



2777 DARLINGTON RD, BEAVER FALLS PA 15010
MAIN: (724) 847 – 2728 | FAX: (724) 847 – 3233

Office hours: Monday – Friday 9:00 – 5:00 Saturday: by appointment Sunday: CLOSED
www.RentWithPremier.com

INSTRUCTIONS:

- ✓ **Application Fee is \$50.00 per Applicant.** Fee is non-refundable and must be presented with application to be processed. Cash, personal checks, and money orders will be accepted as payment by agent and at main office. Credit and debit cards are only accepted on our website. Applications will be processed within 1-3 business days. A final decision may take 3 business days or longer depending upon the timeliness of PPMS the receiving the required documentation. Applicants who are not approved will receive notice by mail.
 - ✓ **All prospective tenants 18 and older must complete the application** and provide all necessary information requested. Provide names and ages of children where indicated.
 - ✓ **Provide copies of photo ID** for all applicants [and co-signers when applicable].
 - ✓ **Provide two years' residential history** including dates, rent & landlord contact info AND /OR mortgage amount, mortgage contact information. Should you have resided with family or friends, provide contact information of property owner for verification.
 - ✓ **Provide all sources of income information.** Employed applicants must provide two most recent paycheck stubs and employer contact information for verification. Applicants who receive alternate sources of income [SSI, SSD, child support, subsidy checks, alimony, public assistance, food stamps, CAP etc.], must provide documentation as proof of income [disbursement letter, automatic deposit, etc].
 - ✓ **Security Deposit is equal to one month rent.** Applicants are encouraged to submit Security Deposit with application as consideration to lease property. Funds must be in either a separate cash, check, or money order payment. Deposit is required upon application approval. Application will be presented to Landlord upon receipt of Security Deposit. See attached **Advance Payment Addendum** for further details.
 - ✓ **Water / Sewer Deposit.** A deposit may be charged to Tenant and collected by PPMS for properties where Tenant is not permitted to establish service directly in their name.
 - ✓ **Renter's Insurance.** All tenants leasing property must obtain renter's insurance. PPMS and property owner must be designated as ADDITIONAL INSURED PARTIES. Tenant must provide documentation of policy. Premier Property Management Services can provide a list of independent insurance agencies.
 - ✓ **Checks and money orders payable to:** Premier Property Management Services
- ✓ **Pets may be permitted upon authorization from Owner.** Each applicant is required to complete a third-party pet screening profile. The cost is \$20.00 for the first pet profile and \$15.00 for each additional pet profile. Fee is due upon Management Pre-Qualification. Monthly pet rent and deposit will be determined by the PAW SCORE ranking. Fees and deposits may vary based upon age, size, weight, breed, and number of animals. Monthly pet administrative fee is \$25. Leased unit will be inspected twice annually. Tenants without pets or with service animals and valid documentation are not subject to additional pet fees, rents, and deposits.
 - ✓ Some breeds of dog may be prohibited by the terms of the property owner's insurance policy. Breeds may include: Akita, Alaskan Malamute, American Staffordshire Terrier, Bullmastiff, Chow Chow, Doberman Pinscher, Great Dane, Pitbull, Presna Canario, Rottweiler, Siberian Husky, Staffordshire Bull Terrier, Wolf hybrids or any mix of these breeds. Each pet will be evaluated on a case by case basis.
 - ✓ Animals other than dogs & cats are subject to approval. Fees and deposits may apply.
 - ✓ Service, Assistance, and Therapy animals must have valid written authorization from a health care professional with direct knowledge of the need for the animal.
- ✓ **PPMS is an Equal Opportunity Broker representing the Owner of the property.** The Consumer Notice at top of application must be signed by all applicants acknowledging Applicant is self-represented and the Designated Agent for Tenant. PPMS complies with all federal, state, and local Fair Housing laws.
 - ✓ **An application may be denied for any of the following:** Felony convictions involving crimes against children & property, violent offenses, drug-related offenses, and theft; Magisterial evictions and civil judgements; credit delinquencies; insufficient income to rent ratio; rental history; and failure to obtain renter's insurance. Under terms of the PA Assn of Realtors Lease Agreement, Tenants must obey all Federal, State, & Local laws and ordinances. A copy of the lease agreement is available upon request.
 - ✓ **Applicants may submit a Letter of Explanation** to address any negative circumstances which may be discovered during the application process. Each application is reviewed on a case by case situation.
 - ✓ **Smoking is prohibited** inside all properties managed by PPMS.



RENTAL APPLICATION FOR LANDLORD AGENTS

RALA

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of Realtors® (PAR).

