

**MICHAEL SINGER, INC**  
**1117 SPRUCE STREET, PHILADELPHIA, PA 19107**

215-925-RENT (7368) FAX 215-925-8597 E-MAIL: RENT@MSRECO.COM

**Rental Application**

Please provide all of the information requested below. Incomplete information can delay the processing of your application. PLEASE PRINT CLEARLY. SIGN WHERE REQUIRED. **ADD LEGIBLE PHOTO ID** then Email to [rent@msreco.com](mailto:rent@msreco.com)

**Property Address to be Leased:** \_\_\_\_\_ **Term of Lease:** \_\_\_\_\_

**Commence** \_\_\_\_\_ **Date of Occupancy** \_\_\_\_\_ **Rental Rate** \_\_\_\_\_

**A fee of \$200.00 (\$150.00 deposit towards one time administration fee, \$50 non-refundable application fee) and a legible photo ID must accompany this application.**

**1. Applicant Data:**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ DOB \_\_\_\_\_

Social Security# \_\_\_\_\_ E-mail \_\_\_\_\_ Cell # \_\_\_\_\_

**2. Residence History:**

Current Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Lease or Own \_\_\_\_\_ Monthly Payment \_\_\_\_\_ Occupied From/To \_\_\_\_\_

Landlord Name/Mortgage Co \_\_\_\_\_ Phone \_\_\_\_\_

Previous Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Lease or Own \_\_\_\_\_ Monthly Payment \_\_\_\_\_ Occupied From/To \_\_\_\_\_

Landlord Name/Mortgage Co \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever been evicted? \_\_\_\_\_ Any Landlord/Tenant Law suits? \_\_\_\_\_

**3. Employment Information:**

Applicant's Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Position: \_\_\_\_\_ Length of Employment \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_ Other Income \_\_\_\_\_

Applicant's **Previous** Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Position: \_\_\_\_\_ Length of Employment \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Gross Monthly Income \_\_\_\_\_ Other Income \_\_\_\_\_

**4. Student Information:**

Name of School \_\_\_\_\_

Other income (including financial aid, parent, etc) \_\_\_\_\_

**5. Banking Information:**

Name of Bank \_\_\_\_\_ Type of Account \_\_\_\_\_

**6. Co-signer:**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Relationship \_\_\_\_\_

Social Security # \_\_\_\_\_ Phone# \_\_\_\_\_ E-mail \_\_\_\_\_

Current Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Co-signer Currently Employed by \_\_\_\_\_ Postion \_\_\_\_\_

**7. List All Other Persons Who Will be Occupying Apartment:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**8. Emergency Contact: (not living with applicant)**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

I hereby make this application to enter into a standard lease for the above premises. I understand that this application is subject to the approval of the owner. \$\_\_\_\_\_ amount is hereby tendered with this application. Should this application not be approved, the Landlord or agent shall not be responsible for any claim or damage other than the return of the deposit.

It is understood that if the application is accepted, First and Last Month's rent plus a Security Deposit amounting to one month's rent will be paid in full upon signing of the lease agreement.

If the applicant is approved and applicant refuses to sign lease, it is understood that the deposit accompanying this application will be forfeited and retained by the agent.

If applicable, service for utilities must be placed in tenant's name as of the first day of the lease agreement.

To receive keys to premises, tenant must have a signed lease agreement, be paid in full (if applicable) have all utilities placed in tenant's name.

I certify that I am of legal age and that all of the above items are true and correct. I give permission to order a credit report and check references for verification and to continue to do so in the future if required. I also certify that I have read and fully understand all the terms and conditions of this application.

\_\_\_\_\_  
**Signature****Date:** \_\_\_\_\_\_\_\_\_\_  
**Signature****Date:** \_\_\_\_\_

## CONSUMER NOTICE

(Not to be used when licensee is subagent for landlord, agent for tenant or transaction licensee.)

(Licensee) Michael Singer, Inc. hereby states that with respect to this property (describe property), \_\_\_\_\_, I am acting in the following capacity:

\_\_\_\_\_ (I.) Owner/Landlord of the property

\_\_\_\_\_ (II.) A direct employee of the owner/landlord

  X   (III.) An agent of the owner/landlord pursuant to a Property management or exclusive leasing agreement

I acknowledge I have received this Notice.

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PRINT (CONSUMER)

SIGNED (CONSUMER)

I certify that I have provided this notice: \_\_\_\_\_

LICENSEE

DATE

# MICHAEL SINGER INC.

## **RESIDENTIAL RENTAL CRITERIA**

Thank you for choosing to submit an application for a rental property with Singer Real Estate. Our goal is to provide transparency, communication, and quality of living accommodations.

**Please read the information below carefully:**

## **SCORING CRITERIA:**

Applications are screened based upon factors including but not limited to: rental history, income, employment, criminal and eviction history, and credit score. If your application does not meet our minimum qualifications, we reserve the right to decide whether or not the application warrants a second consideration.

1. Your gross total household income should be at least 3.5 times the monthly rent. If the income is less than 3.5 times the monthly rent, it will result in this application being denied or require a co-signer.
2. Verifiable employment history up to two years will be reviewed. To verify income, we may need to review pay stubs, bank statements, retirement income and accounts, and/or tax returns.
  - a. Long term employment history at the same employer is preferable.
  - b. Self-employed individuals must be able to verify their income through tax returns and bank statements.
  - c. Retired and unemployed individuals must be able to demonstrate they have sufficient resources to pay living expenses.
3. Credit score will be considered. In general, a stronger credit history will be more likely to be approved.
4. Recent residence history will be examined, and we generally require a housing reference.
5. If you are a registered sex offender; this will be an automatic denial of the application.
6. Felony convictions may result in the application being denied.
7. If you have had 1 eviction in the last 4 years; this may result in a denial.
8. If you have any open collections from a rental property owner or property management company, this is an automatic denial.
9. A valid government issued photo ID is required from all applicants.
10. If any information is found to be false, the application will be automatically denied.

## **RENTAL APPLICATION NOTICE:**

NOTICE: Your application will not be denied solely because you do not meet any of the above criteria. We will make our decision after reviewing your specific application and conducting an individualized assessment based on your application as a whole. If your application fee is refunded to you or was never collected from you because your application was never reviewed for a lawful reason, you will not receive a statement with the reasons for the denial or copies of any documents obtained from a third party for the purpose of establishing your eligibility.

If your application is denied, you may notify us in writing your intent to dispute or request reconsideration of the denial within 48 hours after receiving the denial. Thereafter, we will consider the following:

1. Any evidence that information relied upon by us was inaccurate or incorrectly attributed to you or was based on prohibited screening criteria.
2. Any evidence of mitigating circumstances relating to the grounds for denial to establish whether the applicant shows a readiness to satisfy the obligations of tenancy, which may include, but not be limited, to credible information showing:
  - a. A history of on-time rental payments by the prospective tenant that otherwise may not appear in a background check;
  - b. That a prior eviction of the prospective tenant based on nonpayment of rent was based, in whole or in part, on rent not owed by the prospective tenant;
  - c. New or increased income of the prospective tenant that is reliable and sufficient to cover rental costs;
  - d. Changes in circumstances that would make prior lease violations by the prospective tenant less likely to occur.