



## **APPLICATION PROCESS**

**Application:** Each Applicant and Co-signer (if applicable) must fully complete and sign the application form(s). (Each person residing in the unit who is over the age of 18 must be listed as a tenant and is subject to the application process).

**\$60.00** Application processing and credit report fee for **each** applicant or co-signer (if applicable).\*

\*Please note: if applicant's employer charges a fee for employment verification information, the applicant will be billed for the charges incurred.

**Security Deposit** The security deposit is equivalent to **one month's market rent** and is refundable if the application is cancelled in writing within 72 (seventy-two) hours of the initial deposit. **Payment of the security deposit is required in order to take an apartment off of the market.**

**Please make checks payable to "B-R Penn Tenant, LLC"**

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- Requirements:**
1. Identification – Photo I.D. and social security card or passport. (Faxed copies are not acceptable).
  2. Income: Two current pay stubs that must show year-to-date or last year's W-2 forms. For applicants with new employment, an offer letter is acceptable.
  3. Stable employment history.
  4. Positive credit rating.
  5. Positive rental history/mortgage history.
  6. Annual income must be at least **3X** the annual rent.

**\*Requested Information to process all applications due within 72 Hours of the initial deposit**

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**Move-In:** First month's rent must be paid in certified funds two weeks prior to move-in. Leases start on the first of each month. If needed, days prior to the first of the month will be prorated based on a 30 day month and paid in full prior to move-in.

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APPLICATION FOR LEASE AGREEMENT

I hereby make this application in order to induce LOFTS 640 to approve my lease application

For apartment # \_\_\_\_\_ at the monthly rental of \_\_\_\_\_

Applicant's Full name \_\_\_\_\_ Birth Date \_\_\_\_\_

Applicant's Social Security No. \_\_\_\_\_ Marital Status \_\_\_\_\_

Applicant's Home Phone No. (\_\_\_\_) \_\_\_\_\_ Work Phone No. (\_\_\_\_) \_\_\_\_\_

Applicant's Cell Phone No. (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Referred By: Please check one - Philadelphia Apartment Company \_\_\_ Philly Weekly \_\_\_ Philadelphia Style \_\_\_ Metro \_\_\_ Apartmentguide.com

\_\_\_ Apartment Shopper's Guide \_\_\_ Apartment Guide \_\_\_ 4 Walls in Philly \_\_\_ Move \_\_\_ Apartments.com \_\_\_ Other \_\_\_\_\_

How many others will occupy the apartment? \_\_\_\_\_ Please list below.

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth Date \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth Date \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Birth Date \_\_\_\_\_

Present Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_ How Long? \_\_\_\_\_

Present Agent or Owner \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Mortgage Amount: \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

If less than 3 years at Present Residence:

Previous Residence \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Agent or Owner \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Reason for leaving Present and Previous Residence:

Present: \_\_\_\_\_

Previous: \_\_\_\_\_

Applicant's Occupation / Position \_\_\_\_\_ Present Employer \_\_\_\_\_

Address \_\_\_\_\_ How Long? \_\_\_\_\_

Income Current Year \_\_\_\_\_ Income Previous Year \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

List Any Other Asset or Income Source & Account Numbers (i.e. savings accounts, stocks, bonds, capital investments, etc.)

Automobile License Plate No. \_\_\_\_\_ State of Registry \_\_\_\_\_

Automobile Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State of Registry \_\_\_\_\_

In case of an Emergency, please notify :

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_



Have you ever been:

<b>Yes</b>	<b>No</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Evicted from any residential or business occupancy?
<input type="checkbox"/>	<input type="checkbox"/>	An occupant in any residential or business property under a lease which was terminated prior to its expiration?
<input type="checkbox"/>	<input type="checkbox"/>	The owner of real estate which was foreclosed or sold for failure to pay any debt?
<input type="checkbox"/>	<input type="checkbox"/>	Arrested?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Convicted by any magistrate of record?
<input type="checkbox"/>	<input type="checkbox"/>	The owner of any personal property (ex. car, furniture, etc.) which was encumbered by any judgement or lein?

If the answer is "Yes" to any of these questions, please explain in detail, stating places, dates and names:

\_\_\_\_\_

\_\_\_\_\_

**IT IS AGREED AND UNDERSTOOD:**

1. Dogs and waterbeds are not permitted and I agree that I will not maintain or keep such pet and / or waterbeds while an occupant of LOFTS 640. I further understand that failure to comply herewith will constitute a Lease violation.
2. If applicant has misstated the number of persons in Applicant's family or the number of persons intended to occupy the apartment, or if the Applicant made any misstatement of fact in this application, LOFTS 640 Associates may reject the application. Any such misstatement shall constitute a breach of any Lease attached hereto.
3. If this application is accepted, leases for the apartment, ready for signature, will be available to the Applicant at LOFTS 640, 640 North Broad Street. The applicant agrees to sign the said Lease within two weeks after the date of notice of approval and remit the amount due for Security Deposit. In the event that Applicant fails to execute the said Lease within the two week period, LOFTS 640 Associates acceptance of this application shall be automatically withdrawn, and the Leases shall be deemed null and void.
4. Applicant hereby authorizes the agents of LOFTS 640 to make investigation as to the Applicant's character, general reputation, personal characteristics, credit history and mode of living. The nature of any investigation will be furnished upon Applicant's written request within a reasonable time.
5. Co-Applicant must file a separate application.

Co-Applicant's Name \_\_\_\_\_

Applicant represents that all above statements are true and complete. Applicant hereby authorizes verification of the above information, references and credit records, and applicant releases from all liability or responsibility all persons and corporations requesting or supplying such information. Applicant acknowledges that false information may constitute grounds for rejection of this application, termination of right of occupancy and/or of deposits and may constitute a criminal offense under the laws of this state.

I have read and agree to the provisions as stated.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Lease to Date From** \_\_\_\_\_ **To** \_\_\_\_\_

**Date of Occupancy** \_\_\_\_\_

**Signature of Leasing Consultant** \_\_\_\_\_

Accepted and Approved : **LOFTS 640 Property Manager**