

## HOW TO APPLY FOR YOUR NEW APARTMENT AT PARK HEIGHTS!

1. Complete attached Rental Application, sign and date. Please read and be sure that you understand the application before you sign and date it.
2. Please complete the attached Employment Verification & Rental Verification forms.
3. Provide valid Drivers License, Military ID, or State Issued Photo ID.
4. Provide original Social Security Card.
5. Provide proof of income. Two recent consecutive pay stubs or an offer letter from your employer if you are a new hire. If self-employed, please provide a copy of your W-2/ Tax return to verify your income.
6. Attach a Money Order or Certified Check for your *non-refundable* application fee of \$50.00 per applicant/co-signer.

### *Your application for rental may be denied based on the following:*

- \* *False or misleading information on your Rental Application*
- \* *Criminal Record*
- \* *Poor Credit History*
- \* *Poor Rental or Mortgage History*
- \* *Lack of Sufficient Income*
- \* *Previous Eviction*
- \* *Co-signers will be considered if you lack of income not poor credit*

Once your application is approved, you will need to pay your non-refundable security deposit and first month's rent within 72 hours for us to hold the apartment. Payment must be in the form of Certified Check or Money Order. Personal checks are not accepted for any move-in money. Standard Security Deposit is equal to one month's rent. **All leases are for one year. If Management agrees to a term less than one year, there will be a minimum \$100.00 premium added to the monthly rent.** Our office hours are Monday through Friday 9:00 a.m. until 5:00 p.m. and Saturday from 10:00a.m. until 3:00 p.m.

Please do not hesitate to contact our Leasing Office at 215.849.0445 if you have any questions or email us at [parkheightspts@bikequities.com](mailto:parkheightspts@bikequities.com).

Park Heights Apartments  
Management Office, Suite L-11  
5555 Wissahickon Avenue  
Philadelphia, PA 19144

**PARK HEIGHTS APARTMENTS  
EMPLOYMENT VERIFICATION FORM**

To \_\_\_\_\_

Telephone \_\_\_\_\_

Email/Fax \_\_\_\_\_

This is to certify that I, \_\_\_\_\_ have applied for an apartment at PARK HEIGHTS and have given them permission to obtain the following information regarding my employment history.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Job Title \_\_\_\_\_

Weekly/Hourly Rate \$ \_\_\_\_\_ Hours worked per week \_\_\_\_\_

Length of Employment \_\_\_\_\_

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Employer Signature \_\_\_\_\_ Employer Name and Title \_\_\_\_\_

Date \_\_\_\_\_

**EMPLOYER**, please verify, sign and email this form to [parkheightspts@bikequities.com](mailto:parkheightspts@bikequities.com) or fax to 215.842.2605. If you have any questions please call 215.849.0445. Thank you for your prompt attention to this matter.

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Philadelphia, PA 19144

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(internal use only)

Verified by \_\_\_\_\_ Date \_\_\_\_\_

Position/Title \_\_\_\_\_

# Park Heights Apartments Rental Verification Form

To \_\_\_\_\_

Telephone \_\_\_\_\_

Email/Fax \_\_\_\_\_

This is to certify that I, \_\_\_\_\_ have applied for an apartment at Park Heights Apartments and have given them permission to obtain the following information regarding my rental history.

Applicants Name \_\_\_\_\_

Address \_\_\_\_\_

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Rental Rate \$ \_\_\_\_\_ per month. Dates of Residency: From: \_\_\_\_\_ To: \_\_\_\_\_

Number of late payments \_\_\_\_\_ How many late payments past the 10<sup>th</sup> of the month? \_\_\_\_\_

Number of NSF checks \_\_\_\_\_ Did they have housekeeping issues? \_\_\_\_\_

Did the resident leave the apartment in good condition? \_\_\_\_\_ Did they leave owing any money? \_\_\_\_\_

Any other problems? \_\_\_\_\_

Would you re-rent to this resident? \_\_\_\_\_ Was legal action necessary? \_\_\_\_\_ If so, how many times? \_\_\_\_\_

Was the above listed applicant the only lease holder? \_\_\_\_\_

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**Landlord Signature** \_\_\_\_\_ **Landlord Name and Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**Landlord**, please verify, sign and email this form to [parkheightspts@bikeequities.com](mailto:parkheightspts@bikeequities.com) or fax to 215.842.2605. If you have any questions please call 215.849.0445. Thank you for your prompt attention to this matter:

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Verified by \_\_\_\_\_ Date \_\_\_\_\_

Position/Title \_\_\_\_\_

**CONSENT AND RELEASE**

The facts set forth in my application for tenancy with Park Heights Apartments (Park Heights, LP) hereafter referred to as “Park Heights” is true and complete. I understand that any false statements by me, any applicant or co-applicant (guarantor) on the application for tenancy at Park Heights, whether intentionally or unintentionally, shall be considered sufficient cause for rejection of the entire application and any future application and the lease to be in default and subject me to eviction at Park Height’s sole discretion.

In making this application for tenancy at Park Heights, I consent to the release of any information related to and authorize Park Heights to make any investigations of my personal history including employment, housing, financial, civil, criminal and credit records through investigative agencies, or otherwise, including credit reporting agencies, public agencies, public records and personal interviews with my previous and current landlords, employers, neighbors, friends or others whom I am personally or professionally acquainted with for the purpose of being considered for tenancy at Park Heights. I consent to and authorize the release of said investigations and reports obtained and opinions based thereon to any party having an interest in the same.

