

ATTENTION REALTORS!

It is the showing agent's responsibility to download the rental application from the pattersonschwartz.com website and to complete and provide this form with the application in order to receive a commission.

Any calls to our office from your client will be referred back to you.

All applications must be complete. No application will be processed with missing information. We qualify our applicants based on good credit which is clear of open judgments and past-due debt. In addition, we look for positive landlord references, rental history, and solid job history with income sufficient to comfortably cover the rent plus utilities.

When submitting an application on behalf of **YOUR CLIENT**, it is **mandatory** that the following information be supplied:

- ____ **Client Name:** _____
- ____ Non-refundable \$50 application fee is to be submitted with the application, or applicant is to call with credit card information.
- ____ Two most recent paystubs for **EACH** applicant
- ____ Completed application to include:
- ____ Applicant and co-applicant's information and signatures
- ____ Other occupants, if applicable
- ____ Residence history **MUST** include the current address with landlord information
- ____ Landlord Name
- ____ Amount of rent
- ____ Landlord Phone
- ____ Landlord Fax
- ____ Landlord E-mail address
- ____ Previous address if within 3 years **MUST** include the following landlord information
- ____ Landlord Name
- ____ Amount of rent
- ____ Landlord Phone
- ____ Landlord Fax
- ____ Landlord E-mail address
- ____ Employment verification contact information from ALL employers for **BOTH** applicants **MUST** include
- ____ Supervisor, Manager or HR Department Contact Name
- ____ Supervisor Phone (**Landline only**)
- Acceptance/offer letter can be included for new employment, **MUST** be on official letterhead and signed by a company representative.
- ____ **AGENT INFORMATION**
- Name: _____
- Contact Detail: Office: _____ Cell: _____ E-mail: _____
- Company: _____
- Company Address: _____

I UNDERSTAND THAT APPLICATIONS WITH MISSING INFORMATION WILL NOT BE PROCESSED AND WILL BE RETURNED TO ME PRIOR TO PROCESSING BY PATTERSON-SCHWARTZ REAL ESTATE.

Agent Signature

Date

As the agent submitting the application to Patterson-Schwartz Real Estate, you represent the applicant. The Patterson-Schwartz Real Estate Property Management Department represents the owner of the property.



Rental Application

Patterson-Schwartz & Associates, Inc. Property Management Department



To the Applicant

Please provide all information requested so that we may process your application promptly. If paying application fee by check, please attach it here with your paystubs/employment verification. The fee is non-refundable.

Date of Application	Desired Move-In Date
Residence Desired	Monthly Rent \$

Personal Information

Applicant's Full Name	email	
Phone: Day	Evening	Mobile
Date of Birth	Social Security No.	
Co-Applicant's Full Name	email	
Phone: Day	Evening	Mobile
Date of Birth	Social Security No.	

All additional occupants who will be living full or part time at the property must be listed below:

Other Occupant(s)	Relationship

Residence History for past 3 years, beginning with most recent: (Include City, State and Zip Code)

Applicant's Current Address			
Monthly Rent \$	Month/Year Moved In	Reason for Leaving	
Owner or Agent		Phone	Fax/email

Applicant's Previous Address (if within 3 years)			
Monthly Rent \$	Month/Year Moved In	Reason for Leaving	
Owner or Agent		Phone	Fax/email

Co-Applicant's Current Address			
Monthly Rent \$	Month/Year Moved In	Reason for Leaving	
Owner or Agent		Phone	Fax/email

Co-Applicant's Previous Address (if within 3 years)			
Monthly Rent \$	Month/Year Moved In	Reason for Leaving	
Owner or Agent		Phone	Fax/email

Vehicle/Driver Information

Vehicle Make/Model	Year	Color	Tag No.	State
Vehicle Make/Model	Year	Color	Tag No.	State
Applicant's Driver's License Number				State
Co-Applicant's Driver's License Number				State

In Case of Personal Emergency, notify	Relationship
Address	Phone

Employment Information (All fields must be completed or application will be returned)

Applicant's Status: Employed Full-Time Employed Part-Time Student Retired Unemployed

Employer _____ **Supervisor/HR Dept Phone** _____

Address _____

Dates Employed _____ Employed As _____

Salary \$ _____ Per _____

Other Employer _____ **Supervisor/HR Dept Phone** _____

Address _____

Dates Employed _____ Employed As _____

Salary \$ _____ Per _____

If employed less than 12 months, please complete the following for previous employer or school.

