

ATTENTION REALTORS!

It is the showing agent's responsibility to download the rental application from the pattersonschwartz.com website and to complete and provide this form with the application in order to receive a commission.

Any calls to our office from your client will be referred back to you.

All applications must be complete. No application will be processed with missing information. It is a prerequisite to have a good credit score and, as a matter of our business practice, we use a credit score of 550 as our cutoff for that purpose.

When submitting an application on behalf of **YOUR CLIENT**, it is **mandatory** that the following information be supplied:

- ____ **Client Name:** _____
- ____ Non-refundable \$50 application fee is to be submitted with the application, or applicant is to call with credit card information.
- ____ Two most recent paystubs for **EACH** applicant
- ____ Completed application to include:
- ____ Applicant and co-applicant's information and signatures
- ____ Other occupants, if applicable
- ____ Residence history **MUST** include the current address with landlord information
- ____ Landlord Name
- ____ Amount of rent
- ____ Landlord Phone
- ____ Landlord Fax
- ____ Landlord E-mail address
- ____ Previous address if within 3 years **MUST** include the following landlord information
- ____ Landlord Name
- ____ Amount of rent
- ____ Landlord Phone
- ____ Landlord Fax
- ____ Landlord E-mail address
- ____ Employment verification contact information from ALL employers for **BOTH** applicants **MUST** include
- ____ Supervisor, Manager or HR Department Contact Name
- ____ Supervisor Phone (**Landline only**)
- Acceptance/offer letter can be included for new employment, **MUST** be on official letterhead and signed by a company representative.
- ____ **AGENT INFORMATION**
- Name: _____
- Contact Detail: Office: _____ Cell: _____ E-mail: _____
- Company: _____
- Company Address: _____
- _____

I UNDERSTAND THAT APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED AND WILL BE RETURNED TO ME PRIOR TO PROCESSING BY PATTERSON-SCHWARTZ REAL ESTATE.

Agent Signature

Date

As the agent submitting the application to Patterson-Schwartz Real Estate, you represent the applicant. The Patterson-Schwartz Real Estate Property Management Department represents the owner of the property.



Rental Application

Patterson-Schwartz & Associates, Inc. Property Management Department



For Office Use Only	
(Please do not complete this section)	
Leasing Agent	_____
Pre-Qualification Fee Rec'd	____ / ____ / ____
Application Fee Rec'd	____ / ____ / ____
Accepted	_____ Rejected _____
Photo ID Presented	_____

To the Applicant

Please provide all information requested so that we may process your application promptly. If paying application fee by check, please attach it here with your paystubs/employment verification. The fee is non-refundable.

Date of Application	Desired Move-In Date
Residence Desired	Monthly Rent \$

Personal Information

Applicant's Full Name _____ e-mail _____

Phone Day () _____ Evening () _____ Mobile () _____

Date of Birth _____ Social Security No. _____

Co-Applicant's Full Name _____ e-mail _____

Phone Day () _____ Evening () _____ Mobile () _____

Date of Birth _____ Social Security No. _____

Other Occupant(s)	Relationship
_____	_____
_____	_____

Residence History for past 3 years, beginning with most recent: (Include City, State and Zip Code)

Applicant's Current Address

Monthly Rent \$	Month/Year Moved In	Reason for Leaving
Owner or Agent	Phone	Fax/e-mail

Applicant's Previous Address (if within 3 years)

Monthly Rent \$	Month/Year Moved In	Reason for Leaving
Owner or Agent	Phone	Fax/e-mail

Co-Applicant's Current Address

Monthly Rent \$	Month/Year Moved In	Reason for Leaving
Owner or Agent	Phone	Fax/e-mail

Co-Applicant's Previous Address (if within 3 years)

Monthly Rent \$	Month/Year Moved In	Reason for Leaving
Owner or Agent	Phone	Fax/e-mail

Vehicle/Driver Information

Vehicle Make/Model	Year	Color	Tag No.	State
Vehicle Make/Model	Year	Color	Tag No.	State

Applicant's Driver's License Number _____ State _____

Co-Applicant's Driver's License Number _____ State _____

In Case of Personal Emergency, notify _____ Relationship _____

Address _____ Phone () _____

Employment Information (All fields must be completed or application will be returned.)

