

## **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**
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. Each applicant over the age of 18 must provide social security number and date of birth.
4. Applicants are required to attach the following:
  - \*One month of pay stubs 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 timeframes, etc.)
  - \*Copy of payment method for rental application fee if cashier's check or money order. (\$20 per applicant)
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

If emailing the application, please email the agent that showed you the property.

Kelly Straub at [kelly@bowenagency.com](mailto:kelly@bowenagency.com) or Janelle Litchard at [janelle@bowenagency.com](mailto:janelle@bowenagency.com)

CONSUMER NOTICE FOR TENANTS  
THIS IS NOT A CONTRACT

RA

(Not to be used when licensee is subagent for the landlord, agent for the tenant or transaction licensee. In these situations the full Consumer Notice must be used.)

1 (Licensee) \_\_\_\_\_ hereby states that with respect to this property (describe property)  
2 \_\_\_\_\_, I am acting in the following capacity: (check one)  
3  (i) Owner/Landlord of the Property;  
4  (ii) A direct employee of the Owner/Landlord; OR  
5  (iii) An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

6 I acknowledge that I have received this Notice:

7 Date: \_\_\_\_\_  
8 \_\_\_\_\_ Print (Consumer) \_\_\_\_\_ Print (Consumer)  
8 \_\_\_\_\_  
9 \_\_\_\_\_ Signed (Consumer) \_\_\_\_\_ Signed (Consumer)  
10 \_\_\_\_\_  
11 \_\_\_\_\_ Address (Optional) \_\_\_\_\_ Address (Optional)  
12 \_\_\_\_\_  
13 \_\_\_\_\_ Phone Number (Optional) \_\_\_\_\_ Phone Number (Optional)  
14 \_\_\_\_\_

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

RENTAL APPLICATION

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

Provide at least two years of history in Sections 1 & 2. Fill out all sections completely.  
Attach additional sheets if more space is needed. Please type or print all information clearly.

PROPERTY INFORMATION

21 Address \_\_\_\_\_  
22 Utilities Paid by Landlord: \_\_\_\_\_  
23 Utilities Paid by Tenant: \_\_\_\_\_  
24 Move-in Date: \_\_\_\_\_ Term: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_ Application Fee: \$ 20.00 expenses  
25 Deposits \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_  
26  See Advance Payment Addendum for additional information  
27

28 1. APPLICANT INFORMATION (Attach Photo ID)  
29 APPLICANT 1  Check here if additional information is attached  
30 Full Name \_\_\_\_\_  
31 Is Applicant at least 18 years old?  Yes  No  
32 Social Security Number \_\_\_\_\_  
33 Driver's License No./State \_\_\_\_\_  
34 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
35 Present Address & ZIP \_\_\_\_\_  
36 \_\_\_\_\_  Own  Rent  
37 From: \_\_\_\_\_ To: \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ /mo.  
38 Landlord/Mortgage Co. Name & Phone \_\_\_\_\_  
39 \_\_\_\_\_  
40 Previous Address & ZIP \_\_\_\_\_  
41 \_\_\_\_\_  Own  Rent  
42 From: \_\_\_\_\_ To: \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ /mo.  
43 Landlord/Mortgage Co. Name & Phone \_\_\_\_\_  
44 \_\_\_\_\_  
45 In case of emergency, contact \_\_\_\_\_  
46 Relationship \_\_\_\_\_ Phone(s) \_\_\_\_\_  
47 Email: \_\_\_\_\_

APPLICANT INFORMATION (Attach Photo ID)  
APPLICANT 2  Check here if additional information is attached  
Full Name \_\_\_\_\_  
Is Applicant at least 18 years old?  Yes  No  
Social Security Number \_\_\_\_\_  
Driver's License No./State \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Present Address & ZIP \_\_\_\_\_  
\_\_\_\_\_  Own  Rent  
From: \_\_\_\_\_ To: \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ /mo.  
Landlord/Mortgage Co. Name & Phone \_\_\_\_\_  
\_\_\_\_\_  
Previous Address & ZIP \_\_\_\_\_  
\_\_\_\_\_  Own  Rent  
From: \_\_\_\_\_ To: \_\_\_\_\_ Rent/Mortgage \$ \_\_\_\_\_ /mo.  
Landlord/Mortgage Co. Name & Phone \_\_\_\_\_  
\_\_\_\_\_  
In case of emergency, contact \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone(s) \_\_\_\_\_  
Email: \_\_\_\_\_

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4/05

The Bowen Agency REALTORS® 1372 North Susquehanna Trail, Ste 110 Selinsgrove, PA 17870  
Karen Bowen

Phone: 570-743-2165 Fax: 570-743-1396  
Produced with ZipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com

Rental Application

Birthdate:

Birthdate:

48 2. EMPLOYMENT INFORMATION

49 APPLICANT 1  Check here if additional information is attached

50 Employer \_\_\_\_\_

51 City/State \_\_\_\_\_

52 Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

53 Position \_\_\_\_\_

54 Gross Income: \$ \_\_\_\_\_ /mo. OR

55 \$ \_\_\_\_\_ /hr., for \_\_\_\_\_ hrs. per week (on average)

56 Employed From \_\_\_\_\_ To \_\_\_\_\_

57  PROOF OF INCOME ATTACHED

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

59 City/State \_\_\_\_\_

60 Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

61 Position \_\_\_\_\_

62 Gross Income: \$ \_\_\_\_\_ /mo. OR

63 \$ \_\_\_\_\_ /hr., for \_\_\_\_\_ hrs. per week (on average)

