



Good people. Good neighbors.

## Rental Application

408 Conowingo, Circle, Oxford, PA 19363

Phone: 610-932-3700 or 610-444-1113 Email: hello@oxhaven.com

**\*\*\* Application Fee is \$50 and is non-refundable. \*\*\***

1. All individuals age 18 or over that intend to reside in the property must *each* fill out an application.
2. The applicant must complete the application in full. Five (5) years of employment and five (5) years of residential history required. Put N/A in any areas that do not apply.
3. A hold deposit of \$100 must be paid in full to hold a rental unit. No unit will be held without a deposit and is non-refundable. \$100 deposit will be credited towards 1<sup>st</sup> month's rent.
4. Must take possession within thirty (30) days of deposit being received unless otherwise agreed in writing.
5. A new application is required after 6 months.

Main Applicant Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Current Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Cell) \_\_\_\_\_ Email \_\_\_\_\_

Social Security # \_\_\_\_\_ Birth Date \_\_\_\_\_ Marital Status \_\_\_\_\_

**Apartment Occupants** – Please list anyone planning on occupying apartment.

Name	Social Security Number	Relationship	Date of Birth

**Landlord History** - Please show residences for the past 5 years. Please list most recent first. Add a separate page if necessary.

Address	Monthly Rent	Landlord	Landlord Phone Number	Dates of Tenancy


**Employment History** - Please list employment for at least 5 years starting with the most current employer first.

*Main Applicant*

Employer & Employer Address	Position	Dates of Employment	Monthly Salary	Contact Name	Contact Phone Number

*Applicant #2*

Relationship to Applicant \_\_\_\_\_

Employer & Employer Address	Position	Dates of Employment	Monthly Salary	Contact Name	Contact Phone Number

**Other Income**

Alimony, child support, or separated maintenance income need not be revealed if Applicant does not wish to have it considered as a basis for paying this obligation.

Source	Monthly Amount

Do you own any animals? If yes, please indicate breed and size. \_\_\_\_\_

---

### **Other Information**

Have you ever declared bankruptcy or suffered foreclosure?  Yes  No

Have you ever been evicted or sued for unpaid rent or damages to leased property?  Yes  No

Have you ever refused to pay rent for any reason?  Yes  No

Have you ever been convicted of a felony or misdemeanor?  Yes  No

Have you been obligated to pay support under an order, on record in Pennsylvania, since January 1, 1998?

If yes, relationship to Applicant: \_\_\_\_\_  Yes  No

List the County and the Domestic Relations File or Docket Number \_\_\_\_\_

\*If you answered "Yes" to any of the above questions, please explain: \_\_\_\_\_

---

### **Convicted Sex Offenders List ("Megan's Law")**

The Pennsylvania General Assembly has passed legislation (often referred to as "Megan's Law," 42 Pa.C.S. § 9791 et seq.) providing for community notification of the presence of certain convicted sex offenders.

**Potential tenants are encouraged to contact the municipal police department or the Pennsylvania State Police for information relating to the presence of sex offenders near a particular property, or to check the information on the Pennsylvania State Police web site at [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us).**

### **Notice to Persons Offering to Sell or Rent Housing in Pennsylvania**

Federal and state laws make it illegal for 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 or older), NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OR 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 decision relating to the sale of property. The municipality in which the Property is located ay have enacted an ordinance or other law that extends the protections for access to housing to additional classes of individuals, such as gay, lesbian, bisexual and transgender individuals and couples. Broker and Landlord are advised to check with your local municipality, representative from the Pennsylvania Human Relations Commission, or your own attorney for further guidance.

### **Fair Credit Reporting Act**

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 16 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 telephone number established by the agency if the agency compiled 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) a numerical credit score, the range of possible credit scores under the model used, up to four of the key factors that led to the denial,

and the date the credit score was created; (4) information about how to obtain a free copy of your consumer report from the consumer reporting agency, and; (5) information about how to dispute the accuracy or completeness of any information in a consumer report furnished by the agency. If the Landlord or Broker denies your application because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), he Landlord or Broker must provide you with notice about your right to make a written request to discover the nature of that information.

***Authorization***

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

**I HAVE READ AND ACKNOWLEDGE THIS PROCEDURE FOR SUBMITTING AN APPLICATION**

Applicant \_\_\_\_\_ Date \_\_\_\_\_



Good people. Good neighbors.

Oxhaven & Juniper Hill Apartments

408 Conowingo, Circle, Oxford, PA 19363

Phone: 610-932-3700 or 610-444-1113 Email: hello@oxhaven.com Fax: 610-932-6848

To Whom It May Concern:

1. I/We have applied for an apartment at Oxhaven. As part of the application process, the management may verify information contained in my/our application and in any other documents connected with the application.
2. I/We authorize you to provide Oxhaven any and all information and documentation that they request. Information including but not limited to, employment history and income; bank, money market and similar account balances; credit history and copies of income tax returns.
3. Oxhaven may address this authorization to any party named in the application.
4. A copy of the authorization may be accepted as an original. The original signed form is maintained in the office at Oxhaven.
5. Your prompt reply to Oxhaven is appreciated.

Privacy Act Notice: This information is to be used by Oxhaven in determining whether you qualify as a prospective tenant. It will not be disclosed outside Oxhaven except as required and permitted by law. You do not have to provide this information, but if you do not, your application may be delayed or rejected. This information requested in this form is authorized by title 38, USC, Chapter 37 (If VA); by 12 USC, Section 1701 et. seq (If HUD/FHA); by 42 USC, Section 145B (If HUD/CPD); and Title 42 USC, 1471 et seq., or 7 USC, 1921 et. seq. (If USDA/FmHa).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date