APPLICANT HAS NO RELATIONSHIP WITH PA LICENSED BROKER. Broker listed below is an agent of the Landlord, who works exclusively for the Landlord and must act in the Landlord's best interest.

CONSUMER NOTICE FOR TENANTS THIS IS NOT A CONTRACT

(Licensee) _____ hereby states that with respect to this property (describe property) **all PPMS rental properties**, I am acting in the following capacity: (check one)

- (i) Owner/Landlord of the Property;
- (ii) A direct employee of the Owner/Landlord; OR
- (iii) An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

I acknowledge that I have received this Notice:

Date: _____
Print (Consumer) _____ Signed (Consumer) _____

I certify that I have provided this Notice: _____
(Licensee) _____ (Date) _____

LANDLORD'S RELATIONSHIP WITH PA LICENSED BROKER

No Business Relationship (Landlord is not represented by a broker)

Broker (Company) **Premier Property Mgmt Services**

Company License # _____

Company Address **2777 Darlington Road**
Beaver Falls, PA 15010

Company Phone **(724)847-2728**

Company Fax **(724)847-3233**

Broker is Landlord Agent (Broker represents Landlord only)

Licensee(s) (Name) _____

State License # _____

Direct Phone(s) **(724)847-2728**

Cell Phone(s) _____

Email _____

Licensee(s) is (check only one):

- Landlord Agent (all company licensees represent Landlord)
- Landlord Agent with Designated Agency (only Licensee(s) named above represent Landlord)

This form should be used only when the real estate licensee represents the Landlord, is a direct employee of the Landlord, or owns the Property

PROPERTY INFORMATION (To be supplied by Broker for Landlord)

Address _____

Move-in Date _____ Term _____

Application Fee (non-refundable) \$ **50.00** Application Deposit \$ _____

Monthly Rent \$ _____ Security Deposit \$ **equal to one month rent**

First Month's Rent \$ _____ Last Month's Rent \$ _____

Rent and Security Deposit checks will be written separately.

Are pets permitted? (Yes) (No) May be subject to review. **Note:** The term "pets" does not include guide or support animals.

Non-refundable Pet Fee \$ **25.00 / month** Pet Rent \$ **based upon PAW SCORE**

Other **Pet Screening Profile** \$ **20.00** Other _____ \$ _____

Is rental insurance required for tenants? (Yes) (No)

Applicant's Initials _____

RALA Page 1 of 4

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1/17; rel. 7/17

1 **1. APPLICANT INFORMATION**

2 (A) The individual listed below is a(n): () Applicant () Co-signer

3 Each Co-signer must complete an application for the Property and will be considered an "Applicant" as defined in this form. If the
4 application is approved and the parties enter into a lease, each Co-signer will be individually responsible for all of the obligations
5 of the lease, including rent, fees, damages and other costs. Co-signers will not have the right to occupy the Property as a tenant
6 without Landlord's prior written permission.

7 Full Name _____

8 Home Phone _____ Work Phone _____

9 Cell Phone _____ Email _____

10 How did you hear about the Property? _____

11 (B) Provide at least two years of history. Attach additional sheets if more space is needed.

12 Present Address & ZIP _____

13 From _____ To _____ Rent/Mortgage \$ _____ /mo. () Own () Rent () Other

14 Landlord/Mortgage Co. Name & Phone _____

15 Previous Address & ZIP _____

16 From _____ To _____ Rent/Mortgage \$ _____ /mo. () Own () Rent () Other

17 Landlord/Mortgage Co. Name & Phone _____

18 (C) Is Applicant at least 18 years old? () Yes () No

19 Are you applying with anyone else? () Yes () No **A separate application must be completed for each applicant/co-signer.**

20 Name _____ () Applicant () Co-signer

21 Name _____ () Applicant () Co-signer

22 Name _____ () Applicant () Co-signer

23 Name _____ () Applicant () Co-signer

24 Will anyone else be occupying the property? () Yes () No

25 If yes, include the full name of any other person not listed above who will be occupying the property.

26 Name _____ 18 or older

27 Name _____ 18 or older

28 Name _____ 18 or older

29 Name _____ 18 or older

30 Check here if additional information is attached

31 **2. EMPLOYMENT INFORMATION**

32 Provide at least two years of history. Attach additional sheets if more space is needed.

33 Employer _____

34 Employed From _____ To _____ Position _____

35 City/State _____ Phone _____

36 Supervisor _____

37 Gross Income: \$ _____ /mo. OR \$ _____ /hr., for _____ hrs. per week (on average)

38 Previous Employer _____

39 Employed From _____ To _____ Position _____

40 City/State _____ Phone _____

41 Supervisor _____

42 Gross Income: \$ _____ /mo. OR \$ _____ /hr., for _____ hrs. per week (on average)

43 Proof of income attached

44 Check here if additional information is attached

45 **3. OTHER INCOME USED FOR MONTHLY EXPENSES**

46 Alimony, child support, or separate maintenance income need not be revealed if Applicant does not wish to have it considered as a
47 basis for paying this obligation.

