



MACE Property Management
PO Box 657 ~ Carnegie, PA 15106
office 412.505.8529 ~ fax 412.202.4104
Ian Hoover's Cell 724-492-8312
ianhoover@kw.com



***** IMPORTANT - PLEASE READ *****

All prospective tenants must complete an application. The application fee is \$30 per adult (18 or older), and **MUST BE** a Money Order or Cashier's Check. On the memo line please **WRITE THE PROPERTY ADDRESS THAT YOU ARE INTERESTED IN**. We do run credit and background checks, check landlord references and require proof of ALL income (2 most recent pay stubs from your employer). Each applicant's gross monthly income should ideally be 4 times the monthly rent, but must be **AT LEAST 3** times the monthly rent. If you are concerned about your credit, you may have to put down an additional Security Deposit (which will be determined after your entire application is reviewed). If each potential resident does not qualify individually, they may be required to have a qualified co-signer and/or an additional Security Deposit. Please make sure that all areas of the application are completed in full, and be sure to physically sign and/or initial where required (incomplete applications will not be reviewed until all required information is provided). Unfortunately we cannot accept faxed or emailed applications, so please mail your application with appropriate application fee to:

**ATTENTION: Ian
Mace Property Management
PO Box 657
Carnegie, PA 15106**

Upon approval, your application is valid for 60 days from approval date, and can be applied towards any available property within your rent range.

Upon approval, you will need 1st Month's Rent + Security Deposit, proof of your Renter's Insurance Policy showing \$30,000 coverage for Personal Property protection, and \$100,000 coverage for Liability. The utilities that are to be transferred into your name must be done so by the lease signing date, and account numbers provided to Mace for verification.

If you really are interested in a particular property, you can certainly put down a security deposit (**MUST BE** a Money Order or Cashier's Check equal to the full monthly rent) along with your application. **ON THE MONEY ORDER OR CASHIER'S CHECK, WRITE THE PROPERTY ADDRESS THAT YOU INTERESTED IN, AS WELL AS "SECURITY DEPOSIT."** Applications that are accompanied by a full Security Deposit are reviewed first, and we work on a first come, first served basis. If your application is approved and you agree to rent the property - you must sign a lease within 30 days, or you forfeit that security deposit. If for some reason your application is not approved, your Security Deposit will be returned.

**** ALL CASHIERS CHECKS AND/ OR MONEY ORDERS ARE PAYABLE TO:
"MACE PROPERTY MANAGEMENT"**

Thanks and have a great day!



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APPLICATION CHECKLIST TO BE RETURNED
WITH APPLICATION

1. Have you clearly provided your Social Security # and Birthday?
Y N
2. Have you clearly indicated the property address you are applying for (and initial in the box provided), as well as the utilities that you will be responsible for paying?
Y N
3. Have you provided all necessary proof of income (this includes copies of your last 2 pay stubs, as well as any child support, welfare, food stamps or SSI received)?
Y N
4. Have you provided your current landlords full name, address and phone #?
Y N
5. Have you included the necessary fees by **MONEY ORDER** or **CASHIER'S CHECK** (\$30 per applicant) and **written the property address on the memo line**?
Y N
6. Did you sign, date and initial the last page of the application where indicated?
Y N
7. Are you submitting a Security Deposit (**CASH, MONEY ORDER** or **CASHIER'S CHECK**) with your application? **If so write the property address on the memo line.**
Y N



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**ADDITIONAL QUESTIONS TO BE ANSWERED
AND RETURNED WITH YOUR APPLICATION**

RENTAL HISTORY:

Did you give proper notice when leaving? Y N
If no, please explain:

Were you asked to move? Y N
If yes, please explain:

What was your reason for leaving?

In what name are your current utilities billed: _____

GENERAL INFORMATION:

When will you be able to move in? _____

Why are you looking to move now? _____

Have you ever been served a late notice: Y N

Have you ever been served an eviction notice? Y N If so, when?

Have you ever filed for bankruptcy? Y N If so, when?

Have you ever been charged with any crime? Y N

If yes, please explain: _____

Have you ever been convicted of any crime? Y N

If yes, please explain: _____

Have you ever been involved in a lawsuit? Y N If so, please explain:

We do run a credit and background check. Is there anything negative we will find that you would like to comment on?

Do you know of anybody else looking for an apartment? Please provide their name and contact #. If you refer a friend and you each end up renting separate apartments from us, we will pay you a referral reward.



Residential Tenant Qualification Application



Mace Property Management
P.O. Box 657, Carnegie PA 15106
412.779.7900 cell
412.202.4104 fax
ianhoover@kw.com

YOUR APPLICATION WILL BE DELAYED IF YOU DO NOT SIGN AND INITIAL WHERE REQUIRED

Advance Fees and Deposits To Be Paid By Applicant

Tenant Credit Application Fee: _____
(CASH, CASHIERS CHECK, MONEY ORDER ONLY)

Security Deposit: _____
(SEPARATE CASHIERS CHECK OR MONEY ORDER ONLY)

First Months Rent _____
(SEPARATE CASHIERS CHECK OR MONEY ORDER ONLY)

Location Of Rental Unit You Are Applying For

Street Address: _____

City _____ State _____ Zip Code _____

Monthly Rent Amt. _____

Tenant is responsible for paying:

