

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 an 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 you are self-employed, please provide a copy of your W-2/ Tax return to verify your income.
6. International Students must provide copies of their passport, Visa and I-20.
7. 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 (within the past 4 years)*
- **Co-signers will be considered for 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@bikeequities.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 _____

Employer Signature _____ Employer Name and Title _____

Date _____

EMPLOYER, please complete, sign and email this form to parkheights@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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Management Office, Suite L-11
5555 Wissahickon Avenue
Philadelphia, PA 19144

(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 10th 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? _____

Landlord Signature _____ Landlord Name and Title _____

Date _____

Landlord, please complete, sign and email this form to parkheights@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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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.

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

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 _____ Zip _____

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 _____ Zip _____

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 _____