Source	Amount	Source	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

52 Check here if additional information is attached

53 **4. BANK ACCOUNT INFORMATION**

Bank Name	Account Type	Balance
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

57 Check here if additional information is attached

59 Applicant's Initials _____

60 Applicant Name _____

61 5. MONTHLY PAYMENTS

62	Lender Name	Loan Type	Balance Due	Monthly Payment
63	_____	_____	\$ _____	\$ _____
64	_____	_____	\$ _____	\$ _____
65	_____	_____	\$ _____	\$ _____
66	_____	_____	\$ _____	\$ _____

67 Check here if additional information is attached

68 6. VEHICLE

69 Include any cars, trucks, vans, motorcycles, trailers, boats and recreational vehicles.

70	Make/Model	Year	Color	License Plate/State
71	_____	_____	_____	_____
72	_____	_____	_____	_____
73	_____	_____	_____	_____

74 Check here if additional information is attached

75 7. PETS

76 Does any Applicant or Occupant own any pets (guide and support animals not included)? (Yes) (No)

77 If yes, provide detail below.

78	Pet 1	Pet 2	Pet 3
79	Type (Cat, Dog, etc.) _____	_____	_____
80	Breed _____	_____	_____
81	Age _____	_____	_____
82	Weight _____	_____	_____
83	Gender _____	_____	_____

84 8. OTHER INFORMATION

85 (Yes) (No) Have you ever declared bankruptcy or suffered foreclosure?

86 If yes, list any payments: \$ _____

87 (Yes) (No) Have you ever defaulted on your mortgage?

88 (Yes) (No) Have you been evicted or sued for unpaid rent or damages to leased property?

89 (Yes) (No) Have you ever refused to pay rent for any reason?

90 (Yes) (No) Have you ever been convicted of or entered a plea of guilty or nolo contendere for a felony or misdemeanor?

91 (Yes) (No) Since January 1, 1998, Have you been obligated to pay support under any order(s) of record? If yes:

92 County _____ Domestic Relations File or Docket Number: _____

93 Amount _____ Are you delinquent? _____

94 If you answered "yes" to any of the above questions, you may not be automatically disqualified from residency. Please explain any
95 "yes" answers provided above: _____
96 _____
97 _____

98 Check here if additional information is attached

99 9. CONDITION OF PROPERTY

100 The Property will be leased in the same condition as it is shown unless otherwise provided in the lease.

101 10. APPLICATION FEE

102 The Application Fee is NON-REFUNDABLE and will not be applied towards rent or other financial obligations should Applicant be
103 approved, nor refunded if not approved. Applicant agrees that this sum is paid in consideration of Landlord/Broker for Landlord's
104 review and/or verification of the information stated in the application.

105 11. OBLIGATION TO ENTER INTO LEASE AGREEMENT/ DAMAGES

106 Upon submission of this Application, Landlord/Broker for Landlord reserves the right to remove property from the available rent list.
107 If this Application is denied by Landlord, the Application Deposit shall be refunded to Applicant. If this Application is approved and
108 Applicant fails to rent the Property, Landlord shall be entitled to retain the Application Deposit.

109 12. CONVICTED SEX OFFENDERS (MEGAN'S LAW)

110 The Pennsylvania General Assembly has passed legislation (often referred to as "Megan's Law," 42 Pa.C.S. § 9791 et seq.) providing
111 for community notification of the presence of certain convicted sex offenders. **Potential tenants are encouraged to contact the
112 municipal police department or the Pennsylvania State Police for information relating to the presence of sex offenders near a
113 particular property, or to check the information on the Pennsylvania State Police Website at www.pameganslaw.state.pa.us.**

114 13. NOTICE TO PERSONS OFFERING TO SELL OR RENT HOUSING IN PENNSYLVANIA

115 (A) Federal and state laws make it illegal for Landlord, Broker, or anyone to use RACE, COLOR, RELIGION or RELIGIOUS
116 CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under 18 years of age), AGE (40 or older),
117 NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OR RELA-
118 TIONSHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to sell,
119 show, rent properties, loan money, or set deposit amounts, or as reasons for any decision relating to the sale of property. The
120 municipality in which the Property is located may have enacted an ordinance or other law that extends the protections for access

121 Applicant's Initials _____

122 **Applicant Name** _____

123 to housing to additional classes of individuals, such as gay, lesbian, bisexual and transgender individuals and couples. Broker
124 and Landlord are advised to check with your local municipality, representative from the Pennsylvania Human Relations
125 Commission, or your own attorney for further guidance.