Applicant's Status: Employed Full-Time Employed Part-Time Student Retired Unemployed

Employer _____ **Supervisor/HR Dept Phone ()** _____

Address _____

Dates Employed _____ Employed As _____

Salary \$ _____ Per _____

Other Employer _____ **Supervisor/HR Dept Phone ()** _____

Address _____

Dates Employed _____ Employed As _____

Salary \$ _____ Per _____

If employed less than 6 months, give please complete the following for previous employer or school.

Previous Employer _____ **Supervisor/HR Dept Phone ()** _____

Address _____

Dates Employed _____ Employed As _____

Salary \$ _____ Per _____

If there is other income you would like considered, list amount, source and person whom we should contact for confirmation. Include alimony or child support only if you want it considered in this application.

Monthly Amount \$ _____ Source _____ Person and Phone _____

Co-Applicant's Status: Employed Full-Time Employed Part-Time Student Retired Unemployed

Employer _____ **Supervisor/HR Dept Phone ()** _____

Address _____

Dates Employed _____ Employed As _____

Salary \$ _____ Per _____

Other Employer _____ **Supervisor/HR Dept Phone ()** _____

Address _____

Dates Employed _____ Employed As _____

Salary \$ _____ Per _____

If employed less than 6 months, please complete the following for previous employer or school.

Previous Employer _____ **Supervisor/HR Dept Phone ()** _____

Address _____

Dates Employed _____ Employed As _____

Salary \$ _____ Per _____

If there is other income you would like considered, list amount, source and person whom we should contact for confirmation. Include alimony or child support only if you want it considered in this application.

Monthly Amount \$ _____ Source _____ Person and Phone _____

Other Information

Pets? (Breed, weight, age) _____ Spayed/Neutered? _____

Do you have (circle all that apply) a waterbed? any type RV? a trailer? a commercial vehicle? _____

Please use the space below to provide any information you think would be beneficial in processing this application. Attach an additional sheet if necessary.

Authorization Please read carefully before signing.

The information you have provided will be relied upon in considering your application. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize Patterson-Schwartz to verify any references, including employment and landlord references, which you have listed, and to conduct a credit check.

Fair Credit Reporting Act Pre-Notification Statement: This is to inform you that, as part of our procedure for processing your application, an investigative report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living, whichever may be applicable. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

Fair Housing Act Statement: Federal and state laws make it illegal for anyone to refuse to rent, sell or make housing loans because of **RACE, COLOR, RELIGION, SEX, FAMILIAL STATUS, AGE, HANDICAP OR NATIONAL ORIGIN.**

Agency Disclosure: Patterson-Schwartz, any cooperating broker, and any leasing representative working with either are representing the owner's interest and have fiduciary responsibilities to the owner, but are obligated to treat all parties fairly. Patterson-Schwartz, any cooperating broker, and any leasing representative working with either, without breaching the fiduciary responsibilities to the owner, may, among other services, provide a prospective tenant with information about the attributes of the properties, show properties, and assist in preparing an offer to lease. Patterson-Schwartz, any cooperating broker, and any leasing representative working with either also have the duty to respond accurately and honestly to a prospective tenant's questions and disclose material facts about properties.

The property you are applying for will not be removed from the rental market until the landlord and/or owner approve(s) your application. If all tenants do not sign the Rental Agreement within five calendar days of approval, the property will be placed back on the rental market.

Rental Guidelines:

- **Drivers license or other photo identification required**
- **If a co-signer is to be considered, co-signer must reside and work in state in which property is located**
- **Minimum of 3-5 business days required to process an application**
- **Security deposit to be paid at signing of Rental Agreement**
- **Certified check, bank check or money order required for payment of security deposit, pet deposit (where applicable) and first month's rent**
- **Applicant and co-applicant(s) must view property before signing Rental Agreement**

Applicant Signature Date

Co-Applicant Signature Date

I/We plan to purchase a home within: (please circle one) 12 months 18 months 24 months

PATTERSON-SCHWARTZ & ASSOCIATES

Property Management Department
7234 Lancaster Pike
Hockessin, DE 19707
302-234-5240
FAX: 302-234-5237