony and sex-  
related crime other than those resolved by dismissal or acquittal (We may need to discuss more facts before  
making a decision). \_\_\_\_\_  
\_\_\_\_\_

**Section Six – Emergency Information**

Name: \_\_\_\_\_ (This person must be over 18, who will not be living with you)  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Work phone: (\_\_\_\_) \_\_\_\_\_ Home phone: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

If you die or are seriously ill, missing, or in jail or penitentiary according to an affidavit of (check one or more):  
\_\_\_the above person, \_\_\_your spouse, or \_\_\_your parent or child, we may allow such person(s) to enter your  
dwelling to remove all contents, as well as your property in the mailbox, storerooms, and common areas. If  
no box is checked, any of the above are authorized at our option. If you are seriously ill or injured, you  
authorize us to send for an ambulance at your expense. We're not legally obligated to do so.

**Section Seven – Other Occupants' Information**

Names of all persons under 18 and other adults who will occupy the unit without signing the lease. Continue on separate page if more than three.

Name: \_\_\_\_\_ Gender: M / F DL or Govt. ID card # \_\_\_\_\_  
Birthdate: \_\_\_\_\_ SSN #: \_\_\_\_\_  
Name: \_\_\_\_\_ Gender: M / F DL or Govt. ID card # \_\_\_\_\_  
Birthdate: \_\_\_\_\_ SSN #: \_\_\_\_\_  
Name: \_\_\_\_\_ Gender: M / F DL or Govt. ID card # \_\_\_\_\_  
Birthdate: \_\_\_\_\_ SSN #: \_\_\_\_\_

**Section Eight – Authorization**

I or we authorize Philadelphia Housing LLC to obtain reports from consumer reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including income history and other information reported by employer(s) to any state employment security agency. Work information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Applicant's signature \_\_\_\_\_ Spouse's signature \_\_\_\_\_

### Contemplated Lease Agreement Information

To be filled in only if the Lease Agreement is not signed by resident(s) at time of application for lease.

Names of all residents who will sign Lease Agreement: \_\_\_\_\_

Name of Owner/Lessor: **Philadelphia Housing, LLC.**

Property name and type of dwelling (i.e., two bedrooms and two baths) Apt. # \_\_\_\_\_

Complete street address: \_\_\_\_\_

Names of all other occupants not signing Lease Agreement (persons under age 18, relatives, friends, etc.)

Total number of residents and occupants \_\_\_\_\_ Our consent necessary for guests staying longer than 10 days. Beginning date and ending date of Lease Agreement \_\_\_\_\_  
Total security deposit \$ \_\_\_\_\_ # of keys/access devices for: unit, \_\_\_\_; mailbox, \_\_\_\_; other, \_\_\_\_  
Total monthly rent for dwelling unit \$ \_\_\_\_\_  
Rent to be paid at (check one) a \_\_\_\_\_

Prorated rent for: \_\_\_ first month or \_\_\_ second month \$ \_\_\_\_\_ Monthly rental due date \_\_\_\_\_

Late charges due if rent is not paid on or before the late charge \$ 40; Returned payment charge \$ 30.00

Animal violation charges: Initial \$100; Daily \$ 4.00

(Check one): \_\_\_furnished or unfurnished; Utilities paid by owner: \_\_\_water, \_\_\_wastewater, \_\_\_trash;

You will (check one) \_\_\_not buy insurance or \_\_\_buy insurance;

Your move-out notice will terminate Lease Agreement on (check one): \_\_\_last day of month, or \_\_\_exact day designated in move-out notice;

