



# Barclay Square

Initials \_\_\_\_\_

1600 GARRETT ROAD

UPPER DARBY, PA 19082

(610) 626-2000

FAX: (610) 626-2064

## RENTAL APPLICATION

Date: \_\_\_\_\_ 20\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN# \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ Are you a U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

List all other occupants who will reside in this complex below:

Name	Relationship	Date of Birth	Social Security No.

Current Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_ Dates that you lived there \_\_\_\_\_

Do you own any pets? \_\_\_\_\_ Musical Instruments \_\_\_\_\_ Marital Status \_\_\_\_\_

Automobile (s) License Numbers \_\_\_\_\_

(1) Occupation \_\_\_\_\_ Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Tenure \_\_\_\_\_ Annual Income \_\_\_\_\_

(2) Occupation \_\_\_\_\_ Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Tenure \_\_\_\_\_ Annual Income \_\_\_\_\_

Co-signer Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN# \_\_\_\_\_

(3) Co-signer's Occupation \_\_\_\_\_ Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Tenure \_\_\_\_\_ Annual Income \_\_\_\_\_

Have you or anyone included in this application ever been:

Evicted from any residential or business property during the seven (7) year period immediately preceding the date of this Apartment Application? Yes \_\_\_\_\_ No \_\_\_\_\_

Convicted of a crime or put under a peace bond during the seven (7) year period immediately preceding the date of this Apartment Application? Yes \_\_\_\_\_ No \_\_\_\_\_

Checking Account (Bank) \_\_\_\_\_ Address of Branch \_\_\_\_\_

Savings Account (Bank) \_\_\_\_\_ Address of Branch \_\_\_\_\_

Checking Account Regular \_\_\_\_\_ Special \_\_\_\_\_ Savings Account Regular \_\_\_\_\_ Special \_\_\_\_\_

Reference - List two (2) each of Credit and Personal: (Other than relatives)

(1) \_\_\_\_\_ Phone No. \_\_\_\_\_ (3) \_\_\_\_\_ Phone No. \_\_\_\_\_

(2) \_\_\_\_\_ Phone No. \_\_\_\_\_ (4) \_\_\_\_\_ Phone No. \_\_\_\_\_

In case of emergency please notify: Name \_\_\_\_\_

Relationship \_\_\_\_\_ Address \_\_\_\_\_ Phone No. \_\_\_\_\_

I (we) hereby make application to rent premises known as apartment # \_\_\_\_\_ type of apartment \_\_\_\_\_ under a one year lease, and subject to the following conditions:

Applicant(s) agrees that:

- Applicant(s) signed the application in the landlord's office.
- Applicant(s) will sign the lease in the landlord's office.
- All the information on this application is true and correct, including the number of persons who will live in the apartment.
- There is no real estate professional or other person entitled to a commission as a result of this rental.
- The application fees are \$50.00 for one (1) applicant and \$10.00 for each additional applicant, 18 and older, at the time of the first application. This application fee is not refundable. There is a \$50.00 fee that is not refundable for any later applicants.
- The applicant(s) will also pay a non-refundable \$100.00 deposit and be assigned an apartment and move-in date if the Landlord approves the application. All deposits are non-refundable. The \$100.00 deposit will be credited toward move-in settlement if application is approved.
- Applicant(s) have the right to inspect the apartment and will accept it in its present condition after the lease is signed by applicant and a representative of the Landlord.
- Applicant(s) has received and signed a separate disclosure form authorizing landlord to obtain applicant's credit report and criminal record report.
- Applicant(s), at the time of settlement, will sign the lease and pay all settlement charges with either certified check or money order in full before getting the key to the apartment. No cash or personal checks will be accepted.
- Satellite dishes may not be installed, placed or affixed on the building, outside walls, or on the patios or balconies at the premises.

I/we have read the foregoing and certify that the information herein submitted by me/us is true and correct, that this rental application is submitted for the purpose of inducing approval of this application in my/our behalf. Subject to the above, landlord agrees to process this mentioned herein.

The above concludes this rental application and there are no other agreements, understandings and conditions, verbal or written, not mentioned herein.

Starting Date of lease \_\_\_\_\_ 20\_\_\_\_ Expiration Date of lease \_\_\_\_\_ 20\_\_\_\_

Amount of deposit \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Balance Due \$ \_\_\_\_\_

Comments: \_\_\_\_\_

1st Month \_\_\_\_\_

Security Deposit \_\_\_\_\_

Smoke detector fees are outlined in the addendum to the rental application.

