

# RIEDMAN APARTMENTS

2315 West Grandview Blvd • Erie, PA 16506  
(814) 838-9640 • Fax (814) 838-9653



## RENTAL APPLICATION

To be turned in with each application:  
Completed and signed application  
Copy of Valid Photo ID  
Proof of Income (W2 or 2 most recent pay stubs)

**Notice: Each Co-Applicant/Co-Signer must complete a separate Rental Application Form and pay the \$40.00 screening fee**

The undersigned hereby makes application to rent apartment # \_\_\_\_\_ located at \_\_\_\_\_  
beginning on \_\_\_\_\_ ending on \_\_\_\_\_, at a monthly rental of \$ \_\_\_\_\_

### PLEASE TELL US ABOUT YOURSELF

FULL NAME \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email: \_\_\_\_\_

NAME of Co-Applicant (If applicable) \_\_\_\_\_ Phone ( ) \_\_\_\_\_

List All Other Occupants \_\_\_\_\_

Driver's License Number & State \_\_\_\_\_

### PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS (Beginning With Current Address)

CURRENT ADDRESS \_\_\_\_\_ Zip Code \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Landlord \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

PREVIOUS ADDRESS (If within 3years) \_\_\_\_\_

Month & Year Moved In \_\_\_\_\_ Moved Out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Owner or Landlord \_\_\_\_\_ Phone ( ) \_\_\_\_\_

### PLEASE GIVE YOUR EMPLOYMENT/INCOME INFORMATION

YOUR STATUS:  Employed Full-Time  Employed Part-Time  Student  Retired  Not Employed

CURRENT EMPLOYER (Or Most Recent) \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Date(s) Employed / From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Your Net Monthly Salary \$ \_\_\_\_\_ Household Net Monthly Income \$ \_\_\_\_\_

PREVIOUS EMPLOYER \_\_\_\_\_

Address \_\_\_\_\_

Date(s) Employed / From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

**PLEASE LIST YOUR BANK AND CREDIT REFERENCE**

Please list banking information:	Name/Branch:	City/State:	Telephone:
Please list other credit reference (if applicable):	Name/Branch:	City/State:	Telephone:

**HAVE YOU OR CO-APPLICANT EVER?**

Been sued for non-payment of rent?  Yes  No Declared Bankruptcy?  Yes  No  
Been evicted or asked to move out?  Yes  No Broken a Lease?  Yes  No  
Been sued for Damages to Property?  Yes  No Broken any Agreement?  Yes  No

**PET INFO**

(Maximum of 2 pets per apartment are allowed)

Type of Pet(s): \_\_\_\_\_ Age(s): \_\_\_\_\_

Description: \_\_\_\_\_ Is this a service or therapy pet?  Yes  No

**VEHICLE INFO**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate#: \_\_\_\_\_

Please indicate any additional information that might help management evaluate your application:

\_\_\_\_\_  
\_\_\_\_\_

**HOW DID YOU HEAR ABOUT US?**

Online? If so, what website? \_\_\_\_\_

Tenant Referral? (Please list their name and address): \_\_\_\_\_

Drive-by/Signage?  Lecom Referral?  Property Website?  Other? Please list: \_\_\_\_\_

IN CASE OF PERSONAL EMERGENCY Please notify: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Full Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable on the 1<sup>st</sup> day of each month. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements made above be a misrepresentation or not a true statement of fact, the owner or his agent may reject, without stating any reason for so doing, the applicant, thereby waiving any claim for damages by reason of non-acceptance. I hereby deposit a non-refundable application fee in the amount of \$40.00.

Upon acceptance of this application, I will have three (3) business days to submit a non-refundable "administrative fee" in the amount of \$150.00 in the form of a money order or personal check, which will be considered non-refundable when paid, regardless of whether this payment is made on the first, second or third business day. The "administrative fee" is required to hold a specific apartment for the applicant. If I fail to execute a twelve (12) to sixteen (16) month lease for the above described premises, the "administrative fee" will be forfeited as liquidated damages in payment for the agent's time and effort in processing my inquiry and application, including making necessary investigation of my credit, character and reputation.

By signing below, applicant recognizes that the Landlord or his agent may investigate the credit background and criminal background of the applicant, obtain income verification from employer, contact present or previous Landlord(s) for references, and that a full disclosure of facts may be made to the Landlord.

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

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