Previous Employer _____ **Supervisor/HR Dept Phone** _____

Address _____

Dates Employed _____ Employed As _____

Salary \$ _____ Per _____

If there is other income you would like considered, list amount, source and person whom we should contact for confirmation. Include alimony or child support only if you want it considered in this application.

Monthly Amount \$ _____ Source _____ Person and Phone _____

Co-Applicant's Status: Employed Full-Time Employed Part-Time Student Retired Unemployed

Employer _____ **Supervisor/HR Dept Phone** _____

Address _____

Dates Employed _____ Employed As _____

Salary \$ _____ Per _____

Other Employer _____ **Supervisor/HR Dept Phone** _____

Address _____

Dates Employed _____ Employed As _____

Salary \$ _____ Per _____

If employed less than 12 months, please complete the following for previous employer or school.

Previous Employer _____ **Supervisor/HR Dept Phone** _____

Address _____

Dates Employed _____ Employed As _____

Salary \$ _____ Per _____

If there is other income you would like considered, list amount, source and person whom we should contact for confirmation. Include alimony or child support only if you want it considered in this application.

Monthly Amount \$ _____ Source _____ Person & Phone _____

Other Information

Pets? (Breed, weight, age) _____ Spayed/Neutered? Y N

Do you have (check all that apply) a waterbed any type RV a trailer a commercial vehicle

Please use the space below to provide any information you think would be beneficial in processing this application. Attach an additional sheet if necessary.

Authorization Please read carefully before signing.

The information you have provided will be relied upon in considering your application. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize Patterson-Schwartz to verify any references, including employment and landlord references, which you have listed, and to conduct a credit check.

Fair Credit Reporting Act Pre-Notification Statement: This is to inform you that, as part of our procedure for processing your application, an investigative report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living, whichever may be applicable. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

Fair Housing Act Statement: Federal and state laws make it illegal for anyone to refuse to rent, sell or make housing loans because of **RACE, COLOR, RELIGION, SEX, FAMILIAL STATUS, MARITAL STATUS, AGE, HANDICAP/DISABILITY, NATIONAL ORIGIN, CREED OR SEXUAL ORIENTATION.**

Agency Disclosure: Patterson-Schwartz, any cooperating broker, and any leasing representative working with either are representing the owner's interest and have fiduciary responsibilities to the owner, but are obligated to treat all parties fairly. Patterson-Schwartz, any cooperating broker, and any leasing representative working with either, without breaching the fiduciary responsibilities to the owner, may, among other services, provide a prospective tenant with information about the attributes of the properties, show properties, and assist in preparing an offer to lease. Patterson-Schwartz, any cooperating broker, and any leasing representative working with either also have the duty to respond accurately and honestly to a prospective tenant's questions and disclose material facts about properties.

The property you are applying for will not be removed from the rental market until the lease has been fully signed and a deposit check has been received.

Rental Guidelines:

- **Drivers license or other photo identification required**
- **If a co-signer is to be considered, co-signer must reside and work in state in which property is located**
- **Minimum of 3-5 business days required to process an application**
- **Security deposit to be paid at signing of Rental Agreement**
- **Certified check, bank check or money order required for payment of security deposit, pet deposit (where applicable) and first month's rent**
- **Applicant and co-applicant(s) must view property before signing Rental Agreement**

Applicant Signature

Date

Co-Applicant Signature

Date

To pay the application fee by credit card complete below or call 302-234-5240 M-F between 9 am - 5 pm.

Name (as it appears on card): _____

Billing Address: _____

CHECK ONE:

MC Visa Acct. Number: _____ Exp.: ____/____

INITIAL ONE:

_____ I authorize Patterson-Schwartz & Associates to charge my card \$50 for the processing of 1-2 applicants.

_____ I authorize Patterson-Schwartz & Associates to charge my card \$100 for the processing of 3-4 applicants.

PATTERSON-SCHWARTZ & ASSOCIATES

Property Management Department 7234 Lancaster Pike, Suite 200B Hockessin, DE 19707

OFFICE: 302-234-5240 | FAX: 302-234-5237