



6236 FIFTH AVENUE, SUITE 105C  
PITTSBURGH, PA 15232

TEL 412-441-1211  
FAX 412-362-5513

## RENTAL PROCEDURE

If you are interested in renting the apartment you have seen, the following procedure should be followed:

- 1. Pay the first month's rent.** This takes the apartment off the market for 24 hours.
- 2. Within 24 hours, we need the application completely filled out.** If you do not have sufficient income, or are a student, we will require a co-signer on the lease. If this is the case, you will be required to fill out the "co-signer" section of the application. The applicant and co-signer must sign the application.
- 3. The completed application should be turned in to our office with the application fee(s) and a copy of your photo ID.** The application fee is \$40 per person. If you have a co-signer, the fee is \$80 (\$40/person). This will cover the cost of the credit reports and other processing fees. This application fee is non-refundable and must be separate from the check for first month's rent.
- 4. The security deposit must be paid prior to move in.** The security deposit is usually equivalent to 1 month's rent, but may vary depending on circumstance. The exact amount of your security deposit will be listed on your security deposit agreement, which you will receive with your lease. We only accept one check for security deposit per apartment not per resident. The **entire** security deposit must be paid prior to receiving your keys. **Security deposits are NOT accepted on move-in day.**

After receiving your application, first month's rent, and application fee(s), we will process your application. This should take no longer than 48 hours. You will be notified of our decision as soon as possible after we have received the application.

If your application is accepted, we will notify you immediately and a lease will be prepared for your signatures. The lease must be signed by all parties and returned to our office by the date indicated on the cover letter included in the lease packet. Otherwise, we may place your apartment back on the market and your deposit will be forfeited.

If your application is declined, we will call you and send a letter to the address listed on your application with the check for your first month's rent enclosed.

DATE \_\_\_\_\_ BUILDING \_\_\_\_\_ APT. # \_\_\_\_\_ MONTHLY RENTAL RATE \$ \_\_\_\_\_  
PARKING \_\_\_\_\_ LEASE START DATE \_\_\_\_\_ LEASE END DATE/LENGTH \_\_\_\_\_  
CAT \_\_\_\_\_ LEASING AGENT \_\_\_\_\_

**APPLICANT'S INFORMATION**

EMAIL ADDRESS: \_\_\_\_\_

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ CELL PHONE # \_\_\_\_\_ DRIVER'S LICENCE # \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ APT# \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOW LONG HAVE YOU LIVED HERE? \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

OWNER/ AGENT \_\_\_\_\_ OWNER/ AGENT'S PHONE # \_\_\_\_\_ CURRENT RENTAL RATE \$ \_\_\_\_\_

HOW DO YOU LEARN ABOUT US? \_\_\_\_\_

EMPLOYER \_\_\_\_\_ EMPLOYER'S ADDRESS \_\_\_\_\_

EMPLOYER'S PHONE # \_\_\_\_\_ YOUR INCOME \_\_\_\_\_ YOUR POSITION/TITLE \_\_\_\_\_

DATES OF EMPLOYMENT \_\_\_\_\_ TO \_\_\_\_\_

SUPERVISOR'S NAME \_\_\_\_\_ SUPERVISOR'S PHONE # \_\_\_\_\_

**APPLICANT'S VEHICLE (S)**

MAKE OF VEHICLE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ PLATE # \_\_\_\_\_

**APPLICANT'S CREDIT INFORMATION**

BANKING INSTITUTION \_\_\_\_\_ CHECKING / SAVINGS (CIRCLE ONE)

**CO-SIGNER'S INFORMATION**

CO-SIGNER'S EMAIL: \_\_\_\_\_

CO-SIGNER'S NAME \_\_\_\_\_ CO-SIGNER'S S.S # \_\_\_\_\_

CO-SIGNER'S BIRTHDATE \_\_\_\_\_ CO-SIGNER'S PHONE # \_\_\_\_\_

CO-SIGNER'S CURRENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CO-SIGNER'S EMPLOYER \_\_\_\_\_ EMPLOYER'S PHONE # \_\_\_\_\_

EMPLOYER'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CO-SIGNER'S INCOME \_\_\_\_\_ POSITION/TITLE \_\_\_\_\_ DATES OF EMPL. \_\_\_\_\_ TO \_\_\_\_\_

SUPERVISOR'S NAME \_\_\_\_\_ SUPERVISOR'S PHONE # \_\_\_\_\_

PREVIOUS EMPLOYER NAME AND ADDRESS \_\_\_\_\_

DATES OF EMPLOYMENT WITH PREVIOUS EMPLOYER \_\_\_\_\_ TO \_\_\_\_\_

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**EMERGENCY CONTACT INFORMATION**

EMERGENCY CONTACT NAME \_\_\_\_\_ PHONE# \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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I hereby apply to lease the aforementioned premises for the term set forth. I warrant that all statements set forth are true & correct.

I hereby deposit \$ \_\_\_\_\_ as earnest money to be refunded to me if this application is not accepted. **Upon acceptance, this deposit shall be applied towards the first month's rent on the apartment.** I hereby waive any claim for damages by reason of non-acceptance. Owner or agent may reject without stating any reason for doing so.

I understand that if I decide that I do not wish to sign a lease for the apartment, I must notify the leasing office within 48 hours of submitting the deposit. I understand that if I fail to do so, I will forfeit my earnest money.

I recognize that as part of the procedure for processing my application an investigative consumer report may be prepared and verified through personal interviews. I authorize those sources to release such information to Forbes Management, LLC. Lease may be cancelled if any of the enclosed information proves inaccurate.

All apartments are shown and made available without respect to race, color, sex, religion, national origin, familial status, handicap or disability.

**All occupant residents must be at least 20 years of age prior to the lease start date. Registered minor children living with their parent(s) or guardian(s) are excepted.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Co-Signer \_\_\_\_\_ Date \_\_\_\_\_

**Security Deposit due two weeks  
prior to occupancy**

**PLEASE PROVIDE PHOTO ID  
WITH APPLICATION**

**CONSUMER NOTICE:  
THIS IS NOT A CONTRACT**

Forbes Management, LLC hereby acknowledges that with respect to this property,  
We are acting as the Owner/Landlord of this property.

I acknowledge that I have received this notice: \_\_\_\_\_  
Consumer Date

I acknowledge that I have received this notice: \_\_\_\_\_  
Consumer Date

I certify that I have provided this notice: Bonny Maguire \_\_\_\_\_  
Forbes Management Date