

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 Trail, Suite 110	836 Market Street	159 South Second St
Selinsgrove, PA 17870	Lewisburg, PA 17837	Sunbury, PA 17801 .
Phone: 570-743-2165	Phone: 570-523-2165	Phone: 570086-8594
Fax: 570-743-1396	Fax: 570-523-1202	Fax: 570-286-2204

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

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 on record in any Pennsylvania county? If yes, list the County and the Domestic Relations File or Docket Number: _____
- 104 _____
- 105 Amount \$ _____ Are you delinquent? _____
- 106 _____
- 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 _____

137

FOR OFFICE USE ONLY

138

Landlord: _____

139

Employment: _____

140

Credit Report: _____

141

ID Verification: _____

142

Misc: _____

143

☐ ACCEPTED

☐ REJECTED

BY: _____

DATE: _____

144

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.