

Application Criteria Pennsylvania Place Apartments

Equal Housing

We operate in accordance with the Federal Fair Housing Act as well as all state and local laws. We do not discriminate on the basis of race, color, religion, national origin, sex, familial status, marital status, ancestry, sexual or affectional orientation, lawful sources of income, handicap, disability or any other basis protected by applicable state or local fair housing laws.

Applications

Each prospective resident that is 18 years or older must complete an application. Applications are to be completed in full; applications containing untrue, incorrect or misleading information will be denied. The non-refundable application fee is \$30 per application.

NOTE: The following **MUST** accompany ALL applications:

- 1) Verification of applicant's identification by any two of the following: a) any state or federally issued identification such as military identification, driver's license or passport b) age of majority card c) birth certificate d) social security card e) certificate of eligibility or entry visa.

All applications are submitted to SAFERENT Applicant Screening System. All applications are evaluated based on a credit scoring system. Credit scoring is based on real data and statistics and treats all applicants objectively, since each application is scored statistically in exactly the same manner. It is considered more consistent and reliable than subjective or judgmental methods.

See page 3 for more information on how a credit scoring system works.

The credit scoring system will compare your application to their database of comparable statistics, by evaluating those statistics in accordance with pre-established criteria set by Pennsylvania Place, SAFERENT will either recommend one of the following:

- 1) Acceptance of the application
- 2) Acceptance of the application with conditions
- 3) Denial of the application.

If SAFERENT recommends "denial of the application", the system will immediately create a form listing the general reasons for denial. All recommendations by SAFERENT are final. In order to keep the approval process free of human subjectivity or judgment, no member of Pennsylvania Place staff may over-ride a SAFERENT recommendation.

If SAFERENT recommends "acceptance with conditions" or if SAFERENT is unable to locate an established credit file and no score can be obtained, a Co-Signer will be considered. In this instance, the original applicant's application will be re-submitted along with the co-signer's application.

Co-Signers

Co-Signers will be considered if they currently reside in the United States. Applications for Co-signers processed through SAFERENT are scored the same as other applications, but are held to a more stringent, pre-established screening standard since Co-Signers are technically responsible for the rent on this apartment as well as their own place of residence.

Payment Responsibility

Each Leaseholder or Co-Signer is jointly and severally (fully) responsible for the entire rental payment and must sign the Lease Agreement. Management will not refund any part of a security deposit until all occupants vacate the apartment.

Felony Convictions

Applicants convicted of a felony offense will not be approved for residency.

Occupancy Guidelines – (not counting children under the age of 18 months)

Studio – Two (2) occupants

Two Bedroom – Four (4) occupants

One Bedroom – Two (2) occupants

Three Bedroom – Six (6) occupants

One Bedroom Den – Two (2) occupants

Lease Signings

Lease signings are done by appointment and all parties signing the lease must be present. Lease documents not signed at the leasing offices of AE-Pennsylvania Place Associates, L.P. and Amerimar Pennsylvania Place Management Co., Inc. must be notarized.

Credit Scoring And Your Application To Rent An Apartment

Ever wonder how a creditor decides whether to grant you credit? For years, creditors have been using credit scoring systems to determine if you'd be a good risk for credit cards and auto loans. More recently, credit scoring is being used to help apartment community managers evaluate your likelihood to fulfill an apartment lease. Here's how scoring works in helping decide who gets an apartment – and why.

What is credit scoring?

Credit scoring is a system that creditors use to help determine whether to give you credit.

Information about you and your credit experiences, such as your bill-paying history, the number and type of accounts that you have, late payments, collection actions, outstanding debt and the age of your accounts is collected from your credit application and your credit report. Using a statistical program, creditors compare this information to the credit performance of consumers with similar profiles. A credit scoring system awards points for each factor that helps predict who is most likely to repay a debt (or, in this case, fulfill the lease). A total number of points – a credit score – helps predict how creditworthy you are, that is, how likely it is that you will make the payments when due.

