

**Subject:** Hello From Mt. Airy Real Estate

**Mount Airy Real Estate**, Q Enterprises Inc. -> 6330 Germantown Ave. Philadelphia PA 19144 M-F 10a-5p

Office 215-848-6030 Fax 215-848-6020 Email: [mar6330@comcast.net](mailto:mar6330@comcast.net) Website: [www.mtairy-realestate.com](http://www.mtairy-realestate.com)

We would like to reintroduce ourselves to you and some of our services:

First time home buyers! Grants for first time buyers! First time Investors! Tenant placement! Property Management! Appraisals!

Here's what we need in order to get the results that you want in the timeframe you want:

- 1- 0A Complete Rental Application (including past & present landlords and employers information with names and phone numbers)
- 2- Proof of Income: Copies of your last 2-3 pay stubs and/or award letters for SSI, Disability, Welfare, Unemployment.
- 3- Photo Identification
- 4- \$50.00 Per application/background check fee (non-refundable). We work with you until we find you a place, at which time there is a \$100.00 tenant placement fee.
- 5- Letter Explaining Your Credit Situation – Even if you're credit is low we can work with you. Here you are writing to potential landlords to give your perspective on what they will be seeing as simple numbers. They need to see it from your eyes. Keep it at one page, clear and easy to read.
- 6- Letter Explaining Any Criminal Background – We can still work with you. Like with the credit letter, writing to potential landlords to explain as briefly as possible what happened, that you have moved on and it is in the past. Don't give too much information but let them know you are good people. One page.
- 7- Letter Explaining Any Issues w/ Previous Landlords – Same as above. These will show up on credit report also. Better to address any negative past issues in an upfront manner, it saves time. One page.
- 8- Letters of Recommendation from Landlords & Employers – especially good references from landlords.

Once we receive all of the information we need, then we can get started!

### TENANT RENTAL QUESTIONNAIRE

1. How many adults will be in the unit?
2. How many children? \_\_\_ Ages? \_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_
3. Price range: From \$ \_\_\_ To \$ \_\_\_
4. Number of bedrooms? \_\_\_ Number of bathrooms? \_\_\_
5. Zip/Location/Area(s) of Interest? \_\_\_\_\_
6. When do you need to move by? \_\_\_\_\_
7. Please give a brief explanation of why you want to move:  
\_\_\_\_\_  
\_\_\_\_\_
8. How is your credit? Excellent \_\_\_ Good \_\_\_ Poor \_\_\_
9. What times are you available?  
WEEKDAY: Morning \_\_\_ Noon \_\_\_ Night \_\_\_  
WEEKEND: Morning \_\_\_ Noon \_\_\_ Night \_\_\_
10. What times are best?

# RENTAL APPLICATION

RA

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of Realtors® (PAR).

**The Consumer Notice (49 Pa. Code §35.336) should be provided before completing this form.**

## APPLICANT'S RELATIONSHIP WITH PA LICENSED BROKER

☐ No Business Relationship (Applicant is not represented by a broker)

Broker (Company) Mount Airy Real Estate, Q

Enterprise Inc

Company License # \_\_\_\_\_

Company Address 6330 Germantown Ave

Philadelphia, PA 19144-1908

Company Phone (215) 848-6030

Company Fax (215) 848-6020

Broker is (check only one):

☐ Tenant Agent (Broker represents Applicant only)

☐ Dual Agent (See Dual and/or Designated Agent box below)

Licensee(s) (Name) Qaadir William Logan, CEO, GRI

State License # Rm419957

Direct Phone(s) (215) 848-6030

Cell Phone(s) (215) 287-7571

Email mar6330@comcast.net

Licensee(s) is (check only one):

☐ Tenant Agent (all company licensees represent Applicant)

☐ Tenant Agent with Designated Agency (only Licensee(s) named above represent Applicant)

☐ Dual Agent (See Dual and/or Designated Agent box below)

☐ Transaction Licensee (Broker and Licensee(s) provide real estate services but do not represent Applicant)

## LANDLORD'S RELATIONSHIP WITH PA LICENSED BROKER

☐ No Business Relationship (Landlord is not represented by a broker)

Broker (Company) \_\_\_\_\_

Company License # \_\_\_\_\_

Company Address \_\_\_\_\_

Company Phone \_\_\_\_\_

Company Fax \_\_\_\_\_

Broker is (check only one):

☐ Landlord Agent (Broker represents Landlord only)

☐ Dual Agent (See Dual and/or Designated Agent box below)

Licensee(s) (Name) \_\_\_\_\_

State License # \_\_\_\_\_

Direct Phone(s) \_\_\_\_\_

Cell Phone(s) \_\_\_\_\_

Email \_\_\_\_\_

Licensee(s) is (check only one):

☐ Landlord Agent (all company licensees represent Landlord)

☐ Landlord Agent with Designated Agency (only Licensee(s) named above represent Landlord)

☐ Dual Agent (See Dual and/or Designated Agent box below)

☐ Transaction Licensee (Broker and Licensee(s) provide real estate services but do not represent Landlord)

## PROPERTY INFORMATION (To be supplied by Broker for Landlord)

Address \_\_\_\_\_

Move-in Date \_\_\_\_\_

Application Fee (non-refundable) \$ 50.00

Monthly Rent \$ \_\_\_\_\_

First Month's Rent \$ \_\_\_\_\_

Rent and Security Deposit checks will be written separately.

