



LEASING (Residential) Policy and Procedure -revised June 2016

The following is a STEP by STEP GUIDE to our Policy & Procedures for RESIDENTIAL LEASING at Albert Anthony Real Estate.

Follow these easy steps for Leasing:

STEP 1: Prospective tenant to go to www.AlbertAnthonyRealEstate.com to complete the 4 page auto fillable rental application, complete ALL 100% of the information and screen shot and email to agent or print out completed application and email back to agent ASAP.

STEP 2: The Leasing agent will collect the **non-refundable \$25 rental application fee payable to "Albert Anthony Real Estate."** & deliver to our main office 4343 Murray Ave. Pittsburgh, PA 15217.

STEP 3: The leasing agent will request a copy of the driver's licenses of each tenant applicant.

STEP 4: Credit Check Required. - Albert Anthony Real Estate outsources the credit check process to **Experian**, one of the top three major credit reporting companies. Our prospective tenants can initiate the credit check and pay for it online directly to **Experian for \$14.95**, and copy Albert Anthony on the results. *Since the tenant applicant initiates the report, it cannot negatively affect their credit score which is obviously good for the tenant. This online credit report service is fast & easy to use!* Go to www.Experian.com to complete this important step in the leasing application process.

STEP 5: Criminal Background Check Required by all applicants. (Pennsylvania Access to Criminal History) <http://epatch.state.pa.us>

*To complete the Criminal Background Check, All Leasing applicants need to go online to **epatch.state.pa.us** to complete this step. Then applicant must scan and email a copy of the results to the leasing agent.

STEP 6: Within 2 to 3 business days of the Albert Anthony Real Estate staff receiving **100% of all of the completed rental application information listed above**, the Albert Anthony company will notify the leasing agent if the applicant has been approved or rejected.

It is an Albert Anthony Real Estate policy that **ALL SECURITY DEPOSIT CHECKS ARE MADE PAYABLE TO OWNER'S FULL NAME.**

Thank you.

Albert Anthony Real Estate

CONSUMER NOTICE FOR TENANTS
THIS IS NOT A CONTRACT

RA

(Not to be used when licensee is subagent for the landlord, agent for the tenant or transaction licensee. In these situations the full Consumer Notice must be used.)

1 (Licensee) _____ hereby states that with respect to this property (describe property),
2 _____, I am acting in the following capacity: (check one)
3 ☐ (i) Owner/Landlord of the Property;
4 ☐ (ii) A direct employee of the Owner/Landlord; OR
5 ☐ (iii) An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

6 I acknowledge that I have received this Notice:

7 Date: _____
8 _____ Print (Consumer) _____ Print (Consumer)
9 _____
10 _____ Signed (Consumer) _____ Signed (Consumer)
11 _____
12 _____ Address (Optional) _____ Address (Optional)
13 _____
14 _____ Phone Number (Optional) _____ Phone Number (Optional)

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

RENTAL APPLICATION

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

Provide at least two years of history in Sections 1 & 2. Fill out all sections completely.

Attach additional sheets if more space is needed. Please type or print all information clearly.

PROPERTY INFORMATION

21 Address _____
22 _____
23 Utilities Paid By Landlord: _____
24 Utilities Paid By Tenant: _____
25 Move-in Date _____ Term _____ Monthly Rent \$ _____ Application Fee \$ _____
26 Deposits _____ \$ _____ Other _____ \$ _____
27 ☐ See Advance Payment Addendum for additional information

28 1. APPLICANT INFORMATION (Attach Photo ID)

29 APPLICANT 1 ☐ Check here if additional information is attached

30 Full Name _____
31 Is Applicant at least 18 years old? ☐ Yes ☐ No
32 Social Security Number _____
33 Driver's License No./State _____
34 Home Phone _____ Work Phone _____
35 Present Address & ZIP _____
36 _____ ☐ Own ☐ Rent
37 From: _____ To: _____ Rent/Mortgage \$ _____ /mo.
38 Landlord/Mortgage Co. Name & Phone _____
39 _____
40 Previous Address & ZIP _____
41 _____ ☐ Own ☐ Rent
42 From: _____ To: _____ Rent/Mortgage \$ _____ /mo.
43 Landlord/Mortgage Co. Name & Phone _____
44 _____
45 In case of emergency, contact _____
46 Relationship _____ Phone(s) _____

APPLICANT INFORMATION (Attach Photo ID)

APPLICANT 2 ☐ Check here if additional information is attached

Full Name _____
Is Applicant at least 18 years old? ☐ Yes ☐ No
Social Security Number _____
Driver's License No./State _____
Home Phone _____ Work Phone _____
Present Address & ZIP _____
_____ ☐ Own ☐ Rent
From: _____ To: _____ Rent/Mortgage \$ _____ /mo.
Landlord/Mortgage Co. Name & Phone _____

Previous Address & ZIP _____
_____ ☐ Own ☐ Rent
From: _____ To: _____ Rent/Mortgage \$ _____ /mo.
Landlord/Mortgage Co. Name & Phone _____

In case of emergency, contact _____
Relationship _____ Phone(s) _____

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Pennsylvania Association of REALTORS®



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48 **2. EMPLOYMENT INFORMATION**49 **APPLICANT 1** ☐ Check here if additional information is attached

50 Employer _____
51 City/State _____
52 Phone _____ Supervisor _____
53 Position _____
54 Gross Income: \$ _____ /mo. **OR**
55 \$ _____ /hr., for _____ hrs. per week (on average)
56 Employed From _____ To _____
57 ☐ **PROOF OF INCOME ATTACHED**
58 Previous Employer _____
59 City/State _____
60 Phone _____ Supervisor _____
61 Position _____
62 Gross Income: \$ _____ /mo. **OR**
63 \$ _____ /hr., for _____ hrs. per week (on average)
64 Employed From _____ To _____