I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and content of any such consumer and/or investigative report, should one be made.

I hereby release Core-Logic (Safe Rent) and any other company performing the above-referenced investigative and reporting services, its officers, employees or agents and Park Heights, its officers, employees or agents, from all claims, losses, expenses, suits, actions and judgments resulting from, related to and/or arising out of, either directly or indirectly, the above referenced investigations, reportings and opinions based thereon.

I consent and agree that that a photocopy, electronic version and/or facsimile of this authorization be accepted with the same authority as the original.

_____	_____	_____
<b>Applicant’s Signature</b>	<b>Name</b>	<b>Date</b>
_____	_____	_____
<b>Applicant’s Signature</b>	<b>Name</b>	<b>Date</b>
_____	_____	_____
<b>Applicant’s Signature</b>	<b>Name</b>	<b>Date</b>
_____	_____	_____
<b>Co-Applicant’s Signature</b>	<b>Name</b>	<b>Date</b>
_____	_____	_____
<b>Co-Applicant’s Signature</b>	<b>Name</b>	<b>Date</b>
_____	_____	_____
<b>Co-Applicant’s Signature</b>	<b>Name</b>	<b>Date</b>
_____	_____	_____
<b>Landlord/Agent Signature</b>	<b>Name</b>	<b>Date</b>

**RENTAL APPLICATION FOR PARK HEIGHTS APARTMENTS**  
**PLEASE TELL US ABOUT YOURSELF**

Full Name \_\_\_\_\_ Home Phone (    ) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_ DL # \_\_\_\_\_

Email Address: \_\_\_\_\_ Other Phone (    ) \_\_\_\_\_

**Co- Applicant (guarantor)**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security No. \_\_\_\_\_ DL # \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Please list names and ages of all other occupants \_\_\_\_\_

**PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)**

Current Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Month/Year Moved In \_\_\_\_\_ Reasons for Leaving \_\_\_\_\_ Rent \$ \_\_\_\_\_

Owner/Agent \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Previous Address (last 3 years) \_\_\_\_\_ Rent \$ \_\_\_\_\_

Owner/Agent \_\_\_\_\_ Phone (    ) \_\_\_\_\_

**PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS) Co- Applicant (guarantor)**

Current Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Month/Year Moved In \_\_\_\_\_ Reasons for Leaving \_\_\_\_\_ Rent \$ \_\_\_\_\_

Owner/Agent \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Previous Address (last 3 years) \_\_\_\_\_ Rent \$ \_\_\_\_\_

Owner/Agent \_\_\_\_\_ Phone (    ) \_\_\_\_\_

**PLEASE DESCRIBE YOUR CREDIT HISTORY**

Have you declared bankruptcy in the past seven (7) years?    Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been evicted from a rental residence?    Yes \_\_\_\_\_ No \_\_\_\_\_

Have you had two or more late rental payments in the past year?    Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever willfully or intentionally refused to pay rent when due?    Yes \_\_\_\_\_ No \_\_\_\_\_

**PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION (Applicant)**

Your Status:    \_\_\_\_\_ Full Time    \_\_\_\_\_ Part Time    \_\_\_\_\_ Student    \_\_\_\_\_ Unemployed

Employer \_\_\_\_\_

Dates employed \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_. (If employed by above less than 12 months, give name & phone of previous employer or school: \_\_\_\_\_.)

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Contact Name \_\_\_\_\_

**PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION (Co- Applicant/Guarantor)**

Your Status:  Full Time  Part Time  Student  Unemployed  
Employer \_\_\_\_\_

Dates employed \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Salary \$ \_\_\_\_\_ per \_\_\_\_\_. (If employed by above less than 12 months, give name & phone of previous employer or school: \_\_\_\_\_.)

**EMERGENCY CONTACT**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**VEHICLE INFORMATION (FOR PERSONS OCCUPYING APARTMENT ONLY)**

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate State \_\_\_\_\_

Make / Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate State \_\_\_\_\_

I hereby apply to lease the above described premises for the term and upon the set conditions above set forth and agree that the rental is to be payable the first day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application I warrant that all statements above set forth on this application are true; however, should any statement made above be a misrepresentation or not a true statement of facts, all of the application fee will be retained to offset the agent's cost, time, and effort in processing my application. When so approved and accepted, I agree to execute a lease for 12 months. I agree to pay my security deposit within 72 hours of receiving my acceptance letter. I understand if for some reason I choose to cancel my application with Park Heights after I have paid my security deposit and first month's rent, it will **NOT BE REFUNDED TO ME**. I recognize that as a part of your procedure for processing my application, an investigative report (including investigative credit reports) may be prepared whereby information is obtained through personal interviews with others with whom I may be acquainted. This inquiry may also include investigation into my character, general reputation, personal characteristics, credit and employment history, civil and criminal background and mode of living.

The above information, to the best of my knowledge, is true and correct.

Please sign: X \_\_\_\_\_  
Applicant Date

Please sign: X \_\_\_\_\_  
Co-Applicant (Guarantor) Date

**APPLICANT: PLEASE DO NOT WRITE BELOW (FOR OFFICE USE ONLY)**

Deposit of \$ \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_

Apartment size \_\_\_\_\_ Apartment No. \_\_\_\_\_ Date Needed \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Denial Letter sent \_\_\_\_\_

