



# Best City Homes, Inc.

Real Estate Property Management

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Philadelphia, PA 19146

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[www.bestcityhomes.com](http://www.bestcityhomes.com) / [www.facebook.com/BestCityHomes](http://www.facebook.com/BestCityHomes)

*~Sample lease agreement along with rules and regulations are available for review upon request prior to submitting an application~*  
**READ THIS APPLICATION THOROUGHLY BEFORE SIGNING IT, IT IS A BINDING CONTRACT. IF YOUR APPLICATION IS APPROVED, YOU ARE REQUIRED TO SIGN THE LEASE AGREEMENT & ALL MONEYS ARE NON-REFUNDABLE.**

Best City Homes, Inc. makes every effort to process applications within two business days of submission however, processing can take several days due to inability to contact previous & present landlords, verify employment, process criminal background check, etc.

### RENTAL APPLICATION

**All application fees and deposits must be Certified Check or Money Order. The Application fee of \$35.00 is Non-Refundable. EACH applicant and EACH cosigner (if applicable) must fill out an application. Two months' rent & One month security deposit is required to process the application. Total: 3 months**

### GENERAL REQUIREMENTS AND INFORMATION

#### ID Requirements:

- Valid ID is required with each application. The acceptable forms of ID are: Driver's license, State Issued photo ID, Passport, Military ID. Please include a copy with your application.

#### Employment Income Requirements:\*

- Your monthly income must equal at least three (3) times the stated monthly rent; if a cosigner is required, their monthly income should be equal to five (5) times the stated monthly rent.
- Please provide a copy of your two most recent paystubs showing YTD (year-to-date) earnings.
- If self-employed, you are required to provide proof of income by providing three most recent original bank statements, along with the first two pages of the previous year's tax return.
- Other forms of income that are acceptable are: Child support, Social Security, Interest on Bank Accounts, Stocks or Trust funds.

\*Temporary income that will run out after a period of time is unacceptable.

#### Landlord Verification/Rental History:

Rental history reflecting eviction records will result in application denial. If you had a LT (landlord-tenant) complaint filed against you and it has been resolved, please provide proof of this resolution. If you have ever had a LT complaint filed against you or have been to court with a previous landlord, you must declare this information or your application will be denied. \_\_\_\_\_

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\_\_\_\_\_

**Deposit Guidelines:**

You will need three (3) months' deposit paid in full when you submit your applications. **All deposits must be made payable in the form of one Certified Check or Money Order for the security deposit and one Certified Check or Money Order for the first and last months' rent.** Personal checks are unacceptable on a move in. There are no exceptions. Please see the checklist on the back of this application for specific instructions.

All units are available on a first-come, first-served basis. Prior to submitting your application call our office to confirm that the unit is still available. **THE APPLICATION FEE MUST BE PAID FOR EACH APPLICANT AND COSIGNER.** There are no exceptions. All applications will be processed only after all required documents have been received. Please note the only way to reserve a unit and have it taken off the market is by submitting the following to our office:

1. Completed and signed application
2. Copy of ID
3. Proof of income
4. Application fee in the amount of \$35/per applicant (including co-signer if applicable)
5. Security Deposit in the amount of one(1) month's rent
6. First and Last month's rent (2 months)

If your application is rejected, your three-month deposit will be refunded within three (3) business days. DO NOT leave a deposit unless you are absolutely sure you want the unit. If your application is approved you are required to sign the lease agreement & all moneys are nonrefundable.

**Personal References:**

Please list anyone we may contact should an emergency arise and we are unable to locate you. The person you list should be a relative, trusted friend or attorney. This would be the only person who would be allowed access to your house or apartment in the event of an emergency. Please print.

Name	Address	Phone No.	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Inability to give possession. Best City Homes, Inc. and the owner give no warranty as to the projective occupancy date of move. In the event the unit is not ready for move in for whatever reason Best City Homes, Inc. and the owner's only obligation to the applicant is to refund deposit monies paid on account to the applicant. In the event a subject unit is not ready for move in by refunding all deposit monies paid on account Best City Homes, Inc. and the owner are hereby released and discharged for all liability and potential actions for damages the applicant may have.

By signing this application you are hereby agreeing to permit this office to check your credit and all information disclosed herein and thereby agree that any false information provided will result in the forfeiture of any monies paid on account. Please note that the office reserves the right to run credit for each lease renewal.

