

## RENTAL APPLICATION INSTRUCTIONS

**\*DO NOT SEND SECURITY DEPOSIT OR ANY OTHER MOVE-IN FUNDS UNTIL APPLICATION HAS BEEN APPROVED.**

**\*INCOMPLETE RENTAL APPLICATIONS WILL NOT BE PROCESSED.**

1. All rental properties are **NON-SMOKING OR VAPING and NO PETS UNLESS LISTING STATES OTHERWISE.**

2. Each applicant age 18+ must complete an application for occupancy approval and background check. (Credit check negotiable for applicants 18+, if an individual is residing with a parent or family member and will not be the primary leaseholder.)

3. Applicants are required to attach the following:

\***Most recent pay stubs** (2) or tax return from most recent year

\***Copy of driver's license or state issued photo id**

\*Any additional items to be taken into consideration please write or type on a separate piece of paper. (For example: credit report issues, relocation coordination, move-in time frames, etc.)

4. Credit checks may take up to a week to be fully processed.

\*We accept cash, credit/debit card, and money order (no checks). If paying with credit/debit card, please call the Selinsgrove office at 570-743-2165 and ask for the Rental Assistant. **APPLICATION FEE IS \$25 per Applicant over 18 years of age.**

-No Refunds of Application Fee!

5. Completed applications and fees should be made payable and submitted to:

Bowen Agency Realtors  
Attn: Rental Department  
1372 North Susquehanna Trail,  
Suite 110  
Selinsgrove, PA 17870  
Phone: 570-743-2165  
Fax: 570-743-1396

Bowen Agency Realtors  
Attn: Rental Department  
159 South Second St  
Sunbury, PA 17801  
Phone: 570-286-8594  
Fax: 570-286-2204

If emailing the application and supporting documents, **please email the rental department at [rentals@bowenagency.com](mailto:rentals@bowenagency.com)**. You may text questions to one of the rental agents you had been working with: Kelly Straub at 272-444-7343 or Janelle Litchard at 272-444-7341 or Keri Rearick at 570-259-6129.

## **FILLING OUT THE APPLICATION**

**Page 1- 1<sup>st</sup> Box** - Acknowledge receipt of notice.

1. Date, Print and Sign
2. Initial page bottom left.

**Page 2-**

1. Applicant Information.
2. Employment Information
3. Other Income
4. Initial Page Bottom Left.

**Page 3-**

7. Pets
  8. other information
- Initial Page Bottom Left.

**Page 4-**

16. Authorization- initial each one.  
Sign, print and date.

### **Social Security Number Authorization**

1. Full Name: first name, middle initial, last name
2. Address
3. Social Security Number
4. Date of Birth
5. Consumer Sign and Date



## RENTAL APPLICATION FOR LANDLORD AGENTS

RALA

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

**APPLICANT HAS NO RELATIONSHIP WITH PA LICENSED BROKER.** Broker listed below is an agent of the Landlord, who works exclusively for the Landlord and must act in the Landlord's best interest.

### CONSUMER NOTICE FOR TENANTS THIS IS NOT A CONTRACT

(Licensee) \_\_\_\_\_ hereby states that with respect to this property (describe property) \_\_\_\_\_, I am acting in the following capacity: (check one)

- ☐ (i) Owner/Landlord of the Property;  
☐ (ii) A direct employee of the Owner/Landlord; OR  
☐ (iii) An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

I acknowledge that I have received this Notice:

Date: \_\_\_\_\_  
Print (Consumer) \_\_\_\_\_ Signed (Consumer) \_\_\_\_\_

I certify that I have provided this Notice: \_\_\_\_\_  
(Licensee) \_\_\_\_\_ (Date) \_\_\_\_\_

### LANDLORD'S RELATIONSHIP WITH PA LICENSED BROKER

☐ No Business Relationship (Landlord is not represented by a broker)

Broker (Company) \_\_\_\_\_

Company License # \_\_\_\_\_

Company Address \_\_\_\_\_

Company Phone \_\_\_\_\_

Company Fax \_\_\_\_\_

Broker is (check only one):

- ☐ Landlord Agent (Broker represents Landlord only)  
☐ Dual Agent (See Dual and/or Designated Agent box below)

Licensee(s) (Name) \_\_\_\_\_

State License # \_\_\_\_\_

Direct Phone(s) \_\_\_\_\_

Cell Phone(s) \_\_\_\_\_

Email \_\_\_\_\_

Licensee(s) is (check only one):

- ☐ Landlord Agent (all company licensees represent Landlord)  
☐ Landlord Agent with Designated Agency (only Licensee(s) named above represent Landlord)  
☐ Dual Agent (See Dual and/or Designated Agent box below)

☐ Transaction Licensee (Broker and Licensee(s) provide real estate services but do not represent Landlord)

### PROPERTY INFORMATION (To be supplied by Broker for Landlord)

Address \_\_\_\_\_

Move-in Date \_\_\_\_\_ Term \_\_\_\_\_

Application Fee (non-refundable) \$ \_\_\_\_\_ Application Deposit \$ \_\_\_\_\_

Monthly Rent \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_

First Month's Rent \$ \_\_\_\_\_ Last Month's Rent \$ \_\_\_\_\_

Rent and Security Deposit checks will be written separately.