I authorize you to obtain my records (credit, felony, . . . ) for purposes of this application only.

Anything contained in the Lease or Application which is contrary to applicable laws is null and void.

Authorized Signature

Signature of Applicant



# BARCLAY SQUARE APARTMENTS

1600 Garrett Road | Upper Darby, Pennsylvania 19082 | P: 610-626-2000 | F: 610-626-2064

## CONSUMER NOTICE

### THIS IS NOT A CONTRACT

I, LICENSEE, HEREBY STATES THAT WITH RESPECT TO THIS PROPERTY, BARCLAY SQUARE APARTMENTS, I AM ACTING IN THE FOLLOWING CAPACITY: (CHECK ONE)

- THE OWNER/LANDLORD OF THE PROPERTY
- A DIRECT EMPLOYEE OF THE OWNER/LANDLORD; OR
- AN AGENT OF THE OWNER/LANDLORD PURSUANT TO A PROPERTY MANAGEMENT OR EXCLUSIVE LEASING AGREEMENT.

I, LICENSEE, CERTIFY THAT I HAVE PROVIDED THIS NOTICE:

AUTHORIZED LICENSEE SIGNATURE \_\_\_\_\_ PRINT LAST NAME \_\_\_\_\_ DATE \_\_\_\_\_

I, CONSUMER, ACKNOWLEDGE THAT I HAVE RECEIVED THIS NOTICE:

CLEARLY PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

CLEARLY PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



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## RENTAL CRITERIA

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The following applies to each applicant individually:

1. Present and stable employment.  
Applicant(s) must show that at least one (1) week of gross income (and is the lesser week of the two pay stubs) is equal to or greater than one (1) month's rent.
2. Good credit rating on credit report.  
If one or more Applicants have an unacceptable credit rating, the Application for rental will be denied for all Applicants. Loan and credit card payments must be up to date; not delinquency or in bankruptcy.  
  
*Please be advised, if you are denied based on information obtained from a credit reporting agency, you have the right to obtain a free copy of your credit report. For more information, contact: First Advantage SafeRent, Inc., 7700 Westmore Rd. Suite 3 Rockville, MD 20850-5223 (1-888-333-2413) or Lexis Nexis Consumer Print Center PO Box 105170 Bldg. 2 Atlanta, GA 30348-5179 (1-800-590-8535).*
3. Clear Criminal history (No Felony or Misdemeanor convictions or charges).
4. References from previous Landlord.  
If Applicant(s) has been terminated by current Landlord, or any other property owned by Landlord, the Application may be denied.
5. Ability to pay first month's rent in full up front and one (1) month's rent in full as Security Deposit.
6. Ability to meet Rental Criteria without a Co-Signer or Guarantor.
7. Student Exception:  
Full-time student(s) attending an accredited College or University may apply with a Co-Signer(s) or Guarantor(s) to meet the Rental Criteria provided, Applicant(s) are able to meet 2/3 of the income criteria alone. Each Co-Signer or Guarantor must live in the U.S. (extenuating circumstance may be considered) and must submit a complete Rental Application and along with the Application Fee. If a qualified Co-Signer(s)/Guarantor(s) lives outside of PA, Applicant(s) must deposit an additional advance payment equal to three (3) month's rent.



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## RENTAL CRITERIA

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Rentals at Barclay Square Apartments are made without regard to race, color, religion, sex, ancestry, national origin, handicap, disability, age or family structure.

All Applicant(s) and/or Tenant(s) information is subject to compliance with the Patriot Act and any other Law, Administrative Rule or Local Ordinance.

### MAXIMUM OCCUPANCY

One Bedroom Apartments: No more than two (2) persons.

Two Bedroom Apartments: No more than four (4) persons.

Three Bedroom Apartments: No more than six (6) persons.

