



Residential Lease Application

Before you bring in or submit your rental application(s), please do not forget the following items:

- 1) **Proof of Income**
 - a. Three current pay stubs (if applying as personal).
 - b. If you are starting a new job or transferring to the area, an offer letter from your employer, stating income and start date.
- 2) **Photo ID**
 - a. Please provide a copy of applicants valid Drivers License, student ID or other official state or federal photo identification. A copy will be kept on file.
- 3) **Application Fee**
 - a. There is a non-refundable \$ 50 application fee, charged per applicant. Co-Signers must also pay the \$ 50. Payment must be in personal check, money order or cashier check made payable to **APG LIVING**.
- 4) **Consent to Perform Credit, Background and Reference Check Form**
 - a. A signed and dated authorization form must be submitted with the application package.
- 5) **Deposit Receipt and Agreement**
 - a. A signed and dated authorization form must be submitted with the application package.
 - b. This deposit takes the unit off the market for the time it takes to process your Residential Lease Application but only if you and each co-applicant have provided everything on this checklist. The holding deposit is refunded to you if the application is declined. If your application is approved, it will be applied to your Security Deposit. Payment must be in the form of a cashier check, money order or personal check and made payable to **APG LIVING**.

We cannot accept cash for the Temporary Hold Deposit.

Units are rented on a first come, first served basis. Therefore the application should be submitted as soon as possible.

Our office hours are Monday through Friday from 9am to 5pm.

You may mail the application to:

**APG Living
1613 Walnut St, 2nd Fl
Philadelphia, PA 19103**

****Processing the application usually takes 3-5 business days to complete.****

DENIAL DISCLOSURE

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, National origin, sex, marital status, age (provided the applicant has the legal capacity to enter into a binding contract), because all or part of the Applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Deposit Insurance Corporation, Suite 1600, One Atlantic Center, 12012 West Peachtree Street, N.E., Atlanta, GA 30309-3449. If your application for credit is denied, you have the right to a written statement of the specific reason(s) for the denial. If you wish to receive that statement, please write to APG Living, 1613 Walnut St, 2nd Fl, Philadelphia, PA 19103 within 60 days from the date you are notified of the decision. We will send you a written statement of the reason(s) for the denial within 30 days of receiving your written request.



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Property & Unit Requested:	Lease Start Date:	Term Requested:
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Applicant Information

Name:		
Email:		
Date of birth:	SSN:	Phone:
Current address:		
City:	State:	ZIP Code:
Own or Rent:	Monthly payment or rent:	How long?
Previous address:		
City:	State:	ZIP Code:
Own or Rent:	Monthly payment or rent:	How long?

Employment Information

Current employer:		
Employer address:		How long?
Phone:	Email:	Fax:
City:	State:	ZIP Code:
Position:	Hourly or Salary:	Annual income:

Emergency Contact

Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			

Co-applicant Information

Name:		
Email:		
Date of birth:	SSN:	Phone:
Current address:		
City:	State:	ZIP Code:
Own or Rent:	Monthly payment or rent:	How long?
Previous address:		
City:	State:	ZIP Code:
Own or Rent:	Monthly payment or rent:	How long?

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Co-applicant Employment Information			
Current employer:			
Employer address:			How long?
Phone:	E-mail:		Fax:
City:	State:	ZIP Code:	
Position:	Hourly or Salary:	Annual income:	
References			
Name:	Address:		Phone:

CERTIFICATION AND AUTHORIZATION

THE SIGNER(S) CERTIFIES THAT HE/SHE IS AUTHORIZED TO EXECUTE THE APPLICATION FOR THE BUSINESS NAMED ABOVE, AND THAT THE INFORMATION IN THIS APPLICATION AND ANY OTHER DOCUMENTS SUBMITTED IN CONNECTION WITH THE APPLICATION ARE TRUE, CORRECT AND COMPLETE. THE SIGNER(S) AUTHORIZES APG LIVING TO VERIFY THE INFORMATION AND TO OBTAIN PERSONAL, CONSUMER, AND/OR BUSINESS CREDIT REPORTS. THE SIGNER(S) FURTHER AGREES TO PROVIDE ADDITIONAL INFORMATION UPON REQUEST AND TO NOTIFY APG LIVING PROMPTLY OF ANY MATERIAL CHANGE IN THE INFORMATION PROVIDED IN THIS APPLICATION.

<p>Signed By: _____ Date: _____</p> <p>Signed By: _____ Date: _____</p>

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CONSENT TO PERFORM CREDIT, BACKGROUND, AND REFERENCE CHECKS

I, _____ (applicant), authorize and permit APG LIVING (Leasing Agent for Property Owner) to perform background checks and obtain information about me from credit reporting sources, current and previous landlords, personal and professional references, employers, banks, and law enforcement agencies.

I also authorize and give permission for all parties listed to disclose any information requested about me to the rental owner or manager stated above. I further authorize and permit the rental owner or manager to obtain updated information annually and on future occasions for rental renewal consideration and for collection purposes should that be deemed necessary.

Furthermore, by signing below I attest that I have I am the person named above, or have signing rights to enter into financial and legal contractual agreements on behalf on the applicant.

Rental Applicant (print): _____ SSN: _____

Rental Applicant (signature): _____ Date: _____

Rental Co-Applicant (print): _____ SSN: _____

Rental Co-Applicant (signature): _____ Date: _____

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DEPOSIT RECEIPT AND AGREEMENT

The sum of _____ (\$ _____) is received from _____, (Applicant(s)) for the purpose of verifying information submitted on the rental application and for holding the Residential Space commonly known as _____ (Address) until _____ 3-5 days _____ (Date) or such earlier time as the undersigned owner/manager is able to complete a verification of the information submitted to on the Applicant's rental application and schedule for lease signing.

This unit will be rented to the Applicant provided that:

- 1) The applicant's rental application and credit history satisfy the owner;
- 2) The Applicant signs the rental agreement within 72 hours of being approved,
- 3) Within 72 hours of being approved, the Applicant pays all the sums necessary to move in.

In the event that the applicant is approved to rent this unit and meet all three of the conditions above, this entire deposit will be applied to applicants' move-in deposit, except for the sum of _____ \$0 _____, which shall be allocated to pay for verification of the Applicant's rental application.

In the event that the Applicant be approved to rent this unit and does not do so, none of this deposit will be refunded.

In the event that the Applicant is not approved to rent this unit, the Owner/Manager will refund all of this deposit except for the sum of _____ \$0 _____, which shall be allocated to pay for verification of the Applicant's rental application.

Rental Applicant (print): _____ SSN: _____

Rental Applicant (signature): _____ Date: _____

Rental Co-Applicant (print): _____ SSN: _____

Rental Co-Applicant (signature): _____ Date: _____

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