

RENTAL APPLICATION

*CRATTON HEIGHTS TOWNHOMES*

1592 Crucible Street  
Pittsburgh, PA 15205  
412-922-2075  
412-458-0693 fax

\*\*Application must be completed in full in order to process.

\*\*Must have valid ID of applicant and co-applicant, copies of social security cards and birth certificates for all occupants, Landlord verification, verification of all sources of income BEFORE application can be processed.

Applicant Name: \_\_\_\_\_  
Last First MI

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Drivers License# \_\_\_\_\_ State issued: \_\_\_\_\_ Marital status : (circle one) S M DV

Home Phone : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Other Occupants : \_\_\_\_\_ /\_\_\_\_/\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Name DOB Social security #

\_\_\_\_\_ /\_\_\_\_/\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Name DOB Social security #

\_\_\_\_\_ /\_\_\_\_/\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Name DOB Social security #

\_\_\_\_\_ /\_\_\_\_/\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Name DOB Social security #

Complete current address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zipcode

Date of Residency : From \_\_\_\_\_ To \_\_\_\_\_ Monthly mortgage or rent : \_\_\_\_\_

Landlord/Mortgage company name : \_\_\_\_\_

Landlord/Mortgage address and company : \_\_\_\_\_  
Street

\_\_\_\_\_ City, state zipcode

\_\_\_\_\_ Phone number

What is your reason for moving? \_\_\_\_\_

Applicant prior address : \_\_\_\_\_  
Street

\_\_\_\_\_  
City, state and zipcode

Dates of residency : From \_\_\_\_\_ To \_\_\_\_\_ Monthly mortgage or rent : \_\_\_\_\_

Landlord / Mortgage company name : \_\_\_\_\_

Landlord/ Mortgage address and phone : \_\_\_\_\_

What was your reason for moving? \_\_\_\_\_

Co- applicant name: \_\_\_\_\_  
Last First MI

Social security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Drivers license # \_\_\_\_\_ state issued: \_\_\_\_\_ Marital status: (circle one) S M DV

Home phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Complete current address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City state zipcode

Date of residency: From: \_\_\_\_\_ To \_\_\_\_\_ Monthly mortgage/rent: \_\_\_\_\_

Landlord/Mortgage company name: \_\_\_\_\_

Landlord/Mortgage address and phone number: \_\_\_\_\_  
Street

\_\_\_\_\_  
City, state and zipcode

\_\_\_\_\_  
Phone number

What is your reason for moving? \_\_\_\_\_

Applicant prior address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City, state and zipcode

Dates of residency: From: \_\_\_\_\_ To: \_\_\_\_\_ monthly mortgage/rent: \_\_\_\_\_

Landlord/ Mortgage company name: \_\_\_\_\_

Landlord/ Mortgage address and phone number: \_\_\_\_\_ -  
( please provide 2 years of continuous employment)

**EMPLOYMENT**

**APPLICANT INFORMATION**

**CIRCLE ALL APPLICABLE EMPLOYED: FULL-TIME PART-TIME RETIRED SELF-EMPLOYED NOT EMPLOYED**

Current employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Current salary: \_\_\_\_\_ per HOUR YEAR DAY

Pay cycle: WEEKLY BI-WEEKLY MONTHLY

Supervisor name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Prior employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Current salary: \_\_\_\_\_ per HOUR YEAR DAY

Pay cycle: WEEKLY BI-WEEKLY MONTHLY

Supervisor name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**CO-APPLICANT INFORMATION**

**CIRCLE ALL APPLICABLE EMPLOYED: FULL-TIME PART-TIME RETIRED SELF-EMPLOYED NOT EMPLOYED**

Current employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Current salary: \_\_\_\_\_ per HOUR YEAR DAY

Pay cycle: WEEKLY BI-WEEKLY MONTHLY

Supervisor name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Prior employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates From: \_\_\_\_\_ To: \_\_\_\_\_

Current salary: \_\_\_\_\_ per HOUR YEAR DAY

Pay cycle: WEEKLY BI-WEEKLY MONTHLY

Supervisor name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**CREDIT REFERENCES  
APPLICANT INFORMATION**

Name of institution: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Other loans: \_\_\_\_\_

Do you have any of the following credit cards:

VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER CARD \_\_\_\_\_ AMERICAN EXPRESS \_\_\_\_\_ OTHER \_\_\_\_\_

Have you ever filed bankruptcy? YES NO Discharge date and case No: \_\_\_\_\_

Have you ever been evicted? YES NO When? \_\_\_\_\_

Have you ever willfully or intentionally refused to pay rent when due? YES NO

How many vehicles will you keep at this address? \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate# & state: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate # & state: \_\_\_\_\_

**CO-APPLICANT INFORMATION**

Name of institution: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Other loans: \_\_\_\_\_

Do you have any of the following credit cards:

VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ DISCOVER CARD \_\_\_\_\_ AMERICAN EXPRESS \_\_\_\_\_ OTHER \_\_\_\_\_

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How many vehicles will you keep at this address? \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate # & state: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate # & state: \_\_\_\_\_

**PETS ( THIS PERTAINS TO BOTH APPLICANT AND CO-APPLICANT )**

Do you have any pets? YES NO Dogs: \_\_\_\_\_ Cats: \_\_\_\_\_

Names, ages, weight, color: \_\_\_\_\_

\_\_\_\_\_

NOTE: ALL APPLICANTS OWING PET(S), MUST HAVE LANDLORDS PRIOR WRITTEN APPROVAL, COMPLETE A PET ADDENDUM TO THE LEASE, PAY AN ADDITIONAL NON REFUNDABLE DEPOSIT ( IF REQUIRED) AND PETS MUST HAVE PROOF OF REGISTRATION AND CURRENT SHOT RECORDS. NO PITBULLS, ROTTWEILERS, DOBERMANS OR CHOWS ARE PERMITTED AT ANY TIME.

