

# COLLEGE HILL APTS.

## Charlotte Street Associates

You have just completed the first step in obtaining an apartment at College Hill Apartments by obtaining an application and a parent guarantee form. Following are some pointers that will assist you in completing the application correctly, providing for the most efficient processing, and approval process.

**Application:**

Please make sure all the questions are answered, if it does not apply, simply write N/A.

**Advance Payment Addendum to Rental Application:**

This form must be signed, dated, and returned with your completed application.

**Parent Guarantee Form:**

Your parent or legal guardian MUST fill out this form completely. The questions on this form pertain to them and should be completed with their information, including income and mortgage amount, in order for your application to be processed. A valid social security number must be provided, if a social security number is not provided or unavailable for any reason, a double deposit will be required.

Make sure your name is on the form in the space provided near the center of the page. Your parent or legal guardian may fax or mail the completed form to SRM.

**Fees:**

1) Application Fee:

\$35.00 - Per person, non-refundable

2) Security Deposit:

\$950.00 - Per person, deposit for apartment

Fees may be paid by check or money order. You may also pay your fees with a credit card online. If you choose this option when you will be sent a link to pay the fees within 24 hours of being assigned a unit, units that do not have fees paid within this timeframe, will be released to the next applicant. If we are unable to process your application for a lack of rooms, your fees will be refunded.

- After the application has been completed, it must be returned to Susquehanna Realty Management LLC, applications will be accepted by email, fax, in person or by mail. We will not begin processing applications until we receive ALL forms from all roommates. Your place 'in line' will be determined when the LAST application is received. Please include your preferred apartment and a second or third choice.

If you or your parent(s) or legal guardians have questions, our office may be contacted by any of the following avenues:

Phone: 717-393-8400

Fax: 717-393-8700

E-mail: [Info@SusqRealty.com](mailto:Info@SusqRealty.com)

Web: [www.SusqRealty.com](http://www.SusqRealty.com)

Susquehanna Realty Management LLC  
744 Columbia Avenue  
Lancaster, PA 17603

Office hours: Monday - Friday 9 am – 5 pm (please call for an appointment)

**CONSUMER NOTICE FOR TENANTS  
THIS IS NOT A CONTRACT**

(Licensee) Susquehanna Realty Management LLC hereby states that with respect to this property (describe property) College Hill Apartments. I am acting in the following capacity: (check one)

- (i) Owner/Landlord of the Property;
- (ii) A direct employee of the Owner/Landlord; OR
- (iii) An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

I acknowledge that I have received this Notice:

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

\_\_\_\_\_  
Print (Consumer)

\_\_\_\_\_  
Signed (Consumer)

\_\_\_\_\_  
Address (Optional)

\_\_\_\_\_  
Phone Number (Optional)

I certify that I have provided this Notice: \_\_\_\_\_ (Licensee) \_\_\_\_\_ (Date)

**RENTAL APPLICATION**

Provide at least two years of history in Sections 1 & 2. Fill out all sections completely.  
Attach additional sheets if more space is needed. Please type or print all information clearly.

**PROPERTY INFORMATION**

**Address:** \_\_\_\_\_

**Utilities Paid By Landlord:** Water, Sewer, Trash, F&M Ethernet & F&M WIFI

**Utilities Paid By Tenant:** Electric, Gas, Cable, Telephone

**Move In Date:** 6/2019 **Term:** 12 months **Monthly Rent:** \$ \_\_\_\_\_ **Application Fee:** \$35.00

**Deposits:** \$950.00 **Other:** N/A \$ \_\_\_\_\_

**See Advance Payment Addendum for additional information**

**APPLICANT INFORMATION**

Full Name \_\_\_\_\_

Is Applicant at least 18 years old?  Yes  No

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Present Address \_\_\_\_\_

In case of emergency, contact \_\_\_\_\_

Relationship \_\_\_\_\_ Phone(s) \_\_\_\_\_

**VEHICLE INFORMATION**

Make/Model	Year	Color	License Number/State



**ROOMMATES (Please list the roommates you'd like to reside with)**

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**SPECIAL PROVISIONS**

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**AUTHORIZATION s**

Applicants authorize Landlord or Broker to obtain any information deemed necessary to evaluate this Application. This information may include, but is not limited to, credit reports, criminal history, judgments or record, rental history, verification of employment and salary, employment history, vehicle records, and licensing reports. Broker may report to Landlord any information obtained by Broker for evaluation of this Application. Applicants acknowledge that all information in the Application is true and correct. Applicants acknowledge that if they present false or incomplete information Landlord may reject this Application. Applicants understand that giving false or incomplete information may result in forfeiture of any payment made in connection with this Rental Application.

