

PREMIER PROPERTY MANAGEMENT GROUP

P.O. Box 60305

Harrisburg, PA 17106

1010 N. 3rd St., Harrisburg, PA 17102

Phone: (717)232-7800

Fax: (717) 232-1934

APPLICATION PROCESS

- 1.** All applicants 18 years of age or older must fill out an application.
- 2.** Application fee (non-refundable) is \$25.00 per adult. (cash or money order)
- 3.** A credit report will be run on all applicants.
- 4.** All applications must provide the following items when submitting an application:
 - a. Most recent pay stubs (2)
 - b. Photo ID
 - c. Social security card
 - d. Proof of any other income (Social Security, Child Support, SSI, etc. please note – we do not count unemployment as valid income)
- 5.** You may qualify for a unit that rents up to 35% of your net income (after taxes). If the heat is included, you may qualify for a unit that rents up to 50% of your net income.
- 6.** Last two (2) years landlord history will be verified. If applicant cannot supply at least 1 year of satisfactory landlord history and 1 year steady employment history with qualifying income, the applicant may be required to put down a double security deposit or one security deposit and a co-signer (homeowner). Some property owners have reserved the right to add additional qualifying guidelines and have final approval on all applications. In this case, their guidelines take precedence over Premier Property's. Applicants will be notified of this situation upon placing an application.
- 7.** Within 48 hours of approval, applicant must deliver a minimum of one security deposit in the form of a money order or certified check and sign the lease.
- 8.** We can only hold a vacant home or apartment for two (2) weeks with the security deposit and signed lease.
- 9.** On move-in day, applicant must pay any balance for the security deposit and the first month's rent in full with a money order or certified check. If moving in after the first day of the month, the second month's rent will be prorated.
- 10.** Some places permit pets. Certain restrictions may apply. All pets must be approved prior to move-in. Approved pets require an additional security deposit and may required additional monthly rent.
- 11.** False information on the application is grounds for rejection.
- 12.** Applications are processed on a first-come, first-serve basis. In the event that more than one application is received on a property, approval for that property will be awarded to the best qualified applicant. Other approved applications will be kept on file and may be used toward another property.

AGENCY DISCLOSURE

Premier Property Management Group is a property management agent for Landlords (Property Owners). Our responsibility and agency in management is to our Landlords (Property Owners) and we do not serve as agents to our tenants. This is in reference to Act 112, Agency Disclosure Law, November 25, 1999.

APPLICATION PROCESS

1. You must personally view the property you are interested in renting. Units are rented "as is" and property information is based upon information provided to us and is not guaranteed to be 100% accurate or correct.
2. If you are interested in renting, you must complete a rental application.
3. Pay a \$25 non-refundable processing fee per adult on the application – all residing adults must apply.
4. Processing usually takes several days to complete. You will be notified if the application has been accepted or denied.

Applications will be approved or rejected based on:

1. Total household income
2. Credit ratings
3. Landlord and employer references
4. Verification of information and documents.
5. Criminal Background check

If your application has been approved, you must pay the full amount of the security deposit and sign the lease to hold the property and remove it from the market. The deposit will hold the property for a maximum of two (2) weeks. If you do not complete the lease for any reason, THE SECURITY DEPOSIT IS NOT REFUNDABLE and will be held for damages.

The first month's rent and security deposit must be in the form of two (2) SEPARATE money orders or certified checks. Cash is not accepted in this office except for application fees. Personal checks will not be accepted for security deposit and first month's rent.

Keys to the property will not be distributed until agreed upon move-in date.

It is the responsibility of the tenant to contact utility companies to notify them that the tenant is responsible for paying the accounts at least two (2) days prior to your move-in date. You may not obtain keys if you have not notified the utility companies.

In Pennsylvania, it is unlawful and we do not discriminate based on a person being in the following protected classes; Race, Religion, Sex, Color, Ancestry, Age, Handicap, National Origin, Familial Status, and Disability.

Signed: _____ Date: _____

Signed: _____ Date: _____

PREMIER PROPERTY MANAGEMENT

Property Applying for: _____ Referred by: _____ Address: _____

1st Applicant:
Name: _____
SS#: _____
Birthdate: _____
Primary Phone #: _____
Secondary Phone #: _____

LANDLORD INFORMATION:

Landlord: _____
Phone #: _____
How Long: _____ Monthly rent: _____
Current Address: _____

Reason for moving? _____
Previous Landlord: _____
Phone #: _____
Previous Address: _____

EMPLOYER INFORMATION:

Current Employer: _____
Phone #: _____
How Long: _____ Income: _____
Previous Employer: _____
Phone #: _____ How Long: _____

OTHER SOURCE OF INCOME:

Amount: _____

Answer these questions 'yes' or 'no' (if 'yes' please explain on back)

Been evicted? _____
Declared Bankruptcy? _____
Been charged w/a crime or arrested? _____

Closest Relative: _____
Phone #: _____
Address: _____

2nd Applicant:
Name: _____
SS # : _____
Birthdate: _____
Primary Phone #: _____
Secondary Phone #: _____

LANDLORD INFORMATION:

Landlord: _____
Phone #: _____
How Long: _____ Monthly rent: _____
Current Address: _____

Reason for moving? _____
Previous Landlord: _____
Phone #: _____
Previous Address: _____

EMPLOYER INFORMATION:

Current Employer: _____
Phone #: _____
How Long: _____ Income: _____
Previous Employer: _____
Phone #: _____ How Long: _____

OTHER SOURCE OF INCOME:

Amount: _____

Answer these questions 'yes' or 'no' (if 'yes' please explain on back)

Been evicted: _____
Declared Bankruptcy? _____
Been charged w/a crime or arrested? _____

Closest Relative: _____
Phone #: _____
Address: _____

List of Persons that will Reside in the Property:

Name: _____ Relationship: _____
Name: _____ Relationship: _____
Name: _____ Relationship: _____
Name: _____ Relationship: _____

Pets Description:

of Dogs: _____ Type: _____ Type: _____
of Cats: _____ Type: _____ Type: _____

The undersigned applicant declares that all of the information provided on this application is true and accurate. This applicant hereby gives Premier Property Mgmt. authorization to verify any and all information and also authorizes a credit history check through a commercial credit source and a criminal background check for which a \$25 fee per applicant shall be paid.

1st Applicant: _____ 2nd Applicant: _____