Are pets permitted? ( ☐ Yes ) ( ☐ No ) May be subject to review. **Note:** The term "pets" does not include guide or support animals.

Non-refundable Pet Fee \$ \_\_\_\_\_

Other \_\_\_\_\_

Is rental insurance required for tenants? ( ☒ Yes ) ( ☐ No )

Term \_\_\_\_\_

Application Deposit \$ \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_

Last Month's Rent \$ \_\_\_\_\_

Pet Rent \$ \_\_\_\_\_

Other \_\_\_\_\_

## DUAL AND/OR DESIGNATED AGENCY

A Broker is a Dual Agent when a Broker represents both Landlord and Tenant in the same transaction. A Licensee is a Dual Agent when a Licensee represents Landlord and Tenant in the same transaction. All of Broker's licensees are also Dual Agents UNLESS there are separate Designated Agents for Landlord and Tenant. If the same Licensee is designated for Landlord and Tenant, the Licensee is a Dual Agent.

By signing this Agreement, Landlord and Tenant each acknowledge having been previously informed of, and consented to, dual agency, if applicable.

Applicant's Initials \_\_\_\_\_

RA Page 1 of 4



Pennsylvania Association of REALTORS®

Mount Airy Real Estate, Q Enterprises Inc, 6330 Germantown Avenue Philadelphia, PA 19144-1908  
William Qaadir Logan

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1/17; rel. 7/17

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Rental Application

Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 [www.ziplogix.com](http://www.ziplogix.com)

1. **APPLICANT INFORMATION**

(A) The individual listed below is a(n): ☐ Applicant ☐ Co-signer

Each Co-signer must complete an application for the Property and will be considered an "Applicant" as defined in this form. If the application is approved and the parties enter into a lease, each Co-signer will be individually responsible for all of the obligations of the lease, including rent, fees, damages and other costs. Co-signers will not have the right to occupy the Property as a tenant without Landlord's prior written permission.

Full Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

How did you hear about the Property? \_\_\_\_\_

(B) Provide at least **two years** of history. Attach additional sheets if more space is needed.

Present Address & ZIP \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

Rent/Mortgage \$ \_\_\_\_\_

/mo.

☐ Own

☐ Rent

☐ Other

Landlord/Mortgage Co. Name & Phone \_\_\_\_\_

Previous Address & ZIP \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

Rent/Mortgage \$ \_\_\_\_\_

/mo.

☐ Own

☐ Rent

☐ Other

Landlord/Mortgage Co. Name & Phone \_\_\_\_\_

(C) **Is Applicant at least 18 years old?** ☐ Yes ☐ No

Are you applying with anyone else? ☐ Yes ☐ No **A separate application must be completed for each applicant/co-signer.**

Name \_\_\_\_\_

☐ Applicant

☐ Co-signer

Name \_\_\_\_\_

☐ Applicant

☐ Co-signer

Name \_\_\_\_\_

☐ Applicant

☐ Co-signer

Name \_\_\_\_\_

☐ Applicant

☐ Co-signer

Will anyone else be occupying the property? ☐ Yes ☐ No

If yes, include the full name of any other person not listed above who will be occupying the property.

Name \_\_\_\_\_

☐ 18 or older

Name \_\_\_\_\_

☐ 18 or older

Name \_\_\_\_\_

☐ 18 or older

Name \_\_\_\_\_

☐ 18 or older

☐ Check here if additional information is attached

2. **EMPLOYMENT INFORMATION**

Provide at least two years of history. Attach additional sheets if more space is needed.

Employer \_\_\_\_\_

Employed From \_\_\_\_\_

To \_\_\_\_\_

Position \_\_\_\_\_

City/State \_\_\_\_\_

Phone \_\_\_\_\_

Supervisor \_\_\_\_\_

Gross Income: \$ \_\_\_\_\_

/mo.

OR \$ \_\_\_\_\_

/hr., for \_\_\_\_\_

hrs. per week (on average)

Previous Employer \_\_\_\_\_

Employed From \_\_\_\_\_

To \_\_\_\_\_

Position \_\_\_\_\_

City/State \_\_\_\_\_

Phone \_\_\_\_\_

Supervisor \_\_\_\_\_

Gross Income: \$ \_\_\_\_\_

/mo.