Are pets permitted? (☐ Yes) (☐ 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? (☐ Yes) (☐ No)

Applicant's Initials \_\_\_\_\_

RALA Page 1 of 4

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1/17; rel.7/17

**1. APPLICANT INFORMATION**

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

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

Full Name \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

How did you hear about the Property? \_\_\_\_\_

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

Present Address & ZIP \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ /mo. ☐ Own ☐ Rent ☐ Other

Landlord/Mortgage Co. Name & Phone \_\_\_\_\_

Previous Address & ZIP \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ /mo. ☐ Own ☐ Rent ☐ Other

Landlord/Mortgage Co. Name & Phone \_\_\_\_\_

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

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

Name \_\_\_\_\_ ☐ Applicant ☐ Co-signer

Name \_\_\_\_\_ ☐ Applicant ☐ Co-signer

Name \_\_\_\_\_ ☐ Applicant ☐ Co-signer

Name \_\_\_\_\_ ☐ Applicant ☐ Co-signer

Will anyone else be occupying the property? ☐ Yes ☐ No

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

Name \_\_\_\_\_ ☐ 18 or older

Name \_\_\_\_\_ ☐ 18 or older

Name \_\_\_\_\_ ☐ 18 or older

Name \_\_\_\_\_ ☐ 18 or older

☐ Check here if additional information is attached

**2. EMPLOYMENT INFORMATION**

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

Employer \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

City/State \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_

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

Previous Employer \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

City/State \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_

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

☐ Proof of Income attached

☐ Check here if additional information is attached

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

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

Source	Amount	Source	Amount
--------	--------	--------	--------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

_____	_____	_____	_____
-------	-------	-------	-------

☐ Check here if additional information is attached

**4. BANK ACCOUNT INFORMATION**

Bank Name	Account Type	Balance
-----------	--------------	---------

_____	_____	\$ _____
-------	-------	----------

_____	_____	\$ _____
-------	-------	----------

_____	_____	\$ _____
-------	-------	----------

☐ Check here if additional information is attached

60 Applicant Name \_\_\_\_\_

61 **5. MONTHLY PAYMENTS**

62 Lender Name	62 Loan Type	62 Balance Due	62 Monthly Payment
63 _____	63 _____	63 \$ _____	63 \$ _____
64 _____	64 _____	64 \$ _____	64 \$ _____
65 _____	65 _____	65 \$ _____	65 \$ _____
66 _____	66 _____	66 \$ _____	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	70 Year	70 Color	70 License Plate/State
71 _____	71 _____	71 _____	71 _____
72 _____	72 _____	72 _____	72 _____
73 _____	73 _____	73 _____	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	78 Pet1	78 Pet2	78 Pet3
79 Type (Cat, dog, etc.)	79 _____	79 _____	79 _____
80 Breed	80 _____	80 _____	80 _____
81 Age	81 _____	81 _____	81 _____
82 Weight	82 _____	82 _____	82 _____
83 Gender	83 _____	83 _____	83 _____

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  
103 approved, nor refunded if not approved. Applicant agrees that this sum is paid in consideration of Landlord/Broker for Landlord's  
104 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.  
107 If this Application is denied by Landlord, the Application Deposit shall be refunded to Applicant. If this Application is approved and  
108 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  
111 for community notification of the presence of certain convicted sex offenders. Potential tenants are encouraged to contact the  
112 municipal police department or the Pennsylvania State Police for information relating to the presence of sex offenders near a  
113 particular property, or to check the information on the Pennsylvania State Police Website at [www.pameganslaw.state.pa.us](http://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  
116 CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under 18 years of age), AGE (40 or older),  
117 NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OR RELATION-  
118 SHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to sell, show, or  
119 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, determin-  
169 ing 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

SSA

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

- 1 CONSUMER NAME (Full) \_\_\_\_\_
- 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 exis-  
9 tence of domestic liens, obtaining a criminal background report (for prospective tenants only), ordering a mortgage payoff or for  
10 purposes of satisfying requirements of the Patriot Act.
- 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 \_\_\_\_\_

