

Application Fee Paid: _____
Received By _____ Date _____

Rental Application Procedure

1. All persons must be a minimum of 18 years of age to rent in Pennsylvania.
2. Complete Rental Application (see attached). Please be sure to fill out all applicable information and sign at the very bottom. Include your weekly gross income. Also, include any and all previous addresses.
3. The signature of **EACH** applicant is required on the Employment/Credit Verification form (see attached). All signatures are required before the application process can start. Copied of three most current pay stubs are required to review an application (*Income criteria: 1 week gross income **should** be equal to or greater than the Rent.*)
4. Return the application to our office with the applicable fee:

\$40.00 – single person

\$70.00 – two adults

\$85.00 – three adults

These fees are NON-REFUNDABLE

** Pennsylvania State Laws allows no more than three applicants on any one lease.

5. **Please allow our office 7 business days to process the application. *PLEASE DO NOT*** contact our office prior to 7 business days to assess the status of your application. These calls will only slow down the application process. We will contact you in writing when a decision is reached.
6. If your application is accepted there are two deposits required to hold the unit:
 - a) A one time **NON-REFUNDABLE** Lease Fee of \$35.00
 - b) Security deposit, for the unit typically one month rent.Both of these are due within 2 calendar days (money order or certified check only) of notification from our office that your application has been accepted. If these are not received within those three days, our office will accept the next viable tenant.
7. Once your application has been accepted and the money is on deposit with our Office, if you fail to sign a lease for the unit you have originally applied for, both deposits (a and b) are forfeited and are **NON-REFUNDABLE**. *Missed appointments to sign your lease will be charged a \$25 rescheduling fee.*
8. **All monies must be paid in full at the signing of the lease in the form of Money Orders only.** Subsequent rent payments can be in the form of a Personal Check, Certified Check or Money Order. If at anytime during the lease, one of your checks should bounce, there is a non refundable \$50.00 Bounced Check Fee.

Please Note: Submitting an application does not hold any unit or house. Only the approval of the management office, after complete verification of any and all application information will approval be possible. Applicants are NOT chosen on a “first come, first serve” basis. Using its best judgment and discretion, management or ownership will seek the strongest available applicant at the time of approval. If approved, see page 2.

WHAT HAPPENS IF YOU ARE APPROVED?

Here is what you would do next:

- Bring your deposit for an amount equal to one month rent and a \$35 lease fee, in the form of a money order to our office. Use of the drop box is fine. Please make sure your put your NEW address is on the money order.
- At the same time you deliver your deposit please indicate to us what date and time that you would like to sign your lease. As a rule, applicants **must** sign their lease within 14 days of approval. However, to ensure the unit and the lease is complete and ready, please give 3 business day notice (after you deliver the escrow deposit) when setting your leasing appointment. I.e. Escrow deposit given on 3/15, sign lease on 3/18.
- Call the utility companies to set up service in your name to begin the 1st day of your lease. If the utility company requires a lease as proof of your residency, you will be given a copy of the lease at the lease signing. We are unable to provide a lease to you until the date of move in when all monies are paid in full. PECO Energy 1-800-494-4000 PGW 215-235-1000
- On the day you sign your lease you **MUST** have certified funds. No cash, no personal checks.
- Place a forward order with the post office so you may receive your mail at your new address
- On moving day, be careful not to place trash outside prior to trash day. You will be penalized by the City of Philadelphia
- Always notify management with your new home number
- Always promptly notify management of any defects in the property that you may find by calling 215-271-8126, ext 15, **DO NOT LEAVE MESSAGES WITH STAFF MEMBERS OR VISIT THE OFFICE**
- Always be a good neighbor and good citizen. Positive people take positive action
- Once a leasing appointment is set, if you miss the appointment you will be charged \$25. **PLEASE DO NOT MISS YOUR APPOINTMENT TO SIGN YOUR LEASE**
- Office hours for leasing appointments is 10 AM-4 PM Monday-Friday Saturday 10 AM-12 PM, at our office which is located at:

DJCRE, INC. 1611 Snyder Avenue Philadelphia, Pa 19145

We look forward to working with you!

