

CROSSROADS PROPERTY MANAGEMENT, INC.

RENTAL APPLICATION FOR: _____

1st Applicant _____ Birth Date _____ SS# _____

Address _____ Phone # _____

Landlord _____ Phone # _____

How Long _____ Monthly Rent \$ _____

Previous Address _____

Landlord _____ Phone# _____

Employer _____ Address _____

Phone # _____ How Long _____ Monthly Income \$ _____

Previous Employer or Other Source of Income _____

Address _____ Monthly Income \$ _____

2nd Applicant _____ Birth Date _____ SS# _____

Address _____ Phone # _____

Landlord _____ Phone # _____

How Long _____ Monthly Rent \$ _____

Previous Address _____

Landlord _____ Phone# _____

Employer _____ Address _____

Phone # _____ How Long _____ Monthly Income \$ _____

Previous Employer or Other Source of Income _____

Address _____ Monthly Income \$ _____

List All Persons Who Will Reside In The Property:

Name _____ Relationship _____ SS# _____

Name _____ Relationship _____ SS# _____

Name _____ Relationship _____ SS# _____

Answer these Questions (if your answer is 'Yes', provide details on back) Have you ever...

Declared Bankruptcy? _____ Been Evicted? _____ Been charged with a crime or arrested? _____

Closest Relative _____ Phone _____

Address _____

Pet Description: Dogs _____ Cats _____

Vehicle Description, _____ Year _____ Lic. # _____

The undersigned applicants declare all information provided on this application to be true and accurate, and hereby give Crossroads Property Management, Inc. authorization to verify any and all statements and, in addition to check credit history through a commercial credit source, for which a \$35 fee per person shall be paid.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Agency Disclosure

Crossroads Property Management Inc. is a property management agent for Landlords (property owners). Our responsibility in management is to our Landlords (property owners) and we do not serve as agents to our tenants. This is in reference to Act 112, Agency Disclosure Law, November 25, 1999.

Application Process

1. You must personally inspect the property you are interested in renting.
2. If you are interested in renting, you must complete a rental application.
3. Pay a \$35 nonrefundable processing fee per adult on the application.
4. Processing usually takes two (2) days to complete. You will be notified if the application has been accepted.

Applications will be approved or rejected based on :

1. Total household income
2. Credit ratings
3. Landlord and employer references
4. Verification of information and documents

If your application has been approved, you must pay the full amount of the security deposit to hold the property. The deposit will hold the property for a maximum of two (2) weeks. If you do not complete the lease for any reason, THE SECURITYDEPOSIT IS NOT REFUNDABLE and will be held for damages.

The first month's rent and security deposit must be in the form of two (2) separate money orders or certified checks. Cash is not accepted in this office except for application fees. Personal checks will not be accepted for security deposit and first month's rent.

Keys to the property will not be distributed until agreed upon move in date.

It is the responsibility of the tenant to contact utility companies to notify them that you are responsible for paying the accounts at least five (5) days prior to your move in date. You may not obtain keys if you have not notified the utility companies.

In Pennsylvania, it is unlawful and we do not discriminate based on a person being in the following protected classes: Race, Religion, Sex, Color, Ancestry, Age, Handicap, National Origin, Familial Status, and Disability.

Signed _____ Date _____

Signed _____ Date _____

APPLICATION PROCESS

- 1. All applicants 18 years of age and older must fill out an application.**
- 2. Application Fee (non-refundable) is \$35.00 per adult.**
- 3. A credit report will be run of all applicants.**
- 4. All applicants must provide the following items when submitting an application:**
 - a. Most Recent Pay Stubs (2)**
 - b. Photo ID**
 - c. Social Security Card**
 - d. Proof of any other income (Social Security, Child Support, SSI, Etc.)**
- 5. Total Monthly Income MUST be at least 3 times (triple) the monthly rent. Net (take-home) pay.**
- 6. Last three (3) years landlord history will be verified. If applicant cannot supply 3 years of landlord history, or applicant has insufficient credit established, they will be required to pay a double security deposit in addition to 1st months rent; or acquire a co-signor that must be a homeowner and have clean credit.**
- 7. Once approved, a minimum deposit of one (1) month's rent is required within 48 hours. No property will be held unless the deposit is given. Money orders or cashiers check only.**
- 8. We can only hold Homes or Apartments for two (2) weeks maximum after the security deposit is paid.**
- 9. On move in day, you will be responsible to pay one (1) months rent in full. If moving in after the first of the month the second month's rent will be pro-rated.**
- 10. Some places permit pets. Certain restrictions may apply. All pets must be approved prior to move in. Approved pets require an additional Security Deposit and may require additional monthly rent.**

CROSSROADS PROPERTY MANAGEMENT, Inc.

www.crossroadsproperty.com
1809 Olde Homestead Lane, Suite 101
PO Box 10096
Lancaster, PA 17605
717-393-7440
Fax 717-393-9549