



# RENTAL APPLICATION

**INSTRUCTIONS:** Please complete this application in its entirety. Each applicant and/or co-signer must submit a separate application. Steiner Realty, Inc. charges a **\$40 non-refundable application fee per applicant and/or co-signer**. Completed applications should be returned to Steiner Realty, Inc. with the appropriate application fees and **\$400 hand money**. Hand money is a second and separate deposit to be applied toward your first month's rent if this application is accepted. In the event that this application is rejected, the hand money is promptly returned to the applicant; however, **should an applicant withdraw this application for ANY reason, the hand money is forfeited and Steiner Realty, Inc. will retain it as liquidated damages**. Only seriously interested applicants should apply.

## PROPERTY INFORMATION

Location: \_\_\_\_\_ Apt #: \_\_\_\_\_ Total # of Occupants \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Lease Term: \_\_\_\_\_ to \_\_\_\_\_

Parking (Provide the # of spaces desired): \_\_\_\_\_ Garage @ \$ \_\_\_\_\_/mo. \_\_\_\_\_ Lot Space @ \$ \_\_\_\_\_/mo.

Vehicle Information: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate: \_\_\_\_\_ Year: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Plate: \_\_\_\_\_ Year: \_\_\_\_\_

## TENANT INFORMATION

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

• Current Address: \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_ Move-In Date: \_\_\_\_\_ Current Rent \$ \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

• Prior Address: \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip) \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_ Move-In: \_\_\_\_\_ Move-Out \_\_\_\_\_ Rent \$ \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Soc. Sec. No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Gender: \_\_\_\_\_

Please provide Bank Name and Average Balances: Checking: \_\_\_\_\_ Savings: \_\_\_\_\_

List name and ages of all occupants:  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT DETAILS**

Employer: \_\_\_\_\_ (Address) \_\_\_\_\_

Monthly Gross Income: \_\_\_\_\_ Position: \_\_\_\_\_ Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor Name \_\_\_\_\_ Title: \_\_\_\_\_

Additional Monthly Income (Explain):  
\_\_\_\_\_

**MISC. INFORMATION**

- Have eviction procedures ever been instituted against you? Yes No
- Have you ever been convicted of a misdemeanor or felony? Yes No
- Have you ever filed suit against a landlord? Yes No
- Do you have a water bed, an aquarium or any other water filled furniture? Yes No
- Are you a smoker? Yes No
- Have you ever been denied credit within the past year? Yes No
- Have you been sued by any creditor for default in the terms of repayment? Yes No
- Have credit collection procedures been instituted against you? Yes No
- Have you ever declared bankruptcy? Yes No
- Have you ever been delinquent in rent payments? Yes No
- Have you ever been convicted of illegal manufacture or distribution of a controlled substance? Yes No
- Have you ever been charged, detained, or arrested for a felony or sex crime that was resolved by conviction, probation, deferred adjudication, or court-ordered community supervision? Yes No
- Have you ever been charged, detained, or arrested for a felony or sex-related crime that has not been resolved by any method? Yes No

If the answer to any of the above questions is "yes", please explain. \_\_\_\_\_

Pets: (Provide the number of each) **No pets are allowed on or in rented property unless otherwise noted.**

- \_\_\_\_\_ Cat - Requires \$200 refundable pet deposit per cat plus \$10 per month per cat pet privilege fee
- \_\_\_\_\_ Dog - Requires \$400 refundable pet deposit per dog plus \$20 per month per dog pet privilege fee
- \_\_\_\_\_ Other Pet - Deposit and Fee assessed with application approval

Pet Name \_\_\_\_\_ Breed/Coloring \_\_\_\_\_ Age \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION** (Please provide a person over the age of 18 and who is not living with you.)

Name: \_\_\_\_\_ Address \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

\*\* Applications will not be processed until all monies have been received by Steiner Realty, Inc.

*The undersigned Applicant hereby authorize Steiner Realty, Inc. to obtain a Credit Report and Criminal Check to verify the information submitted above and to acquire any additional information beneficial to the Landlord. Applicant(s) acknowledge that if false and/or lack of information is presented, Landlord may reject this application. By signing the Rental Verification Request form, Applicant expressly authorizes Steiner Realty, Inc. to contact prior landlords listed above to verify rental history.*

I hereby acknowledge that the information provided above is true and accurate and deposit with you a **Non-Refundable Application Fee of \$40** along with a second and separate deposit in the amount of \$400.00 as **Hand Money** to be applied toward my first month's rent if this application is accepted. In the event that this application is NOT accepted, this Hand Money shall promptly be returned to me, the APPLICANT, in full. **Should I withdraw this application for ANY reason, this Hand Money shall be retained by Steiner Realty, Inc. as Liquidated Damages.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Signature

# Rental Verification Request

**Steiner Realty, Inc.**

121 Edgewood Avenue, Pittsburgh, PA 15218 • 412-242-0273 Phone • 412-242-0287 Fax

*The individual signed below has submitted a rental application with our office.  
Your cooperation in answering the following questions would be greatly appreciated.*

## **TO BE COMPLETED BY APPLICANT**

Applicant Name: \_\_\_\_\_

I hereby authorize release of the information requested below for my rental address at:

\_\_\_\_\_

Address	City	State	Zip
---------	------	-------	-----

\_\_\_\_\_

Applicant's Signature	Date
-----------------------	------

## **TO BE COMPLETED BY LANDLORD**

Dates of Residency: From \_\_\_\_\_ To \_\_\_\_\_ Was proper notice given? \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ # of Late Payments: \_\_\_\_\_ # of NSF's: \_\_\_\_\_

Did tenant keep unit neat and clean? \_\_\_\_\_

Was tenant disruptive towards neighbors? \_\_\_\_\_

Did tenant keep an animal on premises? \_\_\_\_\_

Did animal cause damage or become a nuisance? \_\_\_\_\_

Is tenant eligible for re-rental? \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed By	Title	Date
--------------	-------	------

# Consumer Notice for Tenants

**Steiner Realty, Inc.**

121 Edgewood Avenue, Pittsburgh, PA 15218 • 412-242-0273 Phone • 412-242-0287 Fax

## THIS IS NOT A CONTRACT

Steiner Realty, Inc. hereby acknowledges that with respect to this property I, \_\_\_\_\_, am acting in the following capacity:

- \_\_\_\_\_ Owner/Landlord of this property
- \_\_\_\_\_ A direct employee of the owner/landlord
- X   An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

I acknowledge that I have received this notice:

\_\_\_\_\_

*Applicant/Consumer*

\_\_\_\_\_

*Date*

I certify that I have provided this notice:

\_\_\_\_\_

*Licensee*

\_\_\_\_\_

*Date*