Address Applied or _____
Application Fee Paid _____
Move in Date, if Approved _____

Rental Application

Name of Applicant _____ EMAIL Address _____

Present Address _____ Current Landlord Name & # _____

City, State, Zip _____ Past Landlord Name & number _____

Phone Number _____ Social Sec. No. _____ D.O.B _____

Drivers License # _____ State _____

Reason for move: _____

Current Employer _____

Position _____ Contact _____ Phone # _____

Start Date _____ Base Salary _____

Amount & source additional income (if any) _____

Spouse/Co Applicant _____

Present Address _____

City, State, Zip _____

Phone Number _____ Social Sec. No. _____ D.O. B _____

Drivers License # _____ State _____

Current Employer _____

Position _____ Contact _____ Phone # _____

Start Date _____ Base Salary _____

Amount & source additional income _____

How many will be living in this unit? Adults _____ Children _____ Pets? _____

How long have you lived at the present Address? _____

Have you lived outside of this state? if so, where? _____

Any judgments or evictions? _____

Any willfull non payment of rent? _____

If so, reason? _____

Name of Bank _____

Personal References	Relationship & Address	Telephone
_____	_____	_____
_____	_____	_____

I represent that the information provided in this application is true and correct to the best of my knowledge. You are hereby authorized to verify my credit and employment references in connection with the processing of this application. I acknowledge receipt of a copy of this application & disclosure statement.

Dated: _____ Application: _____

Dated: _____ Spouse/Co Applicant _____



DJ CILIONE REAL ESTATE
SALES, LEASING & PROPERTY MANAGEMENT

1607 W. PASSYUNK AVENUE - PHILADELPHIA, PA 19145 - 215-271-7070 - Fax: 215- 271-7071

Employment Verification Authorization

I, below signed applicant(s), hereby authorize D. J. CILIONE Real Estate, Inc. to call my current employer and verify any pertinent information from my employer, include, but not limited to information on my position, my salary/hourly wage, the length of time of my employment as well as my standing in the company.

Applicant

Applicant

Applicant

I, below signed applicant(s), hereby authorize D.J. CILIONE Real Estate, Inc. to use my social security number, which I have provided to them, to run a credit and eviction report on my social security number, which I have provided to them, to run a credit and eviction report on me in order to qualify me for the unit that I am applying. ***I understand that any derogatory information can be used to refuse my application.***

Applicant

Applicant

Applicant

**CONSUMER NOTICE FOR TENANTS
THIS IS NOT A CONTRACT**

CNT

(Licensee) **D.J. CILIONE REAL ESTATE, INC.** hereby states that with respect to this property (describe property)

I am acting in the following capacity: (check one)

- (i) Owner/Landlord of the Property;
- (ii) A direct employee of the Owner/Landlord; OR
- (iii) An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement

I acknowledge I have received this Notice:

_____	_____
Print (Consumer)	Print (Consumer)
_____	_____
Signed (Consumer)	Signed (Consumer)
_____	_____
Address (Optional)	Address (Optional)
_____	_____
Phone Number (Optional)	Phone Number (Optional)

I certify that I have provided this Notice:

_____	_____
(Licensee)	(Date)

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_____	_____
Print (Consumer)	Print (Consumer)
_____	_____
Signed (Consumer)	Signed (Consumer)
_____	_____
Address (Optional)	Address (Optional)
_____	_____
Phone Number (Optional)	Phone Number (Optional)

I certify that I have provided this Notice:

_____	_____
(Licensee)	(Date)

Address affiliated with _____

Applicant's name: _____

Application Fee Paid _____

Addendum to Rental Application

Name of Co-signor _____ EMAIL Address _____

Present Address _____ Current Landlord Name & # _____

City, State, Zip _____

Home Phone # _____ Cell Phone # _____ Work# _____

Social Security # _____ D.O.B _____

Drivers License # _____ State _____

Current Employer _____

Position _____ Contact _____ Phone # _____

Start Date _____ Base Salary _____

Amount & source additional income (if any) _____

To your knowledge, how many people will be living in this unit?

