

Rental Application

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

FILL IN ALL INFORMATION REQUESTED. IF AN ITEM IS NOT APPLICABLE, PLEASE MARK IT "N/A". SIGNATURES ARE REQUIRED.

APPLICANT: PLEASE COMPLETE PAGES 1-7.

CO-APPLICANT: PLEASE COMPLETE PAGES 8-12.

THE VERIFICATION OF EMPLOYMENT IS TO BE FILLED OUT BY STERLING. SIGNATURE, DATE AND SOCIAL SECURITY NUMBER ARE REQUIRED (SECTIONS ARE IN "BOLD"). IF YOU ARE SELF-EMPLOYED, PLEASE PROVIDE 1099'S FROM YOUR LAST TAX RETURN. PLEASE DO NOT HAVE YOUR EMPLOYER COMPLETE THIS SECTION. STERLING PROPERTY MANAGEMENT WILL CONTACT YOUR EMPLOYER.

THE VERIFICATION OF RESIDENCE WILL ALSO BE FILLED OUT BY STERLING PROPERTY MANAGEMENT. SIGNATURE AND DATE ARE REQUIRED (SECTIONS ARE IN "BOLD"). IF YOU HAVE NOT RENTED IN THE PREVIOUS FIVE YEARS OR IF YOU OWN YOUR HOME, PLEASE MARK "N/A" IN THE SPACE. PLEASE DO NOT HAVE YOUR LANDLORD COMPLETE THIS. STERLING PROPERTY MANAGEMENT WILL CONTACT YOUR LANDLORD.

QUALIFICATIONS/REQUIREMENTS

- 1. CREDIT SCORE OF AT LEAST 620**
- 2. YOUR INCOME MUST BE AT LEAST 3 TIMES THE MONTHLY RENT**
- 3. EMPLOYMENT VERIFICATION FROM EMPLOYER & PREVIOUS EMPLOYER (IF APPLICABLE)
(APPLICANT RESPONSIBLE FOR ANY FEE REQUIRED BY EMPLOYER)**
- 4. RESIDENCE VERIFICATION FROM CURRENT LANDLORD & PREVIOUS LANDLORD**
- 5. CLEAR CRIMINAL BACKGROUND**
- 6. SECURITY DEPOSIT EQUAL TO ONE MONTH'S RENT**

IN THE EVENT THAT YOU DO NOT MEET ALL THE QUALIFICATIONS AND REQUIREMENTS LISTED HEREINABOVE, THE LANDLORD MAY REQUIRE YOU TO HAVE A CO-SIGNER. THIS WOULD REQUIRE AN INDIVIDUAL WILLING TO ACCEPT RESPONSIBILITY OF THE LEASE IF YOU ARE UNABLE TO MEET YOUR OBLIGATIONS.

Previous Address _____

Previous Landlord _____ Telephone _____

Job Information

Employer _____ Job Title _____

Address _____ City _____ Zip _____

How Long? _____ Income Gross _____ Wk. ___ Bi-Wk ___ Mo ___

Managers Name _____ Phone Number _____

Full Time ___ Part-time ___ Unemployed ___ Retired ___

Previous Employer if Less Than Two Years _____

Address _____ City _____ Zip _____

Phone _____ Manager _____ Income _____

Reason for Leaving _____

Credit References

Bank Name: Checking _____ Savings _____

Loans(Auto, Student, Personal, etc.)

Type Lender's name

Type Lender's name

Credit Card (Visa, Master, Discover, etc.) _____
Company _____

Have you or anyone included on this application ever:

Filed Bankruptcy _____ Been Evicted _____ Refused to pay rent _____

If yes, please explain _____

Criminal History

Have you or anyone included on this applications ever been convicted of a felony?

_____ yes _____ no **If yes, please describe:** _____

Personal References

(Name, Address, Contact Number, Occupation & Relationship)

1. _____

2. _____

3. _____

Nearest Relative (not living w/ you) _____

Relation _____ **Ph.** _____

Vehicle Information

Make/Model of Vehicle _____ / _____ **Plate #** _____

VIN _____

Make/Model of Vehicle _____ / _____ **Plate #** _____

VIN _____

Disclosure & Information

Pursuant to State and Federal Laws, it is an unlawful discriminatory practice for a person to discriminate against a prospective occupant or user in the terms or conditions of leasing any housing accommodation of commercial property to a elicit information, make of keep any record of a form containing questions regarding race, religious creed, ancestry, sex, national origin, handicap or disability, or marital status (children under 18).

