



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 _____

Phone: Day () Evening () Mobile ()

Date of Birth Social Security No.

Co-Applicant's Full Name _____

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 ()

Applicant's Previous Address (if within 3 years) _____

Monthly Rent \$	Month/Year Moved In	Reason for Leaving
Owner or Agent		Phone ()

Co-Applicant's Current Address _____

Monthly Rent \$	Month/Year Moved In	Reason for Leaving
Owner or Agent		Phone ()

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

Monthly Rent \$	Month/Year Moved In	Reason for Leaving
Owner or Agent		Phone ()

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 (Pay stubs or written verification of income and employment required; gross weekly income must equal monthly rent)

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

Current Employer

Address

Dates Employed

Employed As

Salary \$ Per

Supervisor/HR Dept Phone ()

Other Current Employer

Address

Dates Employed

Employed As

Salary \$ Per

Supervisor/HR Dept Phone ()

If employed by above less than 6 months, give name and address of previous employer or school.

Previous Employer

Address

Dates Employed

Employed As

Salary \$ Per

Supervisor/HR Dept Phone ()

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

Current Employer

Address

Dates Employed

Employed As

Salary \$ Per

Supervisor/HR Dept Phone ()

Other Current Employer

Address

Dates Employed

Employed As

Salary \$ Per

Supervisor/HR Dept Phone ()

If employed by above less than 6 months, give name and address of previous employer or school.

Previous Employer

Address

Dates Employed

Employed As

Salary \$ Per

Supervisor/HR Dept Phone ()

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

Patterson-Schwartz Property Management Rental Requirements

Scheduling an Appointment

All properties are shown by appointment only, with 48 hours notice required. Before scheduling an appointment to see a property, we must confirm that you are financially qualified to rent the property. For this, we require full name, current address, social security number, signature (fax signature accepted) and payment of a non-refundable \$10 pre-qualification fee (cash, check or credit card) for each prospective tenant. Once you've seen the property, if you choose to make an application, the \$10 fee will be applied to your \$40 application fee. We also require that you drive by the property prior to the appointment to make sure the location is acceptable. An agent will meet you at the property at the agreed upon time. If you miss a scheduled appointment without proper notification (4 hours prior), there will be a \$25 charge to reschedule the appointment.

Multiple Properties

If you wish to view more than one property and the properties are in the same complex/subdivision, they may be seen in a single appointment. Otherwise, there is an hourly fee of \$25 (for any part of an hour, including travel time) to show multiple properties. If you lease a Patterson-Schwartz property, all showing fees will be refunded (up to 10% of the monthly rent of the leased property.)

Application

All prospective tenants must complete a rental application, with no more than two applicants per application. There is a fee of \$40.00 per application (including \$10 pre-qualification fee described above.) All parties desiring occupancy must view the property (by appointment with a Patterson-Schwartz agent) prior to submitting a signed application. If it's not possible for all parties to view the property, a notarized "Authorization to View" must be submitted by the party(ies) not available. An "Authorization to View" may not be acceptable to some owners.

All applications are submitted to the owner by PSA property managers. The sales associate showing the property does not negotiate the rental agreement. The property owner makes the final decision to accept or reject an application.

We request two recent pay stubs (per applicant) be submitted with the rental application. If starting a new job, please provide verification of pending employment ("offer letter"); if employed less than six months, please provide a letter from your employer verifying job title, start date, salary, and supervisor. If you do not have credit references and/or have been employed less than six months, the property owner may require a co-signer. A co-signer must be employed and reside in the state the property is located. Please read carefully all inclusions and exclusions concerning the property being considered. Special requests may be put in writing within the application form. Processing time for an application is 3-5 working days.

Income Requirements

An applicant's income must meet the individual property owner's requirements. If there are multiple applicants, all applicants' incomes may be combined.

Pets

The property owner dictates the pet policy for the particular unit. If the rental property description indicates no pets, then the owner will not consider pets. If the owner indicates that pets will be considered, it normally means one pet, although we will seek the permission of the owner (prior to processing the application) if you have more than one. A pet deposit is required.