



1015 Andrew Drive
West Chester, PA 19380
Phone: 610-430-6900 Fax: 484-999-8588
Email: Info@BaxterProperties.com

APPLICATION TO LEASE

I. OCCUPANTS:

Applicant (Last) (first) (m.i.) S.S. # Birthdate
Co-Applicant/ Occupant (Last) (first) (m.i.) S.S. # Birthdate

II. RESIDENCE:

Present Home Address: City State Zip Email Address
Home Phone Work Phone Cell Phone
Own Rent Landlord-Complex/Mortgage Holder Phone
Address City State Zip
Length of Time years months Monthly Payment \$
Does Landlord know you are moving? yes no If address is a rental please complete the Landlord reference form.

Previous Address: City State Zip
Length of Time years months (If less than three (3) years, use other side to list other Landlord/address)
Previous Landlord Name Phone
Previous Landlord Address: City State Zip
If address is a rental please complete the Landlord reference form.

Primary contact in case of Emergency
Relationship Home Phone Cell

Second contact in case of Emergency
Relationship Home Phone Cell

III. EMPLOYMENT:

Employed By: Length of Service years months
Address: City State Zip
Position: Supervisor Supervisor's Phone

Former Employer Length of Service years months
Address: City State Zip
Position: Supervisor Supervisor's Phone

Co-Applicant Employer: Length of Service years months
Address: City State Zip
Position: Supervisor Supervisor's Phone

**IV. INCOME:**

	<u>Applicant</u>	<u>Co-Applicant</u>
Gross Income (before taxes)	\$ _____ per _____	\$ _____ per _____
Social Security Income	\$ _____ per _____	\$ _____ per _____
Employment Income	\$ _____ per _____	\$ _____ per _____
Investment Income	\$ _____ per _____	\$ _____ per _____
Retirement/Pension Income	\$ _____ per _____	\$ _____ per _____
Other Income _____	\$ _____ per _____	\$ _____ per _____

*Please provide two most recent pay stubs and/or proof of income.*

**V. VEHICLE INFORMATION:**

Auto Make/Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_  
 Loan Holder \_\_\_\_\_ Monthly Payments \$ \_\_\_\_\_ (OR) Paid in full?

Auto Make/Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_  
 Loan Holder \_\_\_\_\_ Monthly Payments \$ \_\_\_\_\_ (OR) Paid in full?

**VI. FEES**

A non-refundable Application Fee in the amount of forty-five Dollars **(\$45.00) per applicant** shall be paid with this application. A "Reservation Fee" in the amount of Five Hundred Dollars **(\$500.00)** shall be paid with this application. If this application is approved, the applicant agrees to execute a lease and the Reservation Fee shall be applied to the Security Deposit. If the Application is rejected, the Reservation Fee shall be refunded; the applicant hereby waiving any claim for damages by reason of non-acceptance. The Reservation Fee is non-refundable after the approval of this Application. **The Application and Reservation Fees must be paid with separate checks.**

The balance of the Security Deposit, if any, shall be due within 48 hours of notification of approval. Applicant agrees to execute a Lease within one week after notification of approval. Any Security Deposits or Reservation Fees paid are non-refundable after notification of approval, and should applicant(s) cancel for any reason, those deposits/fees paid will be retained as liquidated damages.

**VII. AUTHORIZATION TO RELEASE INFORMATION:**

The applicant(s) listed on this application to lease, hereby grant permission to submit the above information or any other information known to a credit bureau, bank, employer, landlord, etc. to determine the applicants current credit status, rental history, or criminal background. No representation, promises, or agreements as to date of possession or eligibility have been made. Applicant(s) agree that the information provided herein is true & correct, and that any information supplied under false pretense is grounds for immediate denial. Proof of income (in the form of tax returns, pay stubs, employment contracts, or bank statements, etc.) and a copy of each applicant's driver's license are required with this application.

**Print Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**VIII . OFFICE USE ONLY:**

Apartment # _____	Term of Lease _____	Security Deposit _____ pd. / / .
Move-in Date _____	Additional Charge _____	Reservation Fee <u>500.00</u> pd. / / .
Monthly Rent _____	Ref. By _____	Application Fee _____ pd. / / .
Leasing Agent _____		Deposit Bal. Due \$ _____ / / .
Credit Report processed _____	Approved _____	Approved Appl. to HG _____