I hereby acknowledge that Best City Homes, Inc. does not give refunds in cash. Refunds are made by Company Check only.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Address of Property you are applying for: \_\_\_\_\_

Print Name \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

S. S. # \_\_\_\_\_ ID#: \_\_\_\_\_ Exp: Date: \_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email address \_\_\_\_\_ Alternative phone number \_\_\_\_\_

No. of Occupants \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages \_\_\_\_\_

Current Employment/or Income \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No \_\_\_\_\_ How Long \_\_\_\_\_

Address \_\_\_\_\_

Position Held \_\_\_\_\_ Weekly/Monthly Income \$ \_\_\_\_\_

Current Landlord \_\_\_\_\_ Must have Phone No. \_\_\_\_\_

Landlord's Address \_\_\_\_\_

How long at current address \_\_\_\_\_ Current Rent \$ \_\_\_\_\_ Rent Records \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever failed to pay rent when due? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever broken a lease? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does your current landlord know you are moving? \_\_\_\_\_ Yes \_\_\_\_\_ No. If answer is no, please explain why

Previous Landlord \_\_\_\_\_ Must have Phone No. \_\_\_\_\_

Address of the property you occupied \_\_\_\_\_

How long \_\_\_\_\_ Previous Rent \_\_\_\_\_ Rent Records \_\_\_\_\_ Yes \_\_\_\_\_ No

Did you give notice before moving? \_\_\_\_\_ Date you gave current landlord notice \_\_\_\_\_

If you did not give notice why? \_\_\_\_\_

Best City Homes, Inc. reserves the right to run a criminal background check.

Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what is the date of the most recent conviction: \_\_\_\_\_ Nature of conviction? \_\_\_\_\_

Name of Bank \_\_\_\_\_ Type of Account: Checking \_\_\_\_\_ Savings \_\_\_\_\_

Credit References: Please list all Creditors & Credit Cards (DO NOT include account #s)

Company	Balance Due
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_____	_____
_____	_____
_____	_____

**No Water Beds Permitted! Unless specified otherwise in the ad, No Pets Are Permitted. Fish and Caged birds may be acceptable. Some restrictions may apply. Please speak to someone in our office if you have questions regarding our pet policy. If a pet is allowed at this location please fill out a separate Pet Application (no application fee). NOTE: Dogs and cats must be at least 1 year old.**

**Do you require a service animal? Yes \_\_\_ No \_\_\_ If Yes, what kind of animal? \_\_\_\_\_**

I have read all the information on this application and understand my obligations. I accept all the terms and conditions as stated and to be legally bound and grant permission to obtain a credit report and verify my source of income, rental history, criminal background check, and any other verifications necessary.

All information must be filled in, if not applicable write none or N/A.

Apartment/House is rented in "as is condition" unless noted below:

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YOU HAVE JUST APPLIED FOR A RESIDENTIAL PROPERTY. THE STARTING DATE OF YOUR LEASE WILL BE \_\_\_/\_\_\_/\_\_\_, ENDING DATE \_\_\_/\_\_\_/\_\_\_ . PLEASE BE ADVISED THAT THE MINIMUM TERM OF ANY LEASE IS ONE YEAR. NO LEASES WILL BE ENDING DURING THE PERIOD OF SEPTEMBER 1<sup>ST</sup> THROUGH APRIL 30<sup>TH</sup>.

Sign here as the applicant \_\_\_\_\_

Print name here \_\_\_\_\_

Date: \_\_\_\_\_

**THIS APPLICATION WILL NOT BE PROCESSED WITHOUT YOUR SIGNATURE**

**Please call the office before submitting your application to verify unit is still available.**

#### MY APPLICATION CHECKLIST

- \_\_\_\_ Completed & signed application (signatures needed on pages 2 & 4)
- \_\_\_\_ Photo ID (must be valid, see list of acceptable forms on page 1)
- \_\_\_\_ Proof of Income (most recent paystubs with YTD earnings, or if self-employed Form 1099 and 3 months bank statements showing deposits, or letter confirming award of Student Loans for the appropriate school year)
- \_\_\_\_ Certified Check or Money Order in the amount of \$ \_\_\_\_\_ made out to Best City Homes, Inc. for Security Deposit
- \_\_\_\_ Certified Check or Money Order in the amount of \$ \_\_\_\_\_ made out to \_\_\_\_\_ for First and Last month's rent (call our office to confirm who this should be made payable to)
- \_\_\_\_ Cash or Money Order or Certified Check in the amount of \$ \_\_\_\_\_ made out to Best City Homes, Inc. for Application Fee (\$35/per person applying)