# 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 and NO PETS

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, movein time frames ,etc.)

\*We accept cash, check, credit/debit card and money order. If paying with credit/debit card please call the Selinsgrove office and ask for the Rental Assistant. APPLICATION FEE IS \$20 per Applicant over 18 years of age.

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

Bowen Agency Realtors	Bowen Agency Realtors	Bowen Agency Realtors
Attn: Rental Department	Attn: Rental Department	Attn: Rental
		Department
1372 North Susquehanna	836 Market Street	159 South Second St
Trail, Suite 110	Lewisburg, PA 17837	Sunbury, PA 17801
Selinsgrove, PA 17870	Phone: 570-523-2165	Phone: 570086-8594
Phone: 570-743-2165	Fax: 570-523-1202	Fax: 570-286-2204
Fax: 570-743-1396		

If emailing the application, please email the agent that showed you the property. Kelly Straub at kelly@bowenagency.com or Janelle Litchard at janelle@bowenagency.com or to Amy Martin at rentals@bowenagency.com

## CONSUMER NOTICE FOR TENANTS THIS IS NOT A CONTRACT

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1	(Not to be used when licensee is subagent for the landlord, agent for the tenant or tra- (Licensee)	rereby states that with respect to this property (describe property)
2 3 4 5	<ul> <li>(i) Owner/Landlord of the Property;</li> <li>(ii) A direct employee of the Owner/Landlord; OR</li> <li>(iii) An agent of the Owner/Landlord pursuant to a provident of the Owner/Landlord pursuant of the Owner/Landlord pursuant to a provident of the Owner/Landlord pursuant of the Owner/Landlord pursuant</li></ul>	, I am acting in the following capacity. (check one)
67	I acknowledge that I have received this Notice:	
8	Print (Consumer)	Print (Consumer)
8 10	Signed (Consumer)	Signed (Consumer)
11 12	Address (Optional)	Address (Optional)
13 14	Phone Number (Optional)	Plione Number (Optional)
15 16	I certify that I have provided this Notice: (Licensee)	Date
17	RENTAL AP	
18		the members of the Pennsylvania Association of REALTORS® (PAR).
19 20	Attach additional sheets if more space is neede	ed. Please type or print all information clearly.
21	PROPERTY IN	
22 23	Address Utilities Paid by Landlord:	
24	Utilities Paid by Tenant:	Monthly Pents S Application Fee: S. 20. Congran
25	Moye-in Date: Term:	Other:\$
26 27	See Advance Payment Addendum for additional information	_ Monthly Rent: \$ Application Fee: \$: 20. Company _ Other: \$
28 29	1. APPLICANT INFORMATION (Attach Photo ID) APPLICANT 1 Check here if additional information is attached	APPLICANT INFORMATION (Attach Photo ID) APPLICANT 2 Check here if additional information is attached Full Name
30 31	Full Name         Is Applicant at least 18 years old?         Yes         No         Social Security Number	Is Applicant at least 18 years old? Ves No
22	Driver's License No /State	Driver's License No./State
31	Home Phone Work Phone	Home Phone Work Phone
35	Present Address & ZIP Own Rent From: To: Rent/Mortgage \$/mo.	Present Address & ZIP
36 37	Eromi To: Rent/Mortgage \$ /mo.	From: To: Rent/Mortgage \$/mo.
38	Landlord/Mortgage Co, Name & Phone	Landlord/Mortgage Co. Name & Phone
39 40	Previous Address & ZIP	Previous Address & ZIP
41	From:         To:         Rent/Mortgage \$/mo.	From: To: Rent/Mortgage \$ /mo.
43	Landlord/Mortgage Co. Name & Phone	Landlord/Mortgage Co. Name & Phone
44 45	In case of emergency, contact	
46	Relationship Phone(s) Email * RA Page 1	Email:
47	Pennsylvania Association of	L of 4 COPYRIGHT PENNSYLVANIA ASSOCIATION OF REALTORS® 2005
	REALTORS® REALTORS®	4/05
The B Karen	owen Agency REALTORS® 1372 Noth Susquehanna Trail, Ste 110 Selinsgrove, PA 17870 Bowen Produced with ZipForm® by zipLogix 1	Bord Fifteen Mile Road, Fraser, Michigan 48026 www.zipl.oglx.com
	Bitchdate.	Birtelate;