**LANDLORD WILL NOT PROCESS APPLICATION IF COMPLETE INFORMATION IS NOT PROVIDED IN A TIMELY MANNER.**

\_\_\_\_\_  
CLEARLY PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CLEARLY PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



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## RENTAL APPLICATION

Applicant(s) agrees and/or acknowledges that:

1. Applicant(s) will only sign the Rental Application in the Landlord's office.
2. All information on the Rental Application is true and accurate including, but not limited to, the number of persons who will live in the apartment.
3. Applicant(s) has disclosed to Landlord the name, if any, of a real estate professional or other person who may be entitled to a commission involving this rental.
4. Applicant(s) received and signed a separate disclosure form authorizing Landlord to obtain a credit report and criminal record report for each Applicant.
5. The Application fees have been paid and are not refundable. Upon approval, Applicant(s) will pay a \$100.00 deposit that is also not refundable. After a move-in settlement, Landlord will credit the \$100.00 deposit toward the first month's rent.
6. Upon acceptance, Applicant(s) has the right to inspect the apartment before signing the Lease (appointment is required). Signing of the Lease means the Tenant(s) is accepting the apartment in its present, AS-IS condition. An appointment is required to schedule the signing of the Lease Agreement.
7. After signing the Lease, Tenant(s) will pay the first month's rent (minus the \$100.00 deposit) and Security Deposit. Payment in full is required before getting a key to the unit.
8. Tenant(s) will pay an initial Smoke Detector fee. The fee is \$20.00 for a one bedroom unit; \$30.00 for a two bedroom unit; and \$40.00 for a three bedroom unit. Battery replacement and regular battery testing is the full and sole responsibility of the Tenant(s).
9. Tenant(s) will not install, place or affix a satellite dish on the building, outside walls, or on the patios or balconies of the unit. Tenant (s) will not hang clothes or any other items on the patios or balconies or from any windows of the unit.

\_\_\_\_\_  
CLEARLY PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CLEARLY PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE







# **BARCLAY SQUARE APARTMENTS**

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## **FOR LEASING PURPOSES FAIR CREDIT REPORTING ACT DISCLOSURE**

**YOUR CONSUMER CREDIT REPORT CANNOT BE OBTAINED WITHOUT YOUR WRITTEN AUTHORIZATION.**

**TO COMPLETE YOUR RENTAL APPLICATION, A COPY OF YOUR CONSUMER CREDIT REPORT IS REQUIRED.**

**THE INFORMATION CONTAINED IN YOUR CONSUMER CREDIT REPORT WILL BE USED ONLY FOR THE PURPOSE OF EVALUATING YOUR ELIGIBILITY TO ENTER INTO A RESIDENTIAL LEASE AGREEMENT WITH BARCLAY SQUARE APARTMENTS OR PARK LANE EAST APARTMENTS.**

### **AUTHORIZATION TO OBTAIN CONSUMER CREDIT REPORT**

**I HERBY AUTHORIZE BARCLAY SQUARE APARTMENTS AND/OR PARKLANE EAST APARTMENTS TO OBTAIN A COPY OF MY CONSUMER CREDIT REPORT TO BE USED FOR RESIDENTIAL LEASING PURPOSES ONLY.**

\_\_\_\_\_  
CLEARLY PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



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## RENTAL SCREENING: CREDIT REPORT, CRIMINAL HISTORY AND PUBLIC RECORDS

First American Safe Rent, Inc. 1-888-333-2413 [www.fadvsaferent.com](http://www.fadvsaferent.com)  
7300 Westmore Road, Suite 3, Rockville, MD 20850-5223

Lexis Nexis, Consumer Print Center 1-800-590-8535 [www.lexisnexis.com](http://www.lexisnexis.com)  
PO Box 105170, Bldg. 2, Atlanta, GA 30348-5179

PLEASE PRINT

Last Name	First Name	Middle Name
Date of Birth	County	Social Security Number
Present Address	City, State, Zip	

*In conjunction with my rental application for rental, I authorize First Advantage SafeRent, Inc., Lexis Nexis or any other residential screening service provider to conduct a background investigation, which may include (1) a criminal history check, (2) public records search, and/or (3) a credit report, all of which may covering up to and including the last seven (7) years.*

Please list the address all residences over the last seven years.

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**I DO / DO NOT** have a criminal record.

County and State of Criminal Record: \_\_\_\_\_

*I agree to hold harmless First Advantage SafeRent, Inc., Lexis Nexis or any other residential screening service provider, along with Barclay Square Apartments and/or Park Lane East Apartments and any others involved with this tenant screening process.*

\_\_\_\_\_  
CLEARLY PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

