

NDC Real Estate Management, Inc.

RENTAL APPLICATION

Date _____ Community _____ Special _____
 Apt. # _____ Monthly Rental _____ Provisions: _____
 Lease Start _____ Move-In _____ Term _____
 Leasing Consultant _____ Parking _____

Name _____ Birthdate _____
 Social Security # _____ Driver's License # _____
 Employer _____ Phone _____
 Address _____ Income _____
 Employed As _____ From _____ To _____
 Supervisor's Name _____ Phone _____
 Previous Employer _____ From _____ To _____

Current Address _____
 Street _____ City _____ State _____ Zip _____

Phone _____ How Long _____ Reason for Leaving _____
 Owner or Agent _____ Landlord's Phone _____ Rental Amount _____

Previous Address _____
 Street _____ City _____ State _____ Zip _____

How Long? _____ Reason for Leaving _____
 Owner or Agent _____ Landlord's Phone _____ Rental Amount _____

Co-Applicant _____ Birthdate _____
 Social Security # _____ Driver's License # _____
 Employer _____ Phone _____
 Address _____ Income _____
 Employed As _____ From _____ To _____
 Supervisor's Name _____ Phone _____
 Previous Employer _____ From _____ To _____

Other Occupants: Relationship _____
 Pets (Type, Weight) _____
 Vehicles: Make, Model, Year, Color _____
 State _____ Auto License # _____

Credit Information

Creditor	Monthly Payment	Account Number

Bank Checking _____ Bank Saving _____

Emergency Contact: Name _____ Phone _____
 Address _____

I hereby apply to lease the aforementioned premises for the term set forth. I warrant that all statements set forth are true & correct.

I hereby deposit \$ _____ as earnest money to be refunded to me if this application is not accepted. Upon acceptance this deposit shall be applied towards the first month's rent on the apartment. I hereby waive any claim for damages by reason of non acceptance. Owner or agent may reject without stating any reason for doing so.

I understand that if I decide that I do not wish to sign a lease for the apartment, I must notify the leasing office within 48 hours from the date below. I understand that if I fail to do so, I will forfeit my earnest money.

I recognize that as part of the procedure for processing my application an investigative consumer report may be prepared and verified through personal interviews. I authorize those sources to release such information to NDC Real Estate Management. Lease may be cancelled if any of the enclosed information proves inaccurate.

Signature of Applicant _____ Date Received _____

Signature of Co-Applicant _____ By _____

Deposit of \$ _____

Co-applicants not related must file separate applications

NDC Real Estate Management, Inc.
4415 Fifth Avenue
Pittsburgh, PA 15213

Authorization to Obtain Income, Credit, Rental and Criminal History

I hereby authorize NDC Real Estate Management, Inc. to investigate my background to determine any and all information of concern to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of his/her furnishing said information.

I hereby authorize any investigation of my personal history, criminal records and credit history through an investigative or credit agency or bureau of your choice. I authorize the release of this information by the appropriate agencies to the investigating service.

This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be requested.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

NDC Real Estate Management, Inc.

Selection Criteria for Rental Apartments

NDC Real Estate Management, Inc. fully supports the Federal Fair Housing Laws and will not discriminate against any person on the basis of race, color, religion, sex, national origin, handicap (disability) or familial status (generally, the presence of children under 18 in a household).

Please review our selection criteria carefully. We verify personal information, social security numbers, income, credit history, rental history and criminal history.

AGE REQUIREMENTS

All applicants must be 18 years of age or older. Anyone living in the apartment who is 18 years of age and older must complete the application process.

INCOME REQUIREMENTS

Gross monthly income must be equal to, or exceed, three (3) times the monthly rent and other charges.

OCCUPANCY GUIDELINES

Efficiency/Studio - 2 persons maximum

One-bedroom - 2 persons maximum

Two-bedroom - 4 persons maximum

Three-bedroom - 6 persons maximum

PRESENT AND PAST CREDIT HISTORY

Any pre-application will be rejected for **any one (1)** of the following.
The absence of a credit file **SHALL NOT** adversely affect the applicant.

1. Any one lien or judgment not remedied within the past three (3) years.
2. Any one personal bankruptcy within the past three (3) years.
3. Any two credit obligations which are two (2) months or more delinquent.
4. Any one foreclosure of real estate within the last three (3) years.
5. Any one repossession of personal property within the last three (3) years.

PRESENT AND PAST RENTAL HISTORY

Any pre-application will be rejected for **any one (1)** of the following:

1. Any occurrence of having left a previous housing unit with unpaid rent or other charges.
2. Any one eviction from a previous housing unit within the last three (3) years.
3. Any two late payments of rent within a twelve (12) month period from a current or past housing unit (late means 5 days or more after the due date.)

CRIMINAL HISTORY

Any pre-application will be rejected for **any one (1)** of the following:

1. Any household member has been convicted of any felony crime within the past seven (7) years.
2. Any household member has been convicted of any drug-related criminal activity within the past seven (7) years.
3. In the absence of a conviction, there is otherwise “reasonable cause to believe” any household member is, or has been, involved in illegal drug-related or other criminal activity.
4. Any household member is subject to a registration requirement under a state or Federal sex offender registration act.
5. Any household member is engaging in, or has engaged in (during a reasonable time before the admission decision) violent criminal activity, other activity or criminal activity that would threaten the health, safety or peaceful enjoyment of the premises by other residents, or other criminal activity that would threaten the health or safety of employees, agents or contractors of NDC Real Estate Management, Inc. or would constitute a direct threat to person and/or property.

Note: A plea of “no contest” shall be considered as a conviction. NDC Real Estate Management, Inc. is not soliciting information from you related to your prior arrest history. However, in determining whether or not an individual has engaged in prohibited conduct (i.e. drug or other conduct), evidence of such conduct sufficient to deny an application shall be determined by a preponderance of the evidence without satisfying the standard of proof used for a criminal conviction. Arrest and/or conviction of an individual shall not be required to support a determination to deny an application.