

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) _____, 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) _____ **03/22/2018**
(Date)

LANDLORD'S RELATIONSHIP WITH PA LICENSED BROKER

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

Broker (Company) TARA MANAGEMENT SERVICES, INC	Licensee(s) (Name) _____
Company License # _____	State License # _____
Company Address 1502 South Street	Direct Phone(s) (215)985-4855
Philadelphia, PA 19146	Cell Phone(s) _____
Company Phone (215)985-4855	Email bkesslerro15@gmail.com
Company Fax (215)985-1340	Licensee(s) is (check only one):
Broker is Landlord Agent (Broker represents Landlord only)	<input type="checkbox"/> Landlord Agent (all company licensees 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.	<input checked="" type="checkbox"/> Landlord Agent with Designated Agency (only Licensee(s) named above represent Landlord)

PROPERTY INFORMATION (To be supplied by Broker for Landlord)

Address _____	Term _____
Move-in Date _____	Application Fee (non-refundable) \$ 50.00 per person
Monthly Rent \$ _____	Security Deposit \$ _____
First Month's Rent \$ _____	Last Month's Rent \$ _____
Rent and Security Deposit checks will be written separately.	
Are pets permitted? (<input type="checkbox"/> Yes) (<input checked="" type="checkbox"/> No) May be subject to review. Note: The term "pets" does not include guide or support animals.	
Non-refundable Pet Fee \$ 250.00 per pet	Pet Rent \$ _____
Other \$ _____	Other \$ _____
Is rental insurance required for tenants? (<input checked="" type="checkbox"/> Yes) (<input type="checkbox"/> No)	

Applicant's Initials _____

RALA Page 1 of 4



Pennsylvania Association of REALTORS®

COPYRIGHT PENNSYLVANIA ASSOCIATION OF REALTORS® 2017
1/17; rel. 7/17

Tara Management Services, 1502 South Street Philadelphia, PA 19146
Phone: (215)985-4855105 Fax: (215)985-1340 Beverly Kessler-Rosa

Application

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.

48

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

51

52 **Check here if additional information is attached**

53 **4. BANK ACCOUNT INFORMATION**

54

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

57

58 **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 Web site 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, or 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
127 outright bans on offering housing to individuals based on arrests or convictions without a case-by-case assessment of relevant
128 mitigating factors. Consideration of an applicant’s criminal history must be limited to convictions and should include an evalu-
129 ation of the nature and severity of the offense, the amount of time that has passed since the criminal conduct occurred, and
130 whether denial of the application will serve a substantial, legitimate, nondiscriminatory interest. Selective use of an applicant’s
131 criminal history as a pretext for intentional discrimination based on race, national origin, or other protected characteristics may
132 be a violation of 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 authorized by
135 paragraph 16 of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the denial, and must provide
136 to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free telephone number established by
137 the agency if the agency compiles and maintains files on consumers on a nationwide basis) that furnished the report, (2) a statement that the
138 consumer reporting agency did not make the decision to deny the application and is unable to provide you with the specific reasons why your
139 application was denied, (3) a numerical credit score, the range of possible credit scores under the model used, up to four of the key factors that
140 led to the denial, and the date the credit score was created (4) information about how to obtain a free copy of your consumer report from the
141 consumer reporting agency, and (5) information about how to dispute the accuracy or completeness of any information in a consumer report
142 furnished by the agency. If the Landlord or Broker denies your application because of information from a person other than a credit reporting
143 agency (for example, an employer or prior landlord), the Landlord or Broker must provide you with notice about your right to make a written
144 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 _____
- 149 _____

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

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** _____

ADDENDUM _____

Addendum to contract dated _____ between: _____ (Sellers) and _____ (Buyers) on property located at _____

APPLYING FOR AN APARTMENT WITH TARA INC.
REQUIRED:

THE FOLLOWING IS

- A completed rental application from each applicant
- Photo I.D. from each applicant and co-signer (if applicable)
- A Security Deposit in the amount of month's rent (certified check or money order) made payable to Tara Inc.
- A \$50.00 application fee per applicant and co-signer (if applicable) this fee is non-refundable
- Proof of current income (W2 or 1040 form and 2 most recent pay stubs) if you are unable to provide this information, you may show an offer letter from your employer with your annual salary and start date on company letterhead.
- A signed W-9 form provided by Tara Inc.
- If a Co-signer is needed, then the co-signer must follow the same procedures listed above in order to be approved.
- Cats and small dogs (under 40 lbs) are accepted by approval
- A non-refundable pet deposit of \$250.00 per pet is required.
- All tenants must obtain Renters Insurance and supply Tara Inc. with a copy of the insurance policy prior to move-in.

I understand that after completing the application and being accepted if I do not take occupancy of the apartment, that it will result in forfeiture of my security deposit.

I understand that once accepted for an apartment/house by the landlord and a move-in date has been established that the process is final and I will be responsible for rent beginning on that date.

I understand the decision of acceptance or denial of my application is the landlord's final decision and I agree to waive any claim for damages by reason of non-acceptance, which the landlord may give.

I understand that if accepted, I must sign my lease and my first month and last month's rent must be paid within (7) days of acceptance of this application without exception. Failure to do so will result in forfeiture of my security deposit.

Applicants Credit Check Consent

I/We authorize that the information on my rental application is correct and complete and hereby authorize Tara Inc, or its agents, to obtain information it seems necessary for the purpose of processing my application.

I understand that such information may include, but not limited to, credit report/history, civil or criminal information, records of arrest, rental history, employment/salary details, and/or other necessary and relevant information.

I hereby expressly release Tara Inc, or its agents, and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of

Initials: _____ / _____

Initials: _____ / _____

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 Tara Management Services, Inc. _____

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 tence 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 _____



COPYRIGHT PENNSYLVANIA ASSOCIATION OF REALTORS® 2006
12/13