64 Employed From \_\_\_\_\_ To \_\_\_\_\_

EMPLOYMENT INFORMATION

APPLICANT 2  Check here if additional information is attached

Employer \_\_\_\_\_

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

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Position \_\_\_\_\_

Gross Income: \$ \_\_\_\_\_ /mo. OR

\$ \_\_\_\_\_ /hr., for \_\_\_\_\_ hrs. per week (on average)

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

PROOF OF INCOME ATTACHED

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

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

Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Position \_\_\_\_\_

Gross Income: \$ \_\_\_\_\_ /mo. OR

\$ \_\_\_\_\_ /hr., for \_\_\_\_\_ hrs. per week (on average)

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

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

67  Check here if additional information is attached

Applicant	Source	Monthly Amount

72 4. BANK ACCOUNT INFORMATION  Check here if additional information is attached

Applicant	Bank/Credit Union	Address/Branch	Account Number	Account Type	Balance

77 5. LIABILITIES/MONTHLY PAYMENTS  Check here if additional information is attached

Applicant	Lender/Creditor	Loan Number	Loan Type	Balance Due	Monthly Payment

82 6. VEHICLE INFORMATION  Check here if additional information is attached

Applicant	Make/Model	Year	Color	License Number/State

87 7. OTHER OCCUPANTS (FULL NAME)  Check here if additional information is attached

88 \_\_\_\_\_  18 or older      \_\_\_\_\_  18 or older

89 \_\_\_\_\_  18 or older      \_\_\_\_\_  18 or older

90 8. PETS  Check here if additional information is attached

91 Does any Applicant or Occupant own any pets?  Yes  No If yes, list and describe: (type, name, breed, age, weight, gender, etc):

92 \_\_\_\_\_

93 \_\_\_\_\_

94 \_\_\_\_\_

95 \_\_\_\_\_

97 9 OTHER INFORMATION

Check here if additional information is attached

98 Applicant 1 Applicant 2

- 99  Yes  No  Yes  No Have you ever declared bankruptcy or suffered foreclosure? If yes, list any payments: \$ \_\_\_\_\_
- 100  Yes  No  Yes  No Have you been evicted or sued for unpaid rent or damages to leased property?
- 101  Yes  No  Yes  No Have you ever refused to pay rent for any reason?
- 102  Yes  No  Yes  No Have you ever been convicted of a felony or misdemeanor?
- 103  Yes  No  Yes  No Have you at any time on or since January 1, 1998 been obligated to pay support under an order

104 on record in any Pennsylvania county? If yes, list the County and the Domestic Relations File or  
105 Docket Number: \_\_\_\_\_

106 Amount \$ \_\_\_\_\_ Are you delinquent? \_\_\_\_\_

107 If you answered "yes" to any of the above questions, please explain: \_\_\_\_\_

108 \_\_\_\_\_  
109 \_\_\_\_\_  
110 \_\_\_\_\_  
111 \_\_\_\_\_  
112 \_\_\_\_\_

113 10. CONDITION OF PROPERTY

114 The Property will be leased in the same condition as it is shown unless otherwise agreed to in writing in paragraph 11 below  
115 or in an attached addendum.

116 11. SPECIAL PROVISIONS

117 \_\_\_\_\_  
118 \_\_\_\_\_  
119 \_\_\_\_\_  
120 \_\_\_\_\_  
121 \_\_\_\_\_  
122 \_\_\_\_\_

123 12. AUTHORIZATION. Applicants authorize Landlord or Broker to obtain any information deemed necessary to evaluate this  
124 Application. This information may include, but is not limited to, credit reports, criminal history, judgments of record, rental  
125 history, verification of employment and salary, employment history, vehicle records, and licensing records. Broker may report  
126 to Landlord any information obtained by Broker for evaluation of the Application. Applicants acknowledge that all informa-  
127 tion in the Application is true and correct. Applicants acknowledge that if they present false or incomplete information  
128 Landlord may reject this Application. Applicants understand that giving false or incomplete information may result in forfei-  
129 ture of any payments made in connection with this Rental Application.

130 I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.

131 APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

132 APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

133 LANDLORD/BROKER (Company Name) \_\_\_\_\_

134 OFFICE ADDRESS \_\_\_\_\_

135 PHONE(S) \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

136 AGENT/RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

<p>137 <b>FOR OFFICE USE ONLY</b></p> <p>138 Landlord: _____</p> <p>139 Employment: _____</p> <p>140 Credit Report: _____</p> <p>141 ID Verification: _____</p> <p>142 Misc: _____</p> <p>143 _____</p>	<p><input type="checkbox"/> ACCEPTED</p> <p><input type="checkbox"/> REJECTED</p> <p>BY: _____</p> <p>DATE: _____</p>
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# NOTICES AND INFORMATION

## CIVIL RIGHTS ACTS NOTICE

Federal and state laws make it illegal for a landlord, broker, or anyone to use RACE, COLOR, RELIGION or RELIGIOUS CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under 18 years of age), AGE (40 or older), NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OF RELATIONSHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to sell, show, or rent properties, loan money, or set deposit amounts, or as reasons for any decision relating to the sale or lease of property. 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 the pregnancy or birth of a child.

## FAIR CREDIT REPORTING ACT NOTICE

15 U.S.C. §1681 et.seq.

If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report authorized by paragraph 12 of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the denial, and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free telephone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis) that furnished the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to provide you with the specific reasons why your application was denied, (3) information about how to obtain a free copy of your consumer report from the consumer reporting agency, and (4) information about how to dispute the accuracy or completeness of any information in a consumer report furnished by the agency. If the Landlord or Broker denies your application because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), the Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.