48	2. EMPLOYMEN	T INFORMATION				INFORMATION	•
49		Check here if additional i		APPLICANT 2	$\Box c$	Check here if addition	onal information is attached
50	Employer			Employer			
51	City/State			City/State		•	•
52	Phone	Supervisor		Phone		Supervisor	
53	Position			Position			
54	Gross Income: \$	/no. O	R	Gross Income: S	5	/m	o. OR
55	\$	/hir. for hrs. n	ër week (on average)	S		hr., for h	rrs. per week (on average)
56	Employed From	/hi., for hrs. p		Employed From			То
57	PROOF OF INC	OME ATTACHED		PROOF OF	INCO	ÌME ATTACHEI	)
010000000							
58	Clevious Employer			City/State	ñ <b>r</b>		
59	City/State Supervisor Phone Supervisor		City/State Supervisor				
60	Phone	Supervisor	and the second	Phone		Supervisor	• • • • • • • • • • • • • • • • • • •
61	Position	/mo. OI		Position		1.:	02
62	Gross Income: \$	/mo. OI	3	Position           Gross Income: \$/mo. OR           \$/hr., forhrs. per week (on average)			
63	\$	/hr., for lus. p	er week (on average)	\$	/	nr., 10r n	rs. per week (on average)
64	Employed From	То		Employed From			_ Ţo
65 66	3. OTHER INCO		support, or separate mai red as a basis for paying th	nis obligation.			f Applicant does not wish
67				L_	Che	ck here if additio	nal information is attached
68	Ä	pplicant	Şo	urce		Moi	ithly Amount
69							
70		•					
71			1		Í		
			1		Cha	-le hono il oddisto	nal information is attached
72	4. BANK ACCOU	JNT INFORMATION		L			
73	Applicant	Bank/Credit Union	Address/Branch	Account Nu	niber	Account Typ	e Balance
74							
75			ĺ				
			1				
76	L					L	
77	5. LIABILITIES/	MONTHLY PAYMEN	rs ·		Che	ck here if addition	al information is attached
78	Applicant	Lender/Creditor	Loan Number	Loan Type	1	Balance Due	Monthly Payment
10 <b>-</b> 11071-11	Tappneune	Dengener					
79			.				
80							i
81							
82	6. VEHICLE INFO	RMATION			Che	ck here if addition	nal information is attached
83			Make/Model	Year		Color	License Number/State
	Abl	olicant	1918/0/1910/101	1 Cal		0101	Dicense I tumber blace
84	****						
85						a and the state of	
86							
87 88	2	PANTS (FULL NAME)	18 or older		Chee	ck here if additior	nal information is attached
89			18 or older			·····	18 or older
91 92 93		nt or Öccupant own any		∏ If yes, list and de	scribe:	(type, nanie, bree	nal information is attached d, age, weight, gender, etc):
94	<u> </u>		· · ·	·····		· · ·	
95							
96			RA Page 2	of 4			

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Rental Application

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100       [         101       [         102       [         103       [         104       [         105       [         106       [         107       [         108       -         109       -         110       -         111       -         112       -         113       1         114       1         115       1         116       1         117       -	Yes No Yes any of If you answered "yes" to any of 10. CONDITION OF PROPERTY The Property will be leased in	Have you been evicted or sued for Have you ever refused to pay rem Have you ever been convicted of Have you at any time on or s on record in any Pennsylvania Docket Number: Amount \$ the above questions, please exp	r unpaid rent or damages to lea t for any reason? a felony or misdemeanor? ince January 1, 1998 been r county? If yes, list the Cou Are you delinquent? lain:	ased property? obligated to pay support under an ord- inty and the Domestic Relations File o
102       [         103       [         104       [         105       [         106       [         107       [         108       -         109       -         110       -         111       -         112       -         113       1         114       115         116       1         117       -	Yes       No       Yes       No         Yes       No       Yes       No         If you answered "yes" to any of         10. CONDITION OF PROPERTY         The Property will be leased in	Have you ever been convicted of Have you at any time on or s on record in any Pennsylvania Docket Number: Amount \$ the above questions, please exp	a felony or misdemeanor? ince January 1, 1998 bcen county? If yes, list the Cou Are you delinquent? lain:	inty and the Domestic Relations File of
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108 - 109 - 110 - 111 - 112 - 113 1 114 115 116 1 117 -	10. CONDITION OF PROPERTY The Property will be leased it			
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112 - 113 1 114 115 116 1 117 -	10. CONDITION OF PROPERTY The Property will be leased in	<u></u>		
114 115 116 1 117	The Property will be leased in	-		
114 115 116 1 117	The Property will be leased in			
116 1 117 -	or in an attached addendum.	n the same condition as it is si	hown unless otherwise agree	d to in writing in paragraph 11 below
117 _				
117 _	11. SPECIAL PROVISIONS			
110			and a second a submitted of the submitte	
118				
121 _				a second and a second
122 _	n			and a second
123 1	12. AUTHORIZATION. Applicants	s authorize Landlord or Broke	er to obtain any information	on deemed necessary to evaluate this
124 A	Application. This information ma	y include, but is not limited	to, credit reports, crimina	l history, judgments of record, rent
125 h	history, verification of employme	ent and salary, employment his	story, vehicle records, and	licensing records. Broker may repo
126 to	o Landlord any information obt	tained by Broker for evaluation	n of the Application. App	olicants acknowledge that all inform sent false or incomplete informatic
127 ti	ion in the Application is true	ation Applicants understand th	at giving false or incomp	lete information may result in forfe
120 L	ure of any payments made in connect	tion with this Rental Application.	ar Bring mos or mostly	
	HAVE READ AND AGREE TO T			
				DATE
132 A	APPLICANT			DATE
133 L	LANDLORD/BROKER (Company	/ Name)		
134 O	OFFICE ADDRESS			
135 P	PHONE(S)	FAX	É-MAIL	
				DATE
150 A				
127 L		D OFFICE THE ONLY		
137	ЕÒ	R OFFICE USE ONLY		ACCEPTED
	Landlord:			
	Employment:			<b>REJECTED</b>
	Credit Report: ID Verification:			BY:
1 1 -	Mise:			and and a
143				DATE:
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Rental Application

### 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 furnished by the 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.

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