### Application Agreement

- 1. Lease Agreement Information.** The Lease Agreement contemplated by the parties is attached or, if no Lease Agreement is attached, the Lease Agreement will be the current Lease Agreement noted above. Special information and conditions must be explicitly noted on an attached Lease Agreement or in the Contemplated Lease Agreement Information above.
- 2. Application Fee (nonrefundable).** You have delivered to our representative an application fee in the amount indicated below, and this payment partially defrays the cost of administrative paperwork. It's nonrefundable.
- 3. Application Deposit (may or may not be refundable).** In addition to any application fee, you have delivered to our representative an application deposit in the amount indicated below. The application deposit is not a security deposit. However, it will be credited toward the required security deposit when the Lease Agreement has been signed by all parties; OR it will be refunded under paragraph 10 if you are not approved; OR all or a portion of it will be retained by us as liquidated damages if you fail to sign or attempt to withdraw under paragraph 6 or 7.
- 4. Approval When Lease Agreement Is Signed in Advance.** If you and all co-applicants have already signed the Lease Agreement when we approve the Application, our representative will notify you (or one of you if there are co-applicants) or our approval, sign the Lease Agreement, and then credit the application deposit of all applicants toward the required security deposit.
- 5. Approval When Lease Agreement Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Agreement when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease when you and all co-applicants have signed, and then credit the application deposit of all applicants toward the required security deposit.
- 6. If You Fail to Sign Lease Agreement After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Agreement within 3 days after we give you our approval in person or by telephone or within 5 days after we mail you our approval. If you or any co-applicant fails to sign as required, we may keep all or a portion of the application deposit as liquidated damages, and terminate all further obligations under this Agreement.
- 7. If You Withdraw Before Approval.** You and any co-applicant may not withdraw your application or the application deposit. If you or any co-applicant withdraws an Application or tells us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all or a portion of the application deposits as liquidated damages, and the parties will then have no further obligation to each other.
- 8. Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (unless checked):  a separate Application has been fully filled out and signed by you and each co-applicant;  an application fee has been paid to us;  an

application deposit has been paid to us. If no item is checked, all are necessary for the Application to be considered completed.

9. **Non-approval.** We will notify you whether you've been approved within 10 days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within 10 days after we have received a completed Application. Notification may be in person or by mail or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval. The 10-day time period may be changed only by separate written agreement.
10. **Refund after Non-approval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 9, we'll refund all application deposits within 30 days of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
11. **Extension Of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 6, 9, or 10 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
12. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
13. **Keys Or Access Devices.** We'll furnish keys and/or access devices only after (1) all parties have signed the contemplated Lease Agreement and other rental documents referred to in the Lease Agreement; and (2) all applicable rents and security deposits have been paid in full.
14. **Receipt.** Application fee (nonrefundable) \$ 30.00 Application deposit (may or may not be refundable): \$ \_\_\_\_\_  
Total of above application fee and application deposit: \$ \_\_\_\_\_ Total amount of money we've received to this date: \$ \_\_\_\_\_
15. **Signature.** Our representative's signature is consent only to this Application Agreement. It does not bind us to accept applicant or to sign the proposed Lease Agreement.

**Acknowledgment.** You declare that all your statements on the first and second page of this Application are true and complete. You authorize us to verify same through any means. If you fail to answer any question or give false information, we may reject the application, retain all application fees and all or a portion of the application deposit as liquidated damages for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to the application or Lease Agreement, the prevailing party may recover all attorney's fees and litigation costs from the losing party. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Agreement, the rules, and financial obligations.

If you're seriously ill or injured, what doctor may we notify? (We're not responsible for providing medical information to or calling doctors or emergency personnel.)

Doctor's name: \_\_\_\_\_ Doctor's phone: ( \_\_\_\_ ) \_\_\_\_\_

Important medical information about you in an emergency:

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Owner's Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

1. Apt. name or dwelling address (street, city): **Philadelphia Housing LLC** Unit # : \_\_\_\_\_
2. Person accepting application: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_
3. Person processing application: \_\_\_\_\_ Phone: ( \_\_\_\_ ) \_\_\_\_\_
4. Date that applicant or co-applicant was notified by \_\_\_ telephone, \_\_\_ letter, or \_\_\_ in person of \_\_\_ acceptance or \_\_\_ non-acceptance: \_\_\_\_\_
5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants):  
\_\_\_\_\_

Name of owner's representative who notified above person(s): \_\_\_\_\_