

APPLICATION PROCESS AND LEASING QUALIFICATIONS

Thank you for considering applying to one of our rental units. Please complete the entire application and fill each part as completely and as accurately as possible. If you have any questions about this application or the process, please call our office at 484-328-3282.

Application Screening Fee: \$40 non-refundable per applicant.

- The screening fee is to cover the cost of obtaining information on the applicant(s) as we process the application for a rental agreement.
- The screening fee must be paid via cash or credit card (no personal checks).

Screening Process:

- We obtain a credit report, criminal records report, and public records report.
- All information listed on the application will be subject to verification including income and resources, current & previous landlord, and references.
- We determine, based on the application, whether an applicant meets our screening guidelines.

You can fax or mail your application to us at:

- Fax: 610-500-5682
- Mail: **Del Val Realty & Property Management**, 81 Lancaster Avenue, Suite 218, Malvern, Pa 19355

SCREENING GUIDELINES

Complete Application:

- Each adult occupant must submit a separate application along with income confirmation, if applicable.
- Incomplete applications will not be reviewed.
- We will accept the best applicant(s) - not necessarily the first.

Identification:

- Applicants must submit valid identification, must include photograph.
 - Government ID is preferred (driver's license)
 - Passport or Military ID
 - Student ID

Prior Rental History:

- Rental history of 2 years (if applicable) must be verifiable from unbiased/unrelated sources.
- Applicant must provide us with information necessary to contact past landlords. We reserve the right to deny any application if, after making good faith effort, we are unable to verify prior rental history.

Sufficient Income/Resources:

- Gross household income shall be at least 3 times the rent.
- Income/resources must be verifiable through pay stubs, employer contact, current tax records, and/or bank statements.

Credit/Criminal/Public Records Check:

- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser or has been convicted of the illegal manufacture or distribution of a controlled substance, or of a felony may be denied of tenancy.

Age:

- You must be at least 18 years of age. All applicants who are not immediate family or who are 18 years of age or older must: a) complete an application, b) pay the application fee, and c) be listed on the lease as an occupant.

Automatic Rejection:

Your application may be rejected for any of the following:

- Eviction by a prior landlord;
- Outstanding debt or unpaid damages to a previous landlord;
- Undisclosed criminal record, felony or misdemeanor;
- Being registered as a sex offender;
- Conviction of possession or distribution of a controlled substance;
- Conviction of spousal abuse;
- Currently pending the outcome of a felony or misdemeanor charge;
- Bankruptcy in the past 5 years that has not been discharged/released;
- Invalid social security number;
- Outstanding federal tax lien, the repayments terms for which are not current;
- False information on your application;
- Incomplete application, including applicant signature on all pages of the application and this form;
- Failure to pay the application fee and application deposit at the time of application submittal.

Regarding Pets:

- If the owner permits pets, a **Pet Rent** and **Pet Deposit** may be required. The Pet Rent is \$25 per pet per month. The Pet Deposit is \$300.00 per pet and may be refundable if no damage is caused by your pet. More than one pet or pets weighing over 30 pounds are approved on an individual basis and with the owner's permission only.

Disclosure:

- Real estate brokers and sales agents are required by law to make properties available without regard to race, color, religion, national origin, sex, or familial status.