Why is credit scoring used?

Credit scoring is based on real data and statistics, so it usually is more reliable than subjective or judgmental methods. It treats all applicants objectively. Judgmental methods typically rely on criteria that are not systematically tested and can vary when applied by different loan officers or apartment leasing professionals.

What can I do to improve my score?

Credit scoring models are complex and often vary among creditors or apartment management companies. If one factor changes, your score may change – but the total improvement generally depends on how that factor relates to other factors considered by the model. Nevertheless, scoring models generally evaluate the following types of information in your credit report:

- *Have you paid your bills on time?* Payment history is typically a significant factor. It is likely that your score will be affected negatively if you have paid bills late, had an account referred to collections, or declared bankruptcy.
- *What is your outstanding debt?* Your score is likely to be affected negatively if the amount you owe is close to your credit limit.
- *How long is your credit history?* An insufficient credit history may have an effect on your score, but that can be offset by other factors, such as timely payments and low balances.
- *Have you applied for new credit recently?* If you have applied for too many new accounts recently, that may negatively affect your score.
- *How many and what type of credit accounts do you have?* Although it is generally good to have established credit accounts, too many credit card accounts may have a negative effect on your score.

Credit models also evaluate information from your application, such as income and length of employment.

To improve your application score under most models, concentrate on paying your bills on time, paying down outstanding balances, and not taking on new debt. Your chances of approval should also improve if you apply for an apartment with lower monthly rent or use a co-signer.

Pennsylvania Place Lease Application

Apartment Number _____	Rent Amount _____	Pet? _____	Source _____
Apartment Type _____	Security Deposit _____	Parking? _____	
Apartment Level/Floor _____	Lease Term _____	Occupancy Date Requested _____	

APPLICATION OF:

Leaseholder-Resident	Occupant Only	Non-Occupant Leaseholder	Co-Signer
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APPLICANT INFORMATION MUST BE COMPLETE IN ORDER TO BEGIN PROCESSING

Applicant's Full Legal Name _____ Telephone Number _____

Social Security Number _____ - _____ - _____ Date of Birth ____/____/____

Present Address: _____ Apt. # _____ City _____ State _____ Zip _____

How long at present address? _____ Rent Own Live with Parents Other **Monthly Payment \$** _____

Reason for moving from present address? _____

Name of present Landlord/Owner/Agent? _____ Telephone Number _____

Previous Address: _____ Apt. # _____ City _____ State _____ Zip _____

How long at previous address? _____ Rent Own Live with Parent Other **Monthly Payment \$** _____

Reason for moving from previous address? _____

Name of previous Landlord/Owner/Agent? _____ Telephone Number _____

Present Employer: _____ Name of Supervisor _____ Telephone Number _____

Address of Employment: _____ City _____ State _____ Zip _____

Start Date: _____ Position Held _____ **GROSS ANNUAL SALARY \$** _____

Previous Employer: _____ Name of Supervisor _____ Telephone Number _____

Address of Employment: _____ City _____ State _____ Zip _____

Start Date: _____ Position Held _____ **Gross Annual Salary \$** _____

Spouse's Full Legal Name _____ **Social Security Number** _____ - _____ - _____ **Date of Birth** ____/____/____

Spouse's Present Employer: _____ Name of Supervisor _____ Telephone Number _____

Address of Employment: _____ City _____ State _____ Zip _____

Start Date: _____ Position Held _____ **GROSS ANNUAL SALARY \$** _____

ADDITIONAL SOURCES OF INCOME

List any additional verifiable source(s) of household income you wish us to consider : _____ \$ _____ per _____

Do you have any established credit history such as accounts with auto loans, credit or charge card accounts, furniture store accounts, etc...? Yes No

Have you ever been evicted? Yes No

Have you ever been convicted of a felony? Yes No

How many automobiles do you have? _____ Tag Number(s) and State(s) _____

Do you have any recreational vehicles such as boats, motorcycles? Yes No If yes, please specify: _____

Do you have a pet? Yes No Type and/or Breed of Pet _____ Weight _____ Age _____ Name of Pet _____

Pennsylvania Place does not allow dogs. A maximum of two cats per apartment is allowed. Cats must be de-clawed and neutered with written verification provided from a veterinarian along with a photo of your pet. There is a \$150 non-refundable pet fee as well as a \$20 monthly charge per cat. Fish and small caged animals are allowed (no rodents or reptiles) at no additional costs.