OR \$ \_\_\_\_\_

/hr., for \_\_\_\_\_

hrs. per week (on average)

☐ Proof of income attached

☐ Check here if additional information is attached

3. **OTHER INCOME USED FOR MONTHLY EXPENSES**

Alimony, child support, or separate maintenance income need not be revealed if Applicant does not wish to have it considered as a basis for paying this obligation.

Source

Amount

Source

Amount

☐ Check here if additional information is attached

4. **BANK ACCOUNT INFORMATION**

Bank Name

Account Type

Balance

☐ Check here if additional information is attached

Applicant's Initials \_\_\_\_\_

60 Applicant Name \_\_\_\_\_

61 **5. MONTHLY PAYMENTS**

62 Lender Name	63 Loan Type	64 Balance Due	65 Monthly Payment
66 _____	67 _____	68 \$ _____	69 \$ _____
70 _____	71 _____	72 \$ _____	73 \$ _____
74 _____	75 _____	76 \$ _____	77 \$ _____
78 _____	79 _____	80 \$ _____	81 \$ _____

82 ☐ Check here if additional information is attached

83 **6. VEHICLE**

84 Include any cars, trucks, vans, motorcycles, trailers, boats and recreational vehicles.

85 Make/Model	86 Year	87 Color	88 License Plate/State
89 _____	90 _____	91 _____	92 _____
93 _____	94 _____	95 _____	96 _____
97 _____	98 _____	99 _____	100 _____

101 ☐ Check here if additional information is attached

102 **7. PETS**

103 Does any Applicant or Occupant own any pets (guide and support animals not included)? ( ☐ Yes ) ( ☐ No )  
104 If yes, provide detail below.

105 Type (Cat, dog, etc.)	106 Pet 1	107 Pet 2	108 Pet 3
109 Breed	110 _____	111 _____	112 _____
113 Age	114 _____	115 _____	116 _____
117 Weight	118 _____	119 _____	120 _____
121 Gender	122 _____	123 _____	124 _____

125 **8. OTHER INFORMATION**

126 ( ☐ Yes ) ( ☐ No ) Have you ever declared bankruptcy or suffered foreclosure?

127 If yes, list any payments: \$ \_\_\_\_\_

128 ( ☐ Yes ) ( ☐ No ) Have you ever defaulted on your mortgage?

129 ( ☐ Yes ) ( ☐ No ) Have you been evicted or sued for unpaid rent or damages to leased property?

130 ( ☐ Yes ) ( ☐ No ) Have you ever refused to pay rent for any reason?

131 ( ☐ Yes ) ( ☐ No ) Have you ever been convicted of or entered a plea of guilty or nolo contendere for a felony or misdemeanor?

132 ( ☐ Yes ) ( ☐ No ) Since January 1, 1998, Have you been obligated to pay support under any order(s) of record? If yes:

133 County \_\_\_\_\_ Domestic Relations File or Docket Number: \_\_\_\_\_  
134 Amount \_\_\_\_\_ Are you delinquent? \_\_\_\_\_

135 If you answered "yes" to any of the above questions, you may not be automatically disqualified from residency. Please explain any  
136 "yes" answers provided above: \_\_\_\_\_  
137 \_\_\_\_\_  
138 \_\_\_\_\_

139 ☐ Check here if additional information is attached

140 **9. CONDITION OF PROPERTY**

141 The Property will be leased in the same condition as it is shown unless otherwise provided in the lease.

142 **10. APPLICATION FEE**

143 The Application Fee is NON-REFUNDABLE and will not be applied towards rent or other financial obligations should Applicant be  
144 approved, nor refunded if not approved. Applicant agrees that this sum is paid in consideration of Landlord/Broker for Landlord's  
145 review and/or verification of the information stated in the application:

146 **11. OBLIGATION TO ENTER INTO LEASE AGREEMENT/ DAMAGES**

147 Upon submission of this Application, Landlord/Broker for Landlord reserves the right to remove property from the available rent list.  
148 If this Application is denied by Landlord, the Application Deposit shall be refunded to Applicant. If this Application is approved and  
149 Applicant fails to rent the Property, Landlord shall be entitled to retain the Application Deposit.

150 **12. CONVICTED SEX OFFENDERS (MEGAN'S LAW)**

151 The Pennsylvania General Assembly has passed legislation (often referred to as "Megan's Law," 42 Pa.C.S. § 9791 et seq.) providing  
152 for community notification of the presence of certain convicted sex offenders. Potential tenants are encouraged to contact the  
153 municipal police department or the Pennsylvania State Police for information relating to the presence of sex offenders near a  
154 particular property, or to check the information on the Pennsylvania State Police Web site at [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us).

