



# HEADHOUSE FLATS

## APPLICATION PROCESS

**Application:** Each applicant and Co-Signor (if applicable) must fully complete and sign the application form(s). (Each person residing in the unit who is over the age of 18 must be listed as a tenant and is subject to the application process).

**\$60.00** Application processing and credit report fee for **each** applicant or co-signor (if applicable).\*

\*Please note: if applicant's employer charges a fee for employment verification information, the applicant will be billed for the charges incurred.

**Security Deposit** The security deposit is equivalent to one month's market rent and is refundable if the application is cancelled in writing within 72 (seventy-two) hours of the initial deposit. **Payment of the security deposit is required in order to take an apartment off of the market.**

Please make checks payable to "**Abbotts Resurrection, LP** "

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- Requirements:**
1. Identification: Photo I.D. and a social security card or passport.
  2. Income: Two current pay stubs that must show year-to-date or last year's W-2 forms. For applicants with new employment, an offer letter is acceptable.
  3. Stable employment history.
  4. Positive credit rating.
  5. Positive rental history/ mortgage history.
  6. Annual income must be at least 3X the annual rent.

**\* Requested information to process all applications is due within 72 Hours of the initial deposit\***

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**Move- In:** First month's rent must be paid in certified funds two weeks prior to move-in. Leases start on the first of each month. If needed, days prior to the first of the month will be prorated based on a 30 day month and paid in full prior to move in.

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# HEADHOUSE FLATS

## APPLICATION FOR LEASE AGREEMENT

I hereby make this application in order to induce **HEAD HOUSE FLATS** to approve my lease application

**For apartment #** \_\_\_\_\_ **at the monthly rental of** \_\_\_\_\_

Applicant's Full Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Applicant's Social Security No. \_\_\_\_\_ Marital Status \_\_\_\_\_

Applicant's Home Phone No. ( \_\_\_\_\_ ) Work Phone No. ( \_\_\_\_\_ )

Applicant's Cell Phone No. ( \_\_\_\_\_ ) Email Address: \_\_\_\_\_

Referred By (please check one):  Philadelphia Apt. Company  Apartment Guide  Apartments.com  Zillow.com

Realtor  Locator Service  Social Media  Walk by  Other \_\_\_\_\_

How many others will occupy the apartment? \_\_\_\_\_ Please list below.

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Birth Date \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Birth Date \_\_\_\_\_

Present Address \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_ How Long? \_\_\_\_\_

Present Agent or Owner \_\_\_\_\_ Phone No. ( \_\_\_\_\_ )

Monthly Rent \_\_\_\_\_ Mortgage Amount \_\_\_\_\_ Fax No. ( \_\_\_\_\_ )

If less than 3 years at Present Residence:

Previous Residence \_\_\_\_\_ City, State, Zip code \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Agent or Owner \_\_\_\_\_ Phone No. ( \_\_\_\_\_ )

Reason for leaving Previous Residence:

Present: \_\_\_\_\_

Previous \_\_\_\_\_

Applicant's Occupation \_\_\_\_\_ Present Employer \_\_\_\_\_

Address \_\_\_\_\_ How Long? \_\_\_\_\_

Income Current Year \_\_\_\_\_ Income Previous Year \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone No. ( \_\_\_\_\_ )

List Any Other Asset or Income Source(s) & Account Numbers (i.e. saving accounts, stocks, bonds, capital investments, etc.)

Automobile License Plate No. \_\_\_\_\_ State of Registry \_\_\_\_\_

Automobile Make \_\_\_\_\_ Model \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Year \_\_\_\_\_

In case of an emergency, please notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone No. ( \_\_\_\_\_ )



# HEADHOUSE FLATS

Have you ever been:

- |                       |                       |   |
|-----------------------|-----------------------|---|
| Yes                   | No                    |   |
| <input type="radio"/> | <input type="radio"/> | Evicted from any residential or business occupancy?   |
| <input type="radio"/> | <input type="radio"/> | An occupant in any residential or business property under a lease which was terminated prior to its expiration? |
| <input type="radio"/> | <input type="radio"/> | The owner of real estate which was foreclosed or sold for failure to pay any debt?                              |
| <input type="radio"/> | <input type="radio"/> | Arrested?   |
| <input type="radio"/> | <input type="radio"/> | Convicted by any magistrate of record?  |
| <input type="radio"/> | <input type="radio"/> | The owner of any personal property (ex. car, furniture, etc.) which was encumbered by any judgement or lien?    |

If the answer is "Yes" to any of these questions, please explain in detail, stating places, dates, and names:

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**IT IS AGREED AND UNDERSTOOD:**

- Waterbeds are not permitted and I agree that I will not maintain or keep a waterbed while an occupant of HEAD HOUSE FLATS. I further understand that failure to comply herewith will constitute a lease violation.
- If applicant has misstated the number of persons in Applicant's family or the number of persons intended to occupy the apartment, or if the Applicant made any misstatement of fact in this application, HEAD HOUSE FLATS may reject the application. Any such misstatement shall constitute a breach of any Lease attached hereto.
- If this application is accepted, leases for the apartment, ready for signature, will be available to the Applicant at HEAD HOUSE FLATS, 528 S. 2nd Street. The applicant agrees to sign the said Lease within two weeks after the date of notice of approval. Security Deposit is due at time of initial application, and is equal to one month's market rent. In the event that APPLICANT fails to execute the said Lease within the two week period, HEAD HOUSE FLATS acceptance of this application shall be automatically withdrawn, and the Leases shall be deemed null and void.
- Applicant hereby authorizes the agents of HEAD HOUSE FLATS to make investigation as to the Applicant's character, general reputation, personal characteristics, credit history and mode of living. The nature of any investigation will be furnished upon Applicant's written request within a reasonable time.
- Co-Applicant must file a separate application.

Co-Applicant's Name \_\_\_\_\_

Applicant represents that all above statements are true and complete. Applicant hereby authorizes verification of the above information, references and credit records, and applicant releases from all liability or responsibility all persons and corporations requesting or supplying such information. Applicant acknowledges that false information may constitute grounds for rejection of this application, termination of right of occupancy and /or of deposits and may constitute a criminal offense under PA law.

I have read and agree to the provisions as stated.

<b>Signature of Applicant</b>	_____	<b>Date</b>	_____
<b>Lease to Date From</b>	_____	<b>to</b>	_____
<b>Signature of Leasing Agent</b>	_____	<b>Date</b>	_____
		<b>Date of Occupancy</b>	_____

**Accepted and Approved : Property Manager** \_\_\_\_\_ **Date** \_\_\_\_\_