EMPLOYMENT INFORMATION**APPLICANT 2** ☐ Check here if additional information is attached

Employer _____
City/State _____
Phone _____ Supervisor _____
Position _____
Gross Income: \$ _____ /mo. **OR**
\$ _____ /hr., for _____ hrs. per week (on average)
Employed From _____ To _____
☐ **PROOF OF INCOME ATTACHED**
Previous Employer _____
City/State _____
Phone _____ Supervisor _____
Position _____
Gross Income: \$ _____ /mo. **OR**
\$ _____ /hr., for _____ hrs. per week (on average)
Employed From _____ To _____

65 **3. OTHER INCOME** Alimony, child support, or separate maintenance income need not be revealed if Applicant does not wish to have
66 it considered as a basis for paying this obligation.
67 ☐ Check here if additional information is attached

Applicant	Source	Monthly Amount

72 **4. BANK ACCOUNT INFORMATION**☐ Check here if additional information is attached

Applicant	Bank/Credit Union	Address/Branch	Account Number	Account Type	Balance

77 **5. LIABILITIES/MONTHLY PAYMENTS**☐ Check here if additional information is attached

Applicant	Lender/Creditor	Loan Number	Loan Type	Balance Due	Monthly Payment

82 **6. VEHICLE INFORMATION**☐ Check here if additional information is attached

Applicant	Make/Model	Year	Color	License Number/State

87 **7. OTHER OCCUPANTS (FULL)**☐ Check here if additional information is attached

88 _____ ☐ 18 or older _____ ☐ 18 or older
89 _____ ☐ 18 or older _____ ☐ 18 or older

90 **8. PETS**☐ Check here if additional information is attached

91 Does any Applicant or Occupant own any pets? ☐ Yes ☐ No If yes, list and describe: (type, name, breed, age, weight, gender, etc):
92 _____
93 _____
94 _____
95 _____

96

98 **Applicant 1** **Applicant 2**

99 ☐ Yes ☐ No ☐ Yes ☐ No Have you ever declared bankruptcy or suffered foreclosure? If yes, list any payments: \$ _____

100 ☐ Yes ☐ No ☐ Yes ☐ No Have you been evicted or sued for unpaid rent or damages to leased property?

101 ☐ Yes ☐ No ☐ Yes ☐ No Have you ever refused to pay rent for any reason?

102 ☐ Yes ☐ No ☐ Yes ☐ No Have you ever been convicted of a felony or misdemeanor?

103 ☐ Yes ☐ No ☐ Yes ☐ No Have you at any time on or since January 1, 1998 been obligated to pay support under an order

104 on record in any Pennsylvania county? If yes, list the County and the Domestic Relations File or

105 Docket Number: _____

106 Amount \$ _____ Are you delinquent? _____

107 If you answered "yes" to any of the above questions, please explain: _____

108 _____

109 _____

110 _____

111 _____

112 _____

113 **10. CONDITION OF PROPERTY**

114 The Property will be leased in the same condition as it is shown unless otherwise agreed to in writing in paragraph 11 below or in an attached

115 addendum.

116 **11. SPECIAL PROVISIONS**

117 _____

118 _____

119 _____

120 _____

121 _____

122 _____

123 **12. AUTHORIZATION** Applicants authorize Landlord or Broker to obtain any information deemed necessary to evaluate this Application.

124 This information may include, but is not limited to, credit reports, criminal history, judgments of record, rental history, verification of

125 employment and salary, employment history, vehicle records, and licensing records. Broker may report to Landlord any information

126 obtained by Broker for evaluation of the Application. Applicants acknowledge that all information in the Application is true and

127 correct. Applicants acknowledge that if they present false or incomplete information Landlord may reject this Application. Applicants

128 understand that giving false or incomplete information may result in forfeiture of any payments made in connection with this Rental

129 Application.

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

131 **APPLICANT** _____ **DATE** _____

132 **APPLICANT** _____ **DATE** _____

133 **LANDLORD/BROKER (Company Name)** _____

134 **OFFICE ADDRESS** _____

135 **PHONE(S)** _____ **FAX** _____ **E-MAIL** _____

136 **AGENT/RECEIVED BY** _____ **DATE** _____

137	FOR OFFICE USE ONLY		
138	Landlord: _____		☐ ACCEPTED ☐ REJECTED BY: _____ DATE: _____
139	Employment: _____		
140	Credit Report: _____		
141	ID Verification: _____		
142	Misc: _____		
143	_____		

NOTICES AND INFORMATION

CIVIL RIGHTS ACTS NOTICE

Federal and state laws make it illegal for a landlord, broker, or anyone to use RACE, COLOR, RELIGION or RELIGIOUS CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under 18 years of age), AGE (40 or older), NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OF RELATIONSHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to sell, show, or rent properties, loan money, or set deposit amounts, or as reasons for any decision relating to the sale or lease of property. It is also an unlawful discriminatory practice to evict or attempt to evict an occupant of a housing accommodation before the end of the term of the lease because of the pregnancy or birth of a child.

FAIR CREDIT REPORTING ACT NOTICE

15 U.S.C. § 1681 et. seq.

If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report authorized by paragraph 12 of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the denial, and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free telephone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis) that furnished the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to provide you with the specific reasons why your application was denied, (3) information about how to obtain a free copy of your consumer report from the consumer reporting agency, and (4) information about how to dispute the accuracy or completeness of any information in a consumer report furnished by the agency. If the Landlord or Broker denies your application because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), the Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.