



# HICKORY HILLS APARTMENTS

100 Arthur Drive  
Wexford, Pennsylvania 15090  
(724) 935-2800  
Fax (412) 318-6285

# Rental Application

FOR OFFICE USE ONLY

DATE \_\_\_\_\_  
PROPERTY \_\_\_\_\_  
APT. NO. \_\_\_\_\_ RENT \$ \_\_\_\_\_  
AGENT \_\_\_\_\_

Please complete all requested information on the front and back of this form. Thank you for your interest in our apartments.

Date of Application \_\_\_\_\_ Desired Date of Occupancy \_\_\_\_\_  
Type and Size of Apartment Wanted (No. of Bedrooms, etc.) \_\_\_\_\_

## PERSONAL INFORMATION

**APPLICANT'S FULL NAME** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_  
**Social Security No.** \_\_\_\_\_ **Driver's Lic. No./State** \_\_\_\_\_ **E-mail** \_\_\_\_\_  
**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
**CO-APPLICANT'S FULL NAME** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_  
**Social Security No.** \_\_\_\_\_ **Driver's Lic. No./State** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
**E-mail** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

Full Names of All Other Residents	Relationship to You	Date of Birth

How Many Pets Do You or Other Occupants Own? \_\_\_\_\_ Kind of Pet, Breed, Weight \_\_\_\_\_

How Did You Hear About Our property? \_\_\_\_\_

Website  Facebook  Yelp  Friend  Apartment Rental Guide Book  Online Apartment Link  Other \_\_\_\_\_

## RESIDENCE HISTORY

**PRESENT ADDRESS** \_\_\_\_\_  
Present Telephone \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_  
Present Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_  
Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

**PREVIOUS ADDRESS** \_\_\_\_\_  
Dates From \_\_\_\_\_ To \_\_\_\_\_  
Present Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_  
Monthly Payment \$ \_\_\_\_\_ Reason for Moving \_\_\_\_\_

## EMPLOYMENT INFORMATION

**PRESENT EMPLOYER** \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_

**PREVIOUS EMPLOYER** \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_

**CO-APPLICANT'S EMPLOYER** \_\_\_\_\_ Dates From \_\_\_\_\_ To \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_

# BANKING AND CREDIT REFERENCES

**BANK NAME & BRANCH** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Checking Acct. No. \_\_\_\_\_ Savings Acct. No. \_\_\_\_\_  
 Loan Acct. No. \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

**CREDIT REFERENCE** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address \_\_\_\_\_ Account No. \_\_\_\_\_

**CREDIT REFERENCE** \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address \_\_\_\_\_ Account No. \_\_\_\_\_

**OTHER REFERENCE** \_\_\_\_\_  
 Address \_\_\_\_\_

## OTHER INFORMATION

**TOTAL NUMBER OF VEHICLES** (Including Company Vehicles) \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_  
 Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag No./State \_\_\_\_\_  
 Other Car, Motorcycle, etc. \_\_\_\_\_

Total Gross Monthly Household Income \$ \_\_\_\_\_

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we would contact for confirmation. You do NOT have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_  
 Amount \$ \_\_\_\_\_ Per \_\_\_\_\_ Source \_\_\_\_\_ Telephone \_\_\_\_\_

Comments: \_\_\_\_\_

**HAVE YOU OR CO-APPLICANT EVER:** Been sued for non-payment of rent?  Yes  No  
 Been evicted or asked to move out?  Yes  No Broken a Rental Agreement or Lease?  Yes  No  
 Been sued for damage to rental property?  Yes  No Declared Bankruptcy?  Yes  No

**In Case of Personal Emergency, Notify** \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

*I hereby make application for an apartment and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my consumer credit report from your credit reporting agency, which will appear as an inquiry on my file.*

APPLICANT'S SIGNATURE \_\_\_\_\_  
 CO-APPLICANT \_\_\_\_\_  
 DATE SIGNED \_\_\_\_\_

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW**

Date Application Received \_\_\_\_\_ Received By \_\_\_\_\_

REFERENCE VERIFICATION	REMARKS
<input type="checkbox"/> Present Landlord	
<input type="checkbox"/> Previous Landlord	
<input type="checkbox"/> Employment	
<input type="checkbox"/> Co-Applicant Employ	
<input type="checkbox"/> Bank	
<input type="checkbox"/> Credit (1)	
<input type="checkbox"/> Credit (2)	
<input type="checkbox"/> Credit (3)	
<input type="checkbox"/> Other	