155 **13. NOTICE TO PERSONS OFFERING TO SELL OR RENT HOUSING IN PENNSYLVANIA**

156 (A) Federal and state laws make it illegal for Landlord, Broker, or anyone to use RACE, COLOR, RELIGION or RELIGIOUS  
157 CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under 18 years of age), AGE (40 or older),  
158 NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OR RELATION-  
159 SHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to sell, show, or  
160 rent properties, loan money, or set deposit amounts, or as reasons for any decision relating to the sale of property. The municipality

161 Applicant's Initials \_\_\_\_\_

131 **Applicant Name** \_\_\_\_\_

132 in which the Property is located may have enacted an ordinance or other law that extends the protections for access to housing to  
133 additional classes of individuals, such as gay, lesbian, bisexual and transgender individuals and couples. Broker and Landlord are  
134 advised to check with your local municipality, representative from the Pennsylvania Human Relations Commission, or your own  
135 attorney for further guidance.

- 136 (B) The Fair Housing Act prohibits rental practices which have a discriminatory effect on members of protected classes, including out-  
137 right bans on offering housing to individuals based on arrests or convictions without a case-by-case assessment of relevant miti-  
138 gating factors. Consideration of an applicant's criminal history must be limited to convictions and should include an evaluation of  
139 the nature and severity of the offense, the amount of time that has passed since the criminal conduct occurred, and whether denial  
140 of the application will serve a substantial, legitimate, nondiscriminatory interest. Selective use of an applicant's criminal history  
141 as a pretext for intentional discrimination based on race, national origin, or other protected characteristics may be a violation of  
142 the Act, as well.

143 **14. FAIR CREDIT REPORTING ACT**

144 If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report author-  
145 ized by paragraph 16 of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the denial,  
146 and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free tele-  
147 phone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis) that furnished  
148 the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to provide  
149 you with the specific reasons why your application was denied, (3) a numerical credit score, the range of possible credit scores under  
150 the model used, up to four of the key factors that led to the denial, and the date the credit score was created (4) information about how  
151 to obtain a free copy of your consumer report from the consumer reporting agency, and (5) information about how to dispute the accu-  
152 racy or completeness of any information in a consumer report furnished by the agency. If the Landlord or Broker denies your applica-  
153 tion because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), the  
154 Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.

155 **15. SPECIAL CLAUSES**

- 156 (A) The following are part of this Application if checked:

157 ☐ Advanced Payment Addendum (PAR Form APA)

158 ☒ **!!! NEED DATE OF BIRTH(S) AND SOCIAL SECURITY NUMBER(S) !!!**

159 ☐

- 160 (B) Additional Terms: \_\_\_\_\_

161 **16. AUTHORIZATION**

162 By initialing below, Applicant makes the following authorization(s):

163 \_\_\_\_\_ Applicant authorizes Landlord or Broker for Landlord to obtain any information deemed necessary to evaluate this  
164 Application. This information may include, but is not limited to, credit reports, criminal history, judgments of record, rental  
165 history, verification of employment and salary, employment history, vehicle records, and licensing records. Broker for  
166 Landlord may report to Landlord any information obtained by Broker for Landlord for evaluation of the Application.  
167 Applicant acknowledges that all information in the Application is true and correct. Applicant acknowledges that if applicant  
168 presents false or incomplete information Landlord may reject this Application. Applicant understands that giving false or  
169 incomplete information may result in forfeiture of any payments made in connection with this Rental Application.

170 \_\_\_\_\_ Applicant understands and acknowledges that Applicant's social security number, driver's license number, date of birth, or  
171 other personal identifying information may be required in order for Landlord or Broker for Landlord to evaluate this appli-  
172 cation. If requested, Applicant agrees to provide the information on a separate form such as the Social Security Number  
173 Authorization (PAR Form SSA). Failure to provide this information may result in the denial of your application.

174 \_\_\_\_\_ Applicant agrees that Broker(s), his/her agent(s) and/or employee(s) may provide Applicant's social security number,  
175 individual taxpayer identification number, driver's license information and date of birth to lenders, title agencies, credit  
176 reporting companies, or others as necessary for obtaining reports or information from a credit reporting agency, determin-  
177 ing the existence of domestic liens, or for obtaining a criminal background report (for prospective tenants only).  
178 Applicant understands that Brokers have no control over the use of any information after it is disclosed to a third  
179 party and agrees to release and hold Brokers harmless from any and all liability for any misuse or subsequent dis-  
180 closure by any third party of the information or reports disclosed by Broker pursuant to the terms of this author-  
181 ization.

182 \_\_\_\_\_ Applicant authorizes the Broker for Landlord to contact the Applicant directly.

183 **I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.**

184 **APPLICANT SIGNATURE** \_\_\_\_\_

185 **APPLICANT NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

**DATE** \_\_\_\_\_