It is also unlawful to refuse to lease housing accommodation or commercial property to a person due to the use of a guide animal because of the blindness or deafness of a user, of use of a support animal because of a physical handicap of the user of because a person is a handler or trainer of support or guide animals.

It is also an unlawful discriminatory practice to evict or attempt to evict an occupant of a housing accommodation before the end of the term of the lease because of pregnancy or birth of a child.

Applicants acknowledge that if they present false information, Landlord may reject the application and keep the deposit money.

At the request of the landlord, I understand that a check of my rental history and/or credit history will be performed by the Credit Bureau of York & Adams County and other sources. This check will be performed in accordance with the provision of Federal Fair Credit Reporting Act.

I have read and agreed to the provisions as stated above.

I/We hereby authorize the landlord, through Sterling Property Management, Inc. to request a detailed credit history from a credit reporting agency and a criminal background check from the State Police. I/We hereby provide my social security number(s) for those purposes.

Applicant Signature _____ Date _____

Social Security Number _____

Consumer Notice for Tenants

THIS IS NOT A CONTRACT

Sterling Property Management hereby states that with respect to its rental properties, we are acting as an Agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

I acknowledge I have been advised of this notice: _____
(Consumer) (Date)

I certify that I have provided this notice: J. Michael Adler _____
(Agent) (Date)

Sterling Property Management
337 Lincoln Street
Carlisle, PA 17013
(H) 717-258-5800
(F) 717-258-5805

Request for Employment Verification
(Applicant: please complete "bolded" areas)

Date: _____

Name: _____
First Middle Last

We have received a rental application from the above named individual. Please verify the following information so that we may further process their application. Your cooperation in responding to this inquiry is sincerely appreciated. All information received in our office is confidential.

Present Employer _____

Manager _____

Manager Signature _____

Gross Income _____ Weekly / Bi-Weekly / Monthly

Number of Years Employed _____

Additional Remarks _____

I authorize the release of the above information to Sterling Property Management Inc.

Signature Date Soc. Sec. No.

Employer: Please complete and return via facsimile to 717-258-5805

Sterling Property Management, Inc.
337 Lincoln Street
Carlisle, PA 17013
(P) 717-258-5800
(F) 717-258-5805

Request For Verification Of Residence
(Applicant: Please complete sections in "bold")

An Application has been submitted by the following individual for residency in one our properties. The requested information is required to complete processing and approval of the applicant. All information received by this office is confidential. Thank you for your prompt reply.

Name _____
First Middle Last

Address Of Leased Premises _____

1. How long have they occupied the above residence? _____
2. Rental amount? _____ Utilities incl.? _____
3. Were all payments made as agreed? _____
If not, please explain _____
4. Condition of the residence when vacated _____
5. Were all terms of the lease fulfilled? _____
6. Would you re-lease? _____ If not, why? _____
7. Was there ever a bed bug, roach or mouse infestation while the resident(s) resided at the unit? If yes explain: _____

Additional Remarks? _____

Landlord's Signature: _____ **Date:** _____

**I AUTHORIZE THE RELEASE OF THE ABOVE REQUESTED INFORMATION TO
STERLING PROPERTY MANAGEMENT, INC.**

Signature: _____ **Date:** _____

Landlord: Please complete and return via facsimile to 717-258-5805

Co-Applicant Information

Co-Applicant Name: _____
Last Name First Middle Maiden

Date of Birth: ___/___/___ **Social Security Number** ___-___-___

E-Mail Address _____

Drivers License Number _____

Present Address _____

City _____ State _____ Zip _____

Phone Number: Home _____ Work _____ Cell _____

of Years at present address ___ **Renting** ___ **Buying** ___ **Parents** ___

Monthly Payments _____ **Utilities Included** _____

Present Landlord _____ **Phone #** _____

Address _____ **City** _____ **Zip** _____

Reason for Leaving _____

Previous Address _____

Job Information

Employer _____ **Job Title** _____

Address _____ **City** _____ **Zip** _____

How Long? _____ **Income Gross** _____ **Wk.** ___ **Bi-Wk** ___ **Mo** ___

Managers Name _____ **Phone Number** _____

Full Time ___ **Part-time** ___ **Unemployed** ___ **Retired** ___

Previous Employer if Less Than Two Years _____

Address _____ **City** _____ **Zip** _____

Phone _____ **Manager** _____ **Income** _____

Reason for Leaving _____

Credit References

Bank Name: Checking _____ Savings _____

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Credit Card (Visa, Master, Discover, etc.) _____ Company _____