**I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.**

**APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**LANDLORD/BROKER (Company Name)** Susquehanna Realty Management LLC  
**OFFICE ADDRESS** 744 Columbia Avenue, Lancaster, PA 17603  
**PHONE(S)** 717-393-8400 **FAX** 717-393-8700 **EMAIL** Info@SusqRealty.com

**AGENT/RECEIVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



## **NOTICE AND INFORMATION**

### **CIVIL RIGHTS ACT NOTICE**

Federal and state laws make it illegal for a landlord, broker, or anyone to use RACE, COLOR, RELIGION or RELIGIOUS CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under 18 years of age), AGE (40 and older), NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OF RELATIONSHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to sell, show, or rent properties, loan money, or set deposit amounts, or as reasons for any decisions relating to the sale or lease of property. It is also an unlawful discriminatory practice to evict or attempt to evict an occupant of a housing accommodation before the end of the term of lease because of the pregnancy or birth of a child.

### **FAIR CREDIT REPORTING ACT NOTICE**

**15 U.S.C. § 1681 et. Seq.**

If the Landlord or Broker denies your application based in whole or in part on any information contained in the consumer report authorized by paragraph 12 of this Application, the Landlord or Broker must provide you with oral, written or electronic notice of the denial, and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free number established by the agency if the agency complies and maintains files on consumers on a nationwide basis) that furnished the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to provide you with the specific reasons why your application was denied, (3) information about how to obtain a free copy of your consumer report from the consumer reporting agency, and (4) information about how to dispute your application because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), the Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.





**ADVANCE PAYMENT ADDENDUM TO RENTAL APPLICATION**

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of REALTORS® (PAR).

1 **PROPERTY** College Hill Apartments  
2 **APPLICANT** \_\_\_\_\_  
3 **LANDLORD/BROKER** Susquehanna Realty Management LLC  
4 **DATE OF APPLICATION** \_\_\_\_\_

6 **1. Application Fee.** The Application Fee of \$ 35.00 identified on the Rental Application is NON-REFUNDABLE and  
7 will not be applied towards rent or other financial obligations should Applicant be approved. Applicant agrees that this sum is  
8 paid in consideration of Landlord/Broker’s review and/or verification of the information stated in the application.

10 **2. Advance Payments of Security Deposit and Rent.** In addition to the Application Fee, Applicant will pay Security Deposit  
11 and/or Rent as stated below. These amounts will be paid at the time the Rental Application is given to Landlord/Broker, unless a  
12 different date is stated here. Security Deposit Due Date: Feb. 1st 19 Rent Due Date: Jun. 1st 19

14 (A) **Security Deposit:** \$ 950.00 . The Security Deposit shall be held by (check one):  
15  **Broker.** Applicant agrees that Broker may wait to deposit any uncashed check that is received as a Security Deposit  
16 until Applicant’s Rental Application is approved/accepted. Upon approval of the Rental Application, Broker will deposit  
17 the Security Deposit in an escrow account as required by the Rules and Regulations of the State Real Estate Commission  
18 pending the termination of the Lease, the sale of the property to a new Landlord, or the termination of Broker’s services. If  
19 the property is sold, or the Broker’s services are terminated, Applicant will be notified of the person to whom the Security  
20 Deposit has been transferred.

21 **or**

22  **Landlord.** Landlord will hold Applicant’s Security Deposit in compliance with the Pennsylvania Landlord and Tenant  
23 Act as more completely described in the Lease Agreement.

25 (B) **Rent:** \$ \_\_\_\_\_ . Rent, even if paid to Broker, may be transferred to Landlord. While held by Broker, the rent  
26 will be maintained in a rental management account as required by the Rules and Regulations of the State Real Estate  
27 Commission.

29 **3. Refund of Advance Payments.** Applicant may withdraw the Application at any time prior to approval or within 2 days  
30 from notice of approval. If Applicant withdraws within the stated time period, or the Property is leased or sold prior to Applicant  
31 signing a Lease Agreement, the full amount of the Advance Payments of Security Deposit and/or Rent will be returned to  
32 Applicant. If Applicant’s payment of these amounts was by check, the refund may occur after Applicant’s check has cleared.

34 **4. Lease.** Applicant will, within 7 days from notice of approval, sign a Lease Agreement. **Applicant has received a copy of**  
35 **the Lease Agreement and has had the opportunity to review it.**

37 **5. Liquidated Damage - Loss of Advance Payments.** If Applicant furnishes false or misleading information on the Rental  
38 Application, does not sign a Lease Agreement within the time period stated in paragraph 4 and/or fails to pay the full amount of  
39 the Advance Payments as stated above, Applicant will lose any right to lease and may forfeit any Advance Payments made under  
40 the terms of this Addendum. Landlord and Broker are released from all obligations to Applicant and may elect to retain any or  
41 all Advance Payments as liquidated damages or as monies to be applied against Landlord’s/Broker’s actual damages.

43 **I have read and agree to the provisions as stated.**

45 **APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_  
46  
47 **APPLICANT/CO-SIGNER** \_\_\_\_\_ **DATE** \_\_\_\_\_  
48  
49 **APPLICANT/CO-SIGNER** \_\_\_\_\_ **DATE** \_\_\_\_\_  
50  
51 **APPLICANT/CO-SIGNER** \_\_\_\_\_ **DATE** \_\_\_\_\_  
52

53 **LANDLORD/BROKER (Company Name)** Susquehanna Realty Management LLC  
54 **ACCEPTED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