Adults _____ Children _____

Pets? _____, if yes, what kind? _____

How long have **you** lived at the present Address? _____

Any judgments or evictions? _____

Any willful non payment of rent? _____

If so, reason?

I represent that the information provided in this application is true and correct to the best of my knowledge. You are hereby authorized to verify my credit and employment references in connection with the processing of this application. I acknowledge receipt of a copy of this application & disclosure statement. I understand and agree that I am offering my personal and financial guarantee for _____ in the event they do not pay their full obligation, (rent, utility, or accrued fines, or create damage to the leased premises) under this lease and ANY future renewal of this lease.

Dated: _____ Co-signor: _____

PGW TENANT ADDENDUM

1. TENANT ACKNOWLEDGES RESPONSIBILITY FOR PAYMENT OF ALL BILLS FROM THE PHILADELPHIA GAS WORKS (PGW) FOR GAS CONSUMED UPON THE LEASED PREMISES AND AGREES AS FOLLOWS:
 - a. TENANT SHALL PROVIDE PROOF OF PAYMENT EVERY MONTH OF ALL OUTSTANDING BALANCES DUE TO THE PHILADELPHIA GAS WORKS
 - b. FAILURE OF TENANT TO PAY ALL BILLS, OR FAILURE TO PRESENT PROOF OF PAYMENT, SHALL BE CAUSE FOR LEASE TERMINATION AND EVICTION.
 - c. TENANT SHALL PROVIDE TO LANDLORD INFORMATION REGARDING ALL OCCUPANTS OF THE PREMISES AND SUCH OTHER INFORMATION AS MAY FROM TIME TO TIME BE REQUIRED BY THE PHILADELPHIA GAS WORKS
 - d. TENANT SHALL PROVIDE IMMEDIATE ACCESS TO THE RENTAL UNIT FOR PURPOSES OF UTILITY SHUT OFF IF THE PHILADELPHIA GAS WORKS ADVISES THAT THE GAS IS SCHEDULED TO BE SHUT OFF FOR NONPAYMENT. SUCH CIRCUMSTANCE SHALL BE CONSIDERED AN EMERGENCY WARRANTING REMOVAL BY THE LANDLORD OF LOCKS AND SUCH FORCIBLE ENTRY AS MAY BE REQUIRED TO PROVIDE THE PGW TECHNICIAN WITH ACCESS TO GAS METER.
 - e. TENANT SHALL BE RESPONSIBLE FOR ALL COSTS OF REPAIR TO THE PROPERTY IF FORCEIBLE ENTRY TO REQUIRED TO PROVIDE ACCESS BY LANDLORD OR A PHILADELPHIA GAS WORKS EMPLOYEE. TENANT IS ADVISED THAT SUCH DAMAGES CAN BE AVOIDED BY PROVIDING ACCESS TO THE LANDLORD AND OR PGW UPON DEMAND.
 - f. FAILURE BY TENANT TO PAY THE PGW GAS BILL WHEN DUE SHALL ALLOW LANDLORD AT LANDLORD'S SOLE DISCRETION TO DEDUCT THE AMOUNT OF ANY UNPAID GAS BILL FROM THE TENANT'S SECURITY DEPOSIT AND MAKE PAYMENT TO PGW TO PREVENT THE GAS SHUTOFF. LANDLORD SHALL HAVE NO DUTY TO PREVENT A TENANT'S GAS SHUTOFF BY USE OF THE TENANT'S SECURITY DEPOSIT OR BY ANY OTHER MEANS. IT IS TENANT'S RESPONSIBILITY AT ALL TIMES TO PAY FOR THE GAS USAGE AT THE LEASED PREMISES. TENANT SHALL REPAY TO LANDLORD THE AMOUNT OF THE SECURITY DEPOSIT DEDUCTED AND USED TOWARDS A TENANT GAS BILL WITHIN FIVE (5) DAYS OF WRITTEN NOTICE OF SUCH DEDUCTION AND TENANT'S OBLIGATION FOR PAYMENT. NON-PAYMENT SHALL BE FURTHER GROUNDS FOR LEASE TERMINATION AND EVICTION AS A BREACH OF THIS LEASE AGREEMENT.
2. TENANT ACKNOWLEDGES HAVING READ THIS LEASE PROVISION, UNDERSTANDING WHAT IS REQUIRED OF TENANT ACCEPTS THIS LEASE PROVISION AS PART OF THE EXISTING LEASE AGREEMENT BY CONSENSUAL AMENDMENT, AS A POLICY AND PROCEDURE OF THE LANDLORD IF NOT A LEASE AMENDMENT, AS A POLICY AND PROCEDURE OF THE LANDLORD