RECORD OF PAYMENTS RECEIVED		
Date	Description	Amount

THIS APPLICATION:  Approved  Not Approved

Date \_\_\_\_\_  
 By \_\_\_\_\_  
 Assigned to Apt. No. \_\_\_\_\_ Rent \$ \_\_\_\_\_  
 Apartment Address \_\_\_\_\_  
 Applicant Notified By \_\_\_\_\_  
 Anticipated Move-In Date \_\_\_\_\_

# Hickory Hills Apartments RENTAL APPLICATION CRITERIA

## WELCOME TO OUR COMMUNITY:

In order to reside in our community, we require each applicant and each adult applicant to meet certain rental criteria. Before you complete a rental application, we encourage you to review these requirements to determine if you are eligible. Please note that these are our current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have these requirements. There may be residents and occupants that resided here prior to these requirements going into effect. Additionally, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

**ALL APPLICANTS AND EACH ADULT OCCUPANT MUST COMPLETE A SEPARATE APPLICATION. MARRIED COUPLES MAY SUBMIT A SINGLE APPLICATION.**

**Items “A” through “H” apply to the resident(s) responsible for paying rent under the apartment lease.**

- A. **INCOME:** Monthly combined income for all occupants must be three (3) times the monthly rent. Verification can include pay stubs, written verification from income sources, phone verification by an employer, bank statements and statements from income tax returns.
- B. **RENTAL HISTORY:** Applicant must have a minimum of twelve (12) months satisfactory rental history or proof of home ownership. Satisfactory history is defined as no more than two (2) late payments, no more than two (2) returned checks, the resident gave adequate notice to vacate and there are no outstanding financial obligations to the landlord. The previous landlord must state that they would be willing to re-rent to the applicant. If a first time renter, Hickory Hills may require an additional deposit in the amount of two hundred and fifty dollars (\$250.00).
- C. **CREDIT HISTORY:** Credit history for all applicants will be checked by Equifax. All medical collections and student loans are disregarded. Existing credit must be more than 70% positive. Applicants with no credit history may be charged an extra security deposit of \$200.00.
- D. **CRIMINAL BACKGROUND:** The application will be rejected for any of the following reported criminal related reasons that have occurred prior to the application:
  - 1. Any terrorist related conviction.
  - 2. Any conviction involving a violent and/or sexual crime.
- E. **OCCUPANCY GUIDELINES:** All residents and all occupants must be listed on the lease agreement. No more than two (2) occupants per bedroom except for those qualifying as a family. For the purposes of this occupancy policy a “family” shall consist of the following persons: one or more individuals (under the age of 18) being domiciled with (1) a parent or other person having legal custody of such individual or individuals; (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The term “family” shall also apply to any person who is pregnant or is in the process of securing legal custody of any individual who is under eighteen (18) years of age. A “family” may occupy an apartment if the family does not exceed two (2) persons per bedroom, plus a child who is less than six (6) months old and will sleep in the same bedroom with the child’s parent, guardian, legal custodian or person applying for that status. Residents who have a newborn less than six (6) months of age during the lease term will be required to transfer to another available apartment with more bedrooms within ninety (90) days or at the end of the lease term, whichever is the later date.
- F. **RENTERS’ INSURANCE:** It is strongly recommended that Renters’ Insurance be obtained on each apartment. Water furniture is acceptable on the first floor only and an insurance policy must be obtained where either furniture is used.
- G. **PETS:** Cats are permitted within the following guidelines:
  - No more than two (2) cats per apartment.
  - Exotic pets, rabbits and ferrets are not allowed, only fish in aquariums. A pet agreement must be signed by the owner’s representative and resident. The additional pet deposit must be paid in full prior to or no later than the move-in date.

**NOTE: ANIMALS USED AS DISABILITY ASSISTANCE ARE NOT CONSIDERED AS A PET UNDER THIS PET POLICY.**

- H. **FALSE INFORMATION:** Any falsification of information on the application will automatically disqualify the application and all deposits and application moneys will be forfeited.
- I. **CANCELLATION OF APPLICATION:** If the applicant finds, if necessary, to cancel move-in, the deposit will be refunded provided the cancellation takes place within seventy-two (72) hours after leasing the apartment.

This company and this community do not discriminate on the basis of race, color, sex, national origin, handicap or family status.

**I / WE HAVE READ AND UNDERSTAND THE RENTAL APPLICATION CRITERIA.**

\_\_\_\_\_  
Hickory Hills’ Representative

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant