



SUNBURST PROPERTY MANAGEMENT

739 North 12th Street
Allentown, PA 18102

Phone: 610-435-5400

Web: www.sunburstprop.com

Fax: 610-435-5481

1. **Print this document**

2. **Complete and Sign**

Complete and sign all highlighted areas of the application and sign where indicated. Incomplete applications will not be processed.

3. **Application Fee and Deposit**

There is a \$50.00, non-refundable, credit/criminal check fee for each person over the age of 18 who will occupy the apartment and one \$65.00 rent deposit (i.e. 1 person = \$115 [\$65+\$50]; 2 persons = \$165 [\$65 + \$50 + \$50]).

We will take the apartment off the market once you have submitted the following: completed application and check or money order payable to one of the following:

<i>Weinstein Realty</i>	If applying for Devonshire Park, Orchard, or Topton Gardens
<i>Hardave Holdings</i>	If applying for Township Village
<i>Starburst Property Inc.</i>	If applying for Oak Hollow

4. **Deliver**

To help expedite the application process, please complete the application and bring it with you when you visit your future home. Approval typically takes between 2-3 days and we will contact you via phone.



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Equal Housing

Sunburst Property Management conducts business in accordance with the Fair Housing Act. We do not discriminate on the basis of race, color, religion, national origin, sex, familial status, marital status, ancestry, sexual orientation, lawful sources of income, disability or handicap, or any other basis protected by applicable state or local fair housing laws.

Applicants

Each applicant that is 18 years of age or older must complete an application.

Occupancy Limits

No more than two individuals per bedroom may occupy an apartment.

Qualifications/Guidelines

All applicants must provide a valid driver’s license, Military ID, passport or other government issued photo ID. Applicants must provide the following applicable documents: proof of social security number, proof of legal alien status (valid permanent resident card or visa) and federally issued ID number. Immigration status must be valid to meet or exceed the lease end date.

Income/Employment

Each applicant must provide proof of income consisting of four (4) most recent paystubs if paid on weekly basis or two (2) if paid bi-weekly or signed letter of intent from new employer on company letterhead and proof of any other income (child support, disability, SSI, HUD). If self-employed, submit last TWO personal tax returns. Full-time students must submit copy of enrollment verification to accredited school/college/university. Co-signers are accepted for full-time students only. Each student must have a co-signer; application and fee required from co-signer.

The attached application is provided for your convenience. We carefully screen all potential residents and strictly adhere to all applicable Federal, State and Local Fair Housing Laws using standard, non-discriminatory screening criteria.

Background Check and Credit Authorization

It is the Company’s policy to perform one or more reference checks including, but not limited to, a credit report from a consumer credit reporting agency, employment and landlord history report and, if warranted, a criminal history report.

The requirement of a criminal history background check does not constitute a guarantee that residents or occupants currently residing in our apartment communities have not been convicted of a felony or are subject to deferred adjudication for a felony, since there may be residents/occupants that have resided in our community prior to the criminal history background check requirement.

Sunburst Property Management out-sources the processing of credit applications to a company by the name of CoreLogic SafeRent. CoreLogic SafeRent uses a statistical based model that factors in hundreds of variables in determining the approval or rejection of an application. The statistical factors that are examined are applicant data, credit report data, and criminal history.



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RENTAL APPLICATION

Property _____
Apt # _____
No. of Bedrooms _____
Floor Level _____
Utilities Incl. _____
Monthly Rental _____
Date of Application: _____
Sec. Deposit _____

Credit & Criminal Check \$50.00
Rent Deposit _____
Total Deposit _____
Ck No: _____
Lease Term _____
Checks Payable To _____

-----FOR OFFICE USE ONLY-----
Date Approved: _____
Verified: Rental Employ Credit
Balance Due: _____
Move In Date: _____
 Approved: _____
 Rejected: _____

NO CASH ACCEPTED

Important: Incomplete applications will NOT be processed. Missing or inaccurate information is grounds for rejection of the application.

A. Personal and Rental Information:

Applicant: _____ *SSN# _____ *DOB _____

Present Address: _____
*Street _____ *City _____ *State _____ *Zip _____

*Phone: _____ *Cell Phone: _____ E-Mail: _____ *Driver's License: _____

Present Landlord/Mortgage Holder: _____ Phone: _____

Amount of Rent: \$ _____ /Mo. Reason For Leaving: _____

Previous Address: _____
*Street _____ *City _____ *State _____ *Zip _____

*Co-Applicant: _____ *SSN# _____ *DOB _____

Have You Ever Filed For Bankruptcy: Yes No

Have You Ever Been Convicted Of A Crime: Yes No

*PLEASE NOTE: Co-Applicants must complete their own rental application.

B. Emergency Contact Information:

Emergency Contact: _____ Relationship: _____

Emergency Contact Address: _____
*Street _____ *City _____ *State _____ *Zip _____ How Long: _____

*Phone: _____ *Cell Phone: _____ E-Mail: _____ *Driver's License: _____

C. Miscellaneous: Number of people occupying unit: _____

Name & Relationship: _____ Date of Birth: _____

Name & Relationship: _____ Date of Birth: _____

Name & Relationship: _____ Date of Birth: _____

Pets: Yes No Type: _____ Number: _____ Pet Fee: _____

Automobile Info: Make: _____ Model: _____ Color: _____ Year: _____ License Plate #: _____

I certify that all information given herein is true and complete. I authorize the investigation of all statements contained in the application as well as authorize the investigation of my Credit, Rental, Personal and Criminal Histories by Sunburst Property Management, Inc. I understand that any false, incorrect or negative information will result in the rejection of my application and/or the termination of my lease.

Applicant's Signature: _____ Date: _____



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Property# _____

VERIFICATION OF EMPLOYMENT

Applicant: _____

The above mentioned employee has applied for an apartment with us.

Part of our application procedure is to verify the applicant's employment and income.

Employment Status: Full Time Part Time Disability/SSI Unemployed Retired Student

Present Employer: _____

Position: _____

Employer Address: _____

***Street**

***City**

***State**

***Zip**

Length of Employment: _____

Supervisor's Name: _____ **Phone:** _____ **Fax:** _____

Gross Monthly Income (before taxes): \$ _____

Other Income (Assistance, Alimony, Child Support, Etc.) \$ _____

1. How long has the employee been employed with your company? _____
2. What is the employee's job title? _____
3. What is the employee's monthly, gross income? _____

Authorized Signature

Position

Date

Please fill out the following and fax it back to our office at 610-435-5481 as soon as possible.

Thank you for taking time out of your busy schedule to provide us with this much needed information. If you have any questions, please feel free to contact our office.

The rental applicants hereby authorize the landlord to investigate their suitability as potential tenants. The applicant give Sunburst Property Management permission to obtain information from his employment.

APPLICANT:

Applicant Name: _____

Applicant Signature: _____

Date: _____



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Such investigation may include the questioning of current/former landlords, employers including salary disclosure, neighbors or other individuals able to assess the applicants' tenant-worthiness.

The landlord is hereby given the right to examine the applicants' rental histories (including any current/prior eviction proceedings), credit records, criminal histories, and any other information deemed necessary by the landlord.

The applicants' understand that any negative information found may result in the rejection of their rental application by landlord.

Applicant must notify Management of any changes in information supplied (dependents, residence, cars, employment, etc.)

Applicant agrees that Owner/Management is not responsible for an inability to furnish any apartment on the specific date where construction delays, repairs or the removal of a previous resident prevents the Owner/Management from obtaining occupancy of such apartment.

NOTE:

- Application Fee:** An Application Fee of \$115.00 must accompany this application. **NO CASH ACCEPTED**
Fifty Dollars (\$50.00) of the Application Fee is allocable to the credit and court judgment which takes approximately one week and **IS NON-REFUNDABLE.**
If Management rejects your Application, it will refund Sixty-Five Dollars (\$65.00) of the Application Fee (within 30 days if Application Fee is paid by check). If Management accepts your Application, it will apply Sixty-Five Dollars (\$65.00) of the Application Fee to the security deposit.
- Cancellation:** You have seventy-two (72) hours from the time we notify you of your acceptance to cancel your Application and receive a refund of Sixty-Five Dollars (\$65.00) of the Application Fee as noted above. If you cancel your Application more than seventy-two (72) hours after we have notified you of being accepted, your Application Fee becomes non-refundable and you agree to pay us a **CANCELLATION FEE OF FIVE-HUNDRED DOLLARS (\$500.00) payable immediately.** (Management will apply any deposits you have paid to the cancellation fee.)
- Rent:** If your Application is accepted and you execute a lease, rent is due on the first day of each month. If you move into the apartment on a date other than the first of the month, the monthly rent will be prorated and you must pay the prorated rent by money order, certified check or cashier's check when you take possession. **CASH WILL NOT BE ACCEPTED.**
- Late Charges:** I agree to pay a Twenty Five Dollar (\$25.00) late charge if I do not pay the monthly rent within five (5) days of the first of the month, and an additional late charge of Forty Dollars (\$40.00) if I do not pay the monthly rent within fifteen (15) days of the first of the month. If you fail to pay your monthly rent within fifteen (15) days of the month, or fail to perform any other term, covenant, or condition of the lease, you will be in default of the lease and subject to **EVICTION.**
- Security Deposit:** The amount of the security deposit is equal to one month's rent and is shown on the face of this Application.
- Key Deposit:** I agree to pay Management a Twenty Dollar (\$20.00) fee for keys when I take possession. You will receive a refund of the key deposit at the end of the lease term provided you promptly return the keys.

I certify that I have read this Application, understand the contents, agree to all of the terms, and have answered all of the questions to the best of my ability. I understand that this application will become part of any lease I enter into with Management.

Signature _____ Print Name _____ Date _____

Accepted by Management this _____ day of _____, _____.



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Keep for your reference