IF NOT A LEASE AMENDMENT OR AS AN ADDENDUM TO THE WRITTEN LEASE ENTERED INTO BETWEEN PARTYS ON THIS SAME DATE.

3. LANDLORD ASSUMES NO LIABILITY FOR ACTS OR OMISSIONS OF THE PHILADELPHIA GAS WORKS OR ITS AGENTS AND TENANT HEREBY FULLY AND COMPETELY RELEASES LANDLORD, IT SUCCESSORS OR ASSIGNS, AS WELL AS ANY PROPERTY MANAGER FROM ANY SUCH CLAIM.

IT IS FURTHER AGREED THAT FROM TIME TO TIME THE PHILADELPHIA GAS WORKS MAY MODIGY THEIR POLICIES IN RESPECT TO TENANT GAS USAGE AND LANDLORD PARTICPATION IN GAS LINE SHUTOFF. THIS LEASE PROVISION SHALL BE MODIFIED BY LANDLORD FROM TIME TO TIME CONSISTENCT WITH THE POICIES OF PGW IF AND IN THE EVENT OF ANY CHANGES.

WHEREFORE, the parties confirm their intent to be legally bounded by the provisions sent forth above by setting fourth their signatures below.

DATE: _____

Tenant

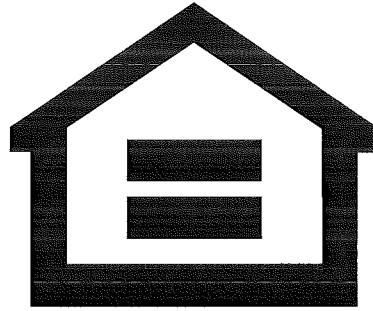
DATE: _____

Tenant

DATE: _____ by: _____

OWNER

(Print Name and Authority)



**EQUAL HOUSING
OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair
Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is illegal to Discriminate Against Any Person
Because of Race, Color, Religion, Sex,
Handicap, Familial Status, or National Origin**

- In the sale or rental of housing or residential lots
- In the provision of real estate brokerage services
- In advertising the sale or rental of housing
- In the appraisal of housing
- In the financing of housing
- Blockbusting is also illegal

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:

1-800-669-9777 (Toll Free)
1-800-927-9275 (TTY)

**U.S. Department of Housing and
Urban Development
Assistant Secretary for Fair Housing and
Equal Opportunity
Washington, D.C. 20410**

Conditions Under Which We Can Refuse a Prospective Tenant

- *Won't furnish references from a previous landlord*
- *Can not provide valid current state or federal issued identification with picture*
- *Fails to complete and sign application or lease*
- *Falsifies any information on application or lease*
- *Has unpaid bills or history of late payments*
- *Is a minor*
- *Security Deposit check or first month's rent check in not honored by the bank*
- *Doesn't have enough income to pay the rent (income 4x the rent)*
- *Can't pay the security deposit, last month and month's rent in advance*
- *Has a history of disturbing neighbors*
- *Has a loud motorcycle or commercial vehicle*
- *Has too many people for the size of the unit available (except seeing-eye dogs)*
- *Has a reported history of property destruction*
- *Has a history of criminal activity – including any members of family included in the lease*
- *Plans to use the premises for anything other than primary living current legal zoned use.*
- *Has several large objects that can't be stores on premises*
- *Has a waterbed*
- *Is a smoker*
- *Will not pay application fee*
- *Can not obtain utility service in your name*