Have you or anyone included on this application ever:

Filed Bankruptcy _____ Been Evicted _____ Refused to pay rent _____

If yes, please explain _____

Criminal History

Have you or anyone included on this applications ever been convicted of a felony?

_____ yes _____ no If yes, please describe: _____

Personal References

(Name, Address, Contact Number, Occupation & Relationship)

1. _____

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3. _____

Nearest Relative (not living w/ you) _____

Relation _____ Ph. _____

Vehicle Information

Make/Model of Vehicle _____ / _____ Plate # _____

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It is also unlawful to refuse to lease housing accommodation or commercial property to a person due to the use of a guide animal because of the blindness or deafness of a user, of use of a support animal because of a physical handicap of the user of because a person is a handler or trainer of support or guide animals.

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Applicants acknowledge that if they present false information, Landlord may reject the application and keep the deposit money.

At the request of the landlord, I understand that a check of my rental history and/or credit history will be performed by the Greater Harrisburg Credit Bureau and other sources. This check will be performed in accordance with the provision of Federal Fair Credit Reporting Act.

I have read and agreed to the provisions as stated above.

I/We hereby authorize the landlord, through Sterling Property Management, Inc. to request a detailed credit history from a credit reporting agency and a criminal background check from the State Police. I/We hereby provide my social security number(s) for those purposes.

Co-Applicant Signature _____ Date _____

Social Security Number _____

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If not, please explain _____
4. Condition of the residence when vacated _____
5. Were all terms of the lease fulfilled? _____
6. Would you re-lease? _____ If not, why? _____

Additional Remarks? _____

Landlord's Signature: _____ Date: _____

**I AUTHORIZE THE RELEASE OF THE ABOVE REQUESTED INFORMATION TO
STERLING PROPERTY MANAGEMENT, INC.**

Signature: _____ **Date:** _____

Landlord: Please complete and return via facsimile to 717-258-5805

Hold Deposit Agreement

I (we) _____ agree to pay a HOLD DEPOSIT on the property located at:

_____ This HOLD DEPOSIT, in the amount of : _____ (\$ _____) dollars represents the required “hold” deposit. This payment has been made by check /cash/money order (if check) Check # _____ and a receipt is acknowledged by this agreement. This payment will stop any future showings of the unit to other prospective tenants. This amount will be paid into Sterling Property Management’s escrow account at Centric Bank (Account #1700194) in which you are required to complete a W-9 form for and will be credited as your security deposit if your application is approved and lease is signed.

***If your completed application is not approved, this amount will be refunded to you.**

***If your incomplete application is not completed and all requested paperwork/monies submitted within 20 days from the date the hold is placed, you will forfeit the entire hold deposit and this amount is considered by both Landlord & Tenant to be a liquidated sum fairly compensating Landlord and Management Company for any and all damages.**

***If you are approved and do not sign a lease for the unit within 20 days and/or take possession of the unit, you forfeit the entire hold deposit and this amount is considered by both Landlord & Tenant to be a liquidated sum fairly compensating Landlord and Management Company for any and all damages.**

UTILITY SERVICE	LANDLORD	TENANT(S)
Heat to be paid by		
Hot water to be paid by		
Electricity to be paid by		
Gas To be paid by		
Water to be paid by		
Sewer to be paid by		
Trash to be paid by		
Cable TV to be paid by		
Telephone to be paid by		
Snow removal done or paid by		
Lawn care done or paid by		

Tenant acknowledges that he/she was advised that he/she is responsible for the utilities, as marked in the chart to the left.

I/We understand and agree that if any additional paperwork, i.e., Addendum to Lease, needs to be completed, additional charges may be assessed to the property account. I/We have read and understand this agreement.

_____ Date _____
Applicant

_____ Date _____
Co-Applicant

J. Michael Adler _____ Date _____
Sterling Property Management, Inc. - President