

TJ PROPERTIES

**5070 Parkside Ave. Suite 1424
Philadelphia, Pa. 19104**

**Phone (215) 477-1268/69
Fax (215) 477-2363**

T. J. Properties has developed a fair housing screening policy. Our Policy operates within the Equal Housing Opportunity guidelines & regulations

All tenants 18yrs. and older are required to provide information of all income. Example child support, Social Security, Dept. of Public Assistance, Unemployment Benefits & pensions. Our office will provide the necessary forms for you to submit to the proper agency for verification. Failure of the tenant to report all yearly income into the household will result in termination of your lease. Appointments are made with the tenant 2-3 months prior to the anniversary date of their lease move-in date.

The available unit(s) will be scheduled by appointment only, for review, by the applicant. Hours are 10-3:30pm Mon-Thurs. (Saturday appointments may be arranged from 10am-1pm, upon the availability of the staff.)

If the applicant would like to apply the non-refundable fee is \$25.00, (cash only) per application & credit check. The time required to process the information provided on the application & credit check requires 2 business days to complete.

If the applicant has prior landlord problems or evictions we suggest you do not apply at this time. A form will be mailed to applicant(s) employer, for employment verification. Applicant must be employed for a period of at least 8 months.

A form will be mailed to applicant's prior landlord for payment history. We will submit a signed authorized release of information, by the applicant, to the landlord.

The office schedules home visit(s) with the applicant.

Two-three written character references are required Family or friends are not considered references, and cannot be accepted. Professional references; manager, supervisor, child care/daycare organizations, Pastor, a professional family friend, case manager, housing consultant.

All information will be processed for accuracy, and accountability. Fair and careful consideration will be given to all application.

Thank-you, for your interest in our housing units! We look forward to full filling your housing needs.

T.J. Properties

Please read attachment!

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Thank-you for your interest in our units! To help me process your application please provide the following:

1 Copies of bank statements for 3 months

2 Copies of utilities bills and payments for 3 months

3 Copies of car payments and insurance for 3 months

4 Copies of cell phone bills and payments for 3 months

5 Copy of W-2 2004

6 Photocopy of self

7 Two current pay stubs if they have not already been provided

This information may be returned by fax as soon as possible contact our office if you have questions.

Each Individual Occupant Who is Responsible for Rent Payment MUST Complete a Separate Application Form (California Residents 18 years or older Apply)

Applicant represents that all the above statements are true and correct and hereby authorizes landlord/agent to verify the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Landlord/Agent received a payment of \$ _____ which will be used to verify Applicant's credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, including any eviction search, and/or other verifying reports:	\$ _____
2. Landlord/Agent cost to process and screen applicant's supplied information:	\$ _____
3. TOTAL FEE charged (not to exceed \$30.00 per applicant (California Residents Only)):	\$ _____

The undersigned makes application to rent housing accommodations designated as:

Address of: _____ Apt. No. _____ City/State _____
the rental for which is \$ _____ per ☐ Month ☐ Week ☐ Other _____ and upon approval of this application agrees to sign a rental or lease agreement and to pay all sums due, including required deposits, before occupancy.

Date

Signature of Primary Applicant

PLEASE READ ALL TERMS BELOW AND SIGN:

It is understood that the premises are to be used as a residence to be occupied by not more than _____ persons and that occupancy is subject to possession being delivered by present occupant. An application fee in the sum of \$_____ received on _____ date has been deposited with Landlord, with the clear understanding that this application, including each prospective occupant, is subject to approval and acceptance by Landlord in its sole discretion. I hereby authorize Landlord to obtain information it deems desirable in the processing of my application, including: credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, and any other relevant information, and release Landlord, its employees and agents from all liability for any damage whatsoever incurred in furnishing or obtaining such information. Upon approval and acceptance, the applicant agrees to execute a lease before possession is given and to pay the security deposit and the first month's rent within five days after being notified of acceptance (time being of the essence); failing which the application fee shall be retained by Landlord as the agreed compensation for credit investigation, processing and verification of the application, other expenses and/or loss rent, and the Landlord shall have no further obligation to applicant. In no event is the application fee refundable to the application except in the event that Landlord fails to deliver possession of the premises as may be required by any lease executed between the parties. The applicant hereby waives any claim for damages by reason of non-acceptance of this application which the application which the Landlord or his agent may reject without stating reasons for so doing. It is further agreed that if any information herein is false, the lease made on the strength of this application may, at the option of the landlord, be terminated at any time.

Signature_____ Date_____

Co-Applicants Signature_____ Date_____