____ GAS
____ SEWAGE

____ ELECTRIC
____ TRASH REMOVAL

____ WATER

Tenant Initials

Tenant Initials

Do you have a pet? Y N If so, what kind, breed, size and age? _____

List Names of Persons To Reside In Rental Unit

Adults (if 18 years of age and older, provide SS # and Birthday)

Children (Under 18 years of age)

Applicant Name & Current Address	
1	
2	
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APPLICANT FULL NAME:

<u>First</u>	<u>Middle</u>	<u>Last</u>
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APPLICANT SOCIAL SECURITY #: _____

APPLICANT DATE OF BIRTH: _____

APPLICANT PRESENT ADDRESS: _____

CELL PHONE: _____ EMAIL: _____

Monthly Rent: _____ **Date Lease Expires:** _____

Time at Address: _____ **Years** _____ **Months**

Name: _____

Street Address: _____

City, Zip, State _____

Phone # _____

APPLICANT PREVIOUS ADDRESS: _____
(If less than 5 Years)

APPLICANT PREVIOUS LANDLORD _____

PREVIOUS LANDLORD PHONE # _____

Vehicle Make, Model and License Plate #: _____

Personal References:

Name	Address	Phone

Applicant Present Employer	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
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27	28
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67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

Employer Name: _____

Employer Address: _____
City State Zip

Phone: _____

Time on Job: _____ Years _____ Months

Gross Monthly Pay: _____ **Net Monthly Pay:** _____

Are You Laid Off? Yes or No

Applicant Other Monthly Income	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
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79	80
81	82
83	84
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95	96
97	98
99	100

Social Security	\$	Date Received:	Circle one: Weekly	Bi-weekly	Monthly
Welfare	\$	Date Received:	Circle one: Weekly	Bi-weekly	Monthly
Food Stamps	\$	Date Received:	Circle one: Weekly	Bi-weekly	Monthly
Child Support	\$	Date Received:	Circle one: Weekly	Bi-weekly	Monthly
Other: Explain	\$	Date Received:	Circle one: Weekly	Bi-weekly	Monthly

Co-Applicant Name & Current Address

CO- APPLICANT FULL NAME: First Middle Last

CO- APPLICANT SOCIAL SECURITY #: _____

CO-APPLICANT DATE OF BIRTH: _____

CO-APPLICANT PRESENT ADDRESS: _____

CELL PHONE: _____ EMAIL: _____

Monthly Rent: _____ **Date Lease Expires:** _____

Time at Address: _____ **Years** _____ **Months**

Present Landord: _____

Name: _____

Street Address: _____

City, Zip, State _____

Phone # _____

CO-APPLICANT PREVIOUS ADDRESS: _____
(If less than 5 Years)

APPLICANT PREVIOUS LANDLORD

PREVIOUS LANDLORD PHONE # _____

Vehicle Make, Model and License Plate #:

Personal References:

Personal References:		
Name	Address	Phone

CO-Applicant Present Employer

Employer Name: _____

Employer Address: _____

City State Zip

Phone: _____

Time on Job: **Years** **Months**

Gross Monthly Pay: _____ **Net Monthly Pay:** _____

Are You Laid Off? Yes or No

Co- Applicant Other Monthly Income

Social Security	\$	Date Received:	Circle one: Weekly	Bi-weekly	Monthly
Welfare	\$	Date Received:	Circle one: Weekly	Bi-weekly	Monthly
Food Stamps	\$	Date Received:	Circle one: Weekly	Bi-weekly	Monthly
Child Support	\$	Date Received:	Circle one: Weekly	Bi-weekly	Monthly
Other: Explain	\$	Date Received:	Circle one: Weekly	Bi-weekly	Monthly

I/We the undersigned give permission for Mace Property Management to run a Credit Bureau report, confirm employment with present employer, and confirm rental history with previous landlord/s for the purpose of determining qualification for renting the unit as stated above.

I/WE also understand that ANY security deposit given to Mace Property Management WILL BE FORFEITED (if my/our application is approved) and I/we ultimately do NOT sign a Lease Agreement.

<div></div> <div>tenant initials</div>
<div></div> <div>tenant initials</div>

<div></div>
Print Applicant Name
<div></div>
Print Co-Applicant Name

<div></div>	<div></div>
Applicant Signature	Date
<div></div>	<div></div>
Co-Applicant Signature	Date

ALL UTILITIES THAT ARE THE RESPONSIBILITY OF THE TENANT MUST BE TURNED ON AND IN THE TENANTS NAME PRIOR TO THE LEASE SIGNING. IF ALL UTILITIES THAT ARE THE RESPONSIBILITY OF THE TENANT ARE NOT TURNED ON AND IN THE TENANTS NAME PRIOR TO THE LEASE SIGNING THE TENANT WILL AUTOMATICALLY FORFEIT ALL SECURITY DEPOSITS HELD

<div></div> <div>tenant initials</div>
<div></div> <div>tenant initials</div>

<div></div>
Print Applicant Name
<div></div>
Print Co-Applicant Name

<div></div>	<div></div>
Applicant Signature	Date
<div></div>	<div></div>
Co-Applicant Signature	Date