126 (B) The Fair Housing Act prohibits rental practices which have a discriminatory effect on members of protected classes, including out-
127 right bans on offering housing to individuals based on arrests or convictions without a case-by-case assessment of relevant miti-
128 gating factors. Consideration of an applicant's criminal history must be limited to convictions and should include an evaluation of
129 the nature and severity of the offense, the amount of time that has passed since the criminal conduct occurred, and whether denial
130 of the application will serve a substantial, legitimate, nondiscriminatory interest. Selective use of an applicant's criminal history
131 as a pretext for intentional discrimination based on race, national origin, or other protected characteristics may be a violation of
132 the Act, as well.

133 **14. FAIR CREDIT REPORTING ACT**

134 If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report author-
135 ized by paragraph 16 of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the denial,
136 and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free tele-
137 phone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis) that furnished
138 the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to provide
139 you with the specific reasons why your application was denied, (3) a numerical credit score, the range of possible credit scores under
140 the model used, up to four of the key factors that led to the denial, and the date the credit score was created (4) information about how
141 to obtain a free copy of your consumer report from the consumer reporting agency, and (5) information about how to dispute the accu-
142 racy or completeness of any information in a consumer report furnished by the agency. If the Landlord or Broker denies your applica-
143 tion because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), the
144 Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.

145 **15. SPECIAL CLAUSES**

146 (A) **The following are part of this Application if checked:**

147 Advanced Payment Addendum (PAR Form APA)

148 Social Security Authorization

149 Pet Screening Profile

150 (B) **Additional Terms:** _____

151 **Smoking is prohibited inside all properties managed by PPMS.** _____

152 **Renters Insurance is required to lease properties managed by PPMS.** _____

153 **16. AUTHORIZATION**

154 By initialing below, Applicant makes the following authorization(s):

155 _____ Applicant authorizes Landlord or Broker for Landlord to obtain any information deemed necessary to evaluate this
156 Application. This information may include, but is not limited to, credit reports, criminal history, judgments of record, rental
157 history, verification of employment and salary, employment history, vehicle records, and licensing records. Broker for
158 Landlord may report to Landlord any information obtained by Broker for Landlord for evaluation of the Application.
159 Applicant acknowledges that all information in the Application is true and correct. Applicant acknowledges that if applicant
160 presents false or incomplete information Landlord may reject this Application. Applicant understands that giving false or
161 incomplete information may result in forfeiture of any payments made in connection with this Rental Application.

162 _____ Applicant understands and acknowledges that Applicant's social security number, driver's license number, date of birth, or
163 other personal identifying information may be required in order for Landlord or Broker for Landlord to evaluate this appli-
164 cation. If requested, Applicant agrees to provide the information on a separate form such as the Social Security Number
165 Authorization (PAR Form SSA). Failure to provide this information may result in the denial of your application.

166 _____ Applicant agrees that Broker(s), his/her agent(s) and/or employee(s) may provide Applicant's social security number,
167 individual taxpayer identification number, driver's license information and date of birth to lenders, title agencies, credit
168 reporting companies, or others as necessary for obtaining reports or information from a credit reporting agency, determin-
169 ing the existence of domestic liens, or for obtaining a criminal background report (for prospective tenants only).
170 **Applicant understands that Brokers have no control over the use of any information after it is disclosed to a third
171 party and agrees to release and hold Brokers harmless from any and all liability for any misuse or subsequent dis-
172 closure by any third party of the information or reports disclosed by Broker pursuant to the terms of this author-
173 ization.**

174 _____ Applicant authorizes the Broker for Landlord to contact the Applicant directly.

175 **I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.**

176 **APPLICANT SIGNATURE** _____ **DATE** _____
177 **APPLICANT NAME** _____ **DATE** _____

ADVANCE PAYMENT ADDENDUM TO RENTAL APPLICATION

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of REALTORS® (PAR).