Note: Per Federal Fair Housing Law, Service Animals are not considered "pets"; therefore, with proof of certification, the Pet Policy does not apply.

PLEASE LIST TWO PERSONAL REFERENCES:

#1 Name _____ Relationship _____ Known How Long? _____ Telephone Number _____

#2 Name _____ Relationship _____ Known How Long? _____ Telephone Number _____

Co-applicants must submit separate applications.

A non-refundable application fee of **\$30** is paid with the clear understanding that the applicant, including each prospective occupant, is subject to approval and acceptance of Amerimar Pennsylvania Place Management Co., Inc. and/or AE-Pennsylvania Place Associates, L.P. **The application fee is used to cover the costs incurred in investigating the acceptability of this application and is non-refundable.**

Upon receipt by Amerimar Pennsylvania Place Management Co., Inc. and/or AE-Pennsylvania Place Associates, L.P. of this application, an advance rental payment payable to A.E. Pennsylvania Place, Associates, L.P., in the amount of **\$150** will be paid by the applicant to hold the specific apartment selected.

Once an applicant selects a specific apartment and the application has been accepted and approved, any cancellation of the application and/or failure to sign a lease by the applicant on or before the occupancy date specified will be considered a breach of this application. **In this event, the \$150 advance rental payment shall be retained by A.E. Pennsylvania Place Associates, L.P. and applied to the loss of rent from the applicant's action.**

Upon execution of the lease and transfer of possession of the apartment, the balance of the first month's rent and a security deposit of \$ _____ is due. If applicant takes occupancy after the 15th of any month, the prorated portion of that month's rent, as well as the following month's rent, is due.

I certify that the information provided on this application is true and correct and authorize Amerimar Pennsylvania Place Management Co., Inc. and/or AE-Pennsylvania Place Associates, L.P. to verify the information. If statements or representations made on this application are found to be materially misleading, incorrect or untrue, the Amerimar Pennsylvania Place Management Co., Inc. and or AE-Pennsylvania Place Associates, L.P. shall be entitled to terminate this application.

Upon approval, this application is to be made a part of the lease entered into by AE-Pennsylvania Place Associates, L.P. and tenant.

I have received, read and understand the attached Application Criteria and I agree to provide the appropriate application information, income verification, proof of identification and/or any other required documentation with-in 24 hours in order to assist in timely processing of my application.

I understand that by signing below, I am agreeing to the terms and conditions set forth in this application.

Date Received _____ **Signature of Applicant(s)** _____

Received By _____

List the legal name of all prospective occupants beginning with yourself:

1. Name _____ Relationship _____ Date of Birth ____/____/____

- | | | | |
|----|---------------------------------|--------------------|---------------------|
| 2. | Name _____
_____/_____/_____ | Relationship _____ | Date of Birth _____ |
| 3. | Name _____
_____/_____/_____ | Relationship _____ | Date of Birth _____ |
| 4. | Name _____
_____/_____/_____ | Relationship _____ | Date of Birth _____ |
| 5. | Name _____
_____/_____/_____ | Relationship _____ | Date of Birth _____ |
| 6. | Name _____
_____/_____/_____ | Relationship _____ | Date of Birth _____ |

Credit Department Only:

ACCEPTED by _____ date _____ **DENIED** by _____ date _____ → Reason(s) _____
 Letter _____