The Management relies on the information provided above to be complete and accurate in order for the application to be processed in a timely manner. ( 3-5 days) Any false statements, misrepresentations, inaccurate information or failure to supply the information requested may serve as a rejection of your application. By signing this application, you are authorizing the use of any credit reporting agencies to verify credit. validate the accuracy of the information reported. Furthermore, your signature authorizes the management and the credit reporting/screening agencies to later exchange credit information.

I/We hereby deposit \$ \_\_\_\_\_, which is the NON REFUNDABLE payment for a credit and processing charges, receipt of which acknowledged by management such sum is not a rental payment. In the event this application is disapproved, this deposit will be retained by management to cover the cost of processing the application as furnished by the applicant. This application must be signed before Management will process it. ( applicants initials \_\_\_\_\_)

I hereby acknowledge and understand that a SECURITY DEPOSIT is required in order to reserve a unit. I hereby acknowledge and understand that if my application is APPROVED and I decide to cancel this application, the *SECURITY DEPOSIT IS NON REFUNDABLE*. (applicants initials \_\_\_\_\_)

I hereby acknowledge and understand that if my application is denied the SECURITY DEPOSIT WILL BE REFUNDED.

I/We hereby deposit \$ \_\_\_\_\_, which is a holding fee that will be applied to my security deposit.

The above information, to the best of my knowledge is true and correct.

I/WE AUTHORIZE AN INVESTIGATION OF MY CREDIT, A CRIMINAL BACKGROUND CHECK, TENANT HISTORY, BANKING AND EMPLOYMENT FOR THE PURPOSES OF RENTING AN APARTMENT FROM THIS OWNER/MANAGER.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (printed) \_\_\_\_\_

Co-applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (printed) \_\_\_\_\_

Deposit of \$25.00 ( credit and processing charge) Received by \_\_\_\_\_ Date: \_\_\_\_\_

Security deposit of \$ \_\_\_\_\_ Received by \_\_\_\_\_ Date: \_\_\_\_\_

## **Crafton Heights townhomes/ Crafton Holdings LP Applicant Qualifications.**

**Applicants:** All persons who are 18 and older must be on the lease agreement and will be considered applicants.

**Credit report:** Crafton Heights will review all credit information within the last 5 years. The absence of a credit file shall not adversely affect the application.

**Bankruptcy:** All bankruptcies filed must be dismissed with all creditors paid, or discharged. Applicants will be denied if bankruptcy is reported within the past 5 years. Legal documentation from the courthouse is required if the credit report does not reflect the discharge or dismissal.

**Civil judgments, Liens, and tax Liens:** In order to be approved with a civil judgment and/or lien you must:

- A. Have legal documentation from the courthouse that the debt has been satisfied, only if the credit report does not reflect the satisfaction.
- B. Provide legal documentation that payment arrangements have been made to satisfy the debt.
- C. In the situation when you feel that the debt does not belong to you, you must contact the credit bureau and have the debt removed from your credit report. Once the debt has been removed, Crafton Heights will pull a new credit report from our office to reflect the change.

**Non U.S. Citizen Applicants:** If the applicant cannot meet the standard qualifying criteria they must provide: Letter of hire including proof of income exceeding 2.5 times the monthly rental amount, and a copy of their Visa.

**Co-Signers:** If an applicant has a lack of credit, they may be required to have a co-signer for approval. Co-signers will have the same qualifying criteria, as the applicant except their income must exceed four and one half (4 1/2) times the rental agreement.

**Collections and/or Charge-off & Repossessions:** If you have accounts which are in collections or have been charged off and they appear on your credit report, you will need to write a detailed letter explaining dates, and the reason for the unpaid debt. If payment arrangements have been made with creditors, we will require documentation of the arrangements. Applicants will be denied if there has been any repossession of personal property.

Applicant's denial may be based on the following:

1. Any one eviction from a previous housing unit.
2. Any occurrence of having left a previous housing unit with unpaid rent or other charges.

If previous landlord states that your deposit was not refunded back to you, we will need in writing as to why not.

**Criminal History:** A criminal history report will be completed on all adult members (age 18 or older) of the applicant's family. Any convictions will be evaluated to determine if a substantial risk exists that the applicant or those under the applicants control will interfere with the health, safety, security, and peaceful enjoyment of the residential community. The following will serve as grounds for rejection:

1. Crimes against persons: Conviction of such a crime.
2. Crimes against property: Conviction of such a crime.
3. Drug related criminal activity: Conviction for the illegal manufacture, sale, distribution, use or possession with the intent to manufacture, sell, distribute or use of a controlled substance.
4. Illegal Firearm: Conviction for the possession of an unregistered firearm or possession of an illegal weapon within the past five years.
5. Pattern of Criminal behavior: if the criminal history reveals that the applicant has developed a pattern of criminal behavior and such behavior present a real or potential threat to resident and/or property, this information may be used as grounds for rejection.

**Occupancy Guidelines:** All applicants must be at least 18 years of age and occupancy may not exceed the following number of people per apartment:

3BR    6 people                      4BR    8 people

Once an application is approved and an apartment is reserved for an applicant, no deposit or other monies will be refunded. In the event the applicant cancels his application when an apartment is or was reserved, no deposit or other monies will be refunded.

In the event an application is rejected, the application deposit will be refunded. The non-refundable application fee will not be refunded.

**I have been given an opportunity to review and sign the Crafton Holdings LP Application Qualifications.**

Applicant signature: \_\_\_\_\_