1 **PROPERTY** _____
2 **APPLICANT** _____
3 **LANDLORD/BROKER Premier Property Management Services** _____
4 **DATE OF APPLICATION** _____
5

6 **1. Application Fee.** The Application Fee of \$ **50.00** identified on the Rental Application is NON-REFUNDABLE
7 and will not be applied towards rent or other financial obligations should Applicant be approved. Applicant agrees that this
8 sum is paid in consideration of Landlord/Broker's review and/or verification of the information stated in the application.
9

10 **2. Advance Payments of Security Deposit and Rent.** In addition to the Application Fee, Applicant will pay Security Deposit
11 and/or Rent as stated below. These amounts will be paid at the time the Rental Application is given to Landlord/Broker, unless
12 a different date is stated here. Security Deposit Due Date: @ application Rent Due Date: 1st of month
13

14 (A) **Security Deposit: \$ one month rent** . The Security Deposit shall be held by (check one):

15 **Broker.** Applicant agrees that Broker may wait to deposit any uncashed check that is received as a Security Deposit
16 until Applicant's Rental Application is approved/accepted. Upon approval of the Rental Application, Broker will deposit
17 the Security Deposit in an escrow account as required by the Rules and Regulations of the State Real Estate Commission
18 pending the termination of the Lease, the sale of the property to a new Landlord, or the termination of Broker's services.
19 If the property is sold, or the Broker's services are terminated, Applicant will be notified of the person to whom the
20 Security Deposit has been transferred.

21 **or**

22 **Landlord.** Landlord will hold Applicant's Security Deposit in compliance with the Pennsylvania Landlord and
23 Tenant Act as more completely described in the Lease Agreement.
24

25 (B) **Rent:** \$ _____. Rent, even if paid to Broker, may be transferred to Landlord. While held by Broker,
26 the rent will be maintained in a rental management account as required by the Rules and Regulations of the State Real
27 Estate Commission.
28

29 **3. Refund of Advance Payments.** Applicant may withdraw the Application at any time prior to approval or within 3 days
30 from notice of approval. If Applicant withdraws within the stated time period, or the Property is leased or sold prior to
31 Applicant signing a Lease Agreement, the full amount of the Advance Payments of Security Deposit and/or Rent will be
32 returned to Applicant. If Applicant's payment of these amounts was by check, the refund may occur after Applicant's check
33 has cleared.
34

35 **4. Lease.** Applicant will, within 7 days from notice of approval, sign a Lease Agreement. **Applicant has received**
36 **a copy of the Lease Agreement and has had the opportunity to review it.**
37

38 **5. Liquidated Damage - Loss of Advance Payments.** If Applicant furnishes false or misleading information on the Rental
39 Application, does not sign a Lease Agreement within the time period stated in paragraph 4 and/or fails to pay the full amount
40 of the Advance Payments as stated above, Applicant will lose any right to lease and may forfeit any Advance Payments made
41 under the terms of this Addendum. Landlord and Broker are released from all obligations to Applicant and may elect to retain
42 any or all Advance Payments as liquidated damages or as monies to be applied against Landlord's/Broker's actual damages.
43

44 **I have read and agree to the provisions as stated.**

45
46 **APPLICANT** _____ **DATE** _____

47 **APPLICANT/CO-SIGNER** _____ **DATE** _____

48 **APPLICANT/CO-SIGNER** _____ **DATE** _____

49 **APPLICANT/CO-SIGNER** _____ **DATE** _____

50 **LANDLORD/BROKER (Company Name) Premier Property Management Services** _____

51 **ACCEPTED BY** _____ **DATE** _____



SOCIAL SECURITY NUMBER AUTHORIZATION

SSA

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of Realtors® (PAR).

1 CONSUMER NAME _____

2 CONSUMER ADDRESS _____

3 CONSUMER SOCIAL SECURITY NUMBER _____

4 CONSUMER DATE OF BIRTH _____

5 BROKER Premier Property Management Services _____

6 A separate authorization form must be completed for each consumer involved in a real estate transaction.

7 I agree that Broker(s), his/her agent(s) and/or employee(s) may provide my social security number to lenders, title agencies, credit
8 reporting companies, or others as necessary for obtaining reports or information from a credit reporting agency, determining the exist-
9 ence of domestic liens, obtaining a criminal background report (for prospective tenants only), ordering a mortgage payoff or for
10 purposes of satisfying requirements of the Patriot Act.

11 CONSUMER UNDERSTANDS THAT BROKER HAS NO CONTROL OVER THE USE OF ANY INFORMATION AFTER
12 IT IS DISCLOSED TO A THIRD PARTY. CONSUMER AGREES TO RELEASE AND HOLD BROKER HARMLESS FROM
13 ANY AND ALL LIABILITY FOR ANY MISUSE OR SUBSEQUENT DISCLOSURE BY ANY THIRD PARTY OF THE
14 INFORMATION OR REPORTS DISCLOSED BY BROKER PURSUANT TO THE TERMS OF THIS AUTHORIZATION.

15 Consumer's signature serves as an acknowledgement of receipt of a copy of this authorization.

16 CONSUMER _____ DATE _____



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12/13