

# MERCURY PROPERTY MANAGEMENT

The Rosetti Team

1328-32 W. Shunk Street | Philadelphia, PA 19148 | P: 215-462-5100 | TheRosettiTeamRealEstate.com

## RENTAL APPLICATION

### PROPERTY INFORMATION *FOR OFFICE USE ONLY*

To be completed by Mercury staff prior to release to applicant.

Property Address:

Move-in Date: Term: Application Fee (non-refundable): \$

Monthly Rent: \$ Security Deposit: \$ First Month's Rent: \$ Last Month's Rent: \$

Pet Rent: \$ Non-refundable Pet Fee: \$ Other: \$

Are pets permitted?  Yes  No Is rental insurance required?  Yes  No

Tenant Pays: (utilities, services, etc.)

### CONSUMER NOTICE FOR TENANTS

*THIS IS NOT A CONTRACT*

(Licensee)

\_\_\_\_\_ hereby states that with respect to this property  
(describe property)

I am acting in the following capacity: *(check one)*

- (i) Owner/Landlord of the Property;
- (ii) A direct employee of the Owner/Landlord; OR
- (iii) An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

**I acknowledge that I have received this Notice:**

\_\_\_\_\_ Date Printed Name (Consumer) — typed name = signature

**I certify that I have provided this Notice:**

\_\_\_\_\_ Licensee Printed Name Date

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**Please complete this application in full. Incomplete applications will be returned and not processed.**

## 1. APPLICANT INFORMATION

The individual listed below is a(n):  Applicant  Co-signer

Full Name:

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

Email:

Is Applicant at least 18 years old?  Yes  No Are you applying with anyone else?  Yes  No *(Each applicant/co-signer files separately.)*

Co-applicant/Co-signer Name:

Role:  Applicant  Co-signer

Co-applicant/Co-signer Name:

Role:  Applicant  Co-signer

### Rental History

*Provide at least five (5) years of history. Attach additional sheets if needed.*

#### Present Address & ZIP:

From: \_\_\_\_\_ To: \_\_\_\_\_ Rent/Mortgage: \$ \_\_\_\_\_  Own  Rent  Other

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

Landlord Email: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

#### Previous Address & ZIP:

From: \_\_\_\_\_ To: \_\_\_\_\_ Rent/Mortgage: \$ \_\_\_\_\_  Own  Rent  Other

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

Landlord Email: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

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### Other Occupants

Will anyone else be occupying the property?  Yes  No

Occupant Name: \_\_\_\_\_ Age Group:  Under 6  6-17  18+

Occupant Name: \_\_\_\_\_ Age Group:  Under 6  6-17  18+

Occupant Name: \_\_\_\_\_ Age Group:  Under 6  6-17  18+

Occupant Name: \_\_\_\_\_ Age Group:  Under 6  6-17  18+

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## 2. EMPLOYMENT & INCOME

*Provide at least two (2) years of employment history. Attach additional sheets if needed.*

### Current Employer

Employer: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ City/State: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_

Gross Income: \$ \_\_\_\_\_ /mo. OR \$ \_\_\_\_\_ /hr., for \_\_\_\_\_ hrs. per week (on average)

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### Previous Employer

Employer: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ City/State: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_

Gross Income: \$ \_\_\_\_\_ /mo. OR \$ \_\_\_\_\_ /hr., for \_\_\_\_\_ hrs. per week (on average)

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### Other Income

*Alimony, child support, or separate maintenance income need not be revealed unless Applicant wishes to have it considered. Mercury does not discriminate based on lawful source of income, including housing choice vouchers and other public assistance.*

Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

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Proof of income attached

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### 3. FINANCIAL PROFILE

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#### Bank Accounts

Bank Name:	Account Type:	Balance: \$
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Bank Name:	Account Type:	Balance: \$
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Bank Name:	Account Type:	Balance: \$
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#### Monthly Payments / Loans

Lender Name:	Balance Due: \$	Loan Type:	Monthly Payment: \$
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Lender Name:	Balance Due: \$	Loan Type:	Monthly Payment: \$
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Lender Name:	Balance Due: \$	Loan Type:	Monthly Payment: \$
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Lender Name:	Balance Due: \$	Loan Type:	Monthly Payment: \$
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### 4. VEHICLE

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*Cars, trucks, vans, motorcycles, trailers, boats, recreational vehicles.*

Make/Model:	Year:	Color:	License Plate/State:
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Make/Model:	Year:	Color:	License Plate/State:
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Make/Model:	Year:	Color:	License Plate/State:
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### 5. PETS

Does any Applicant or Occupant own any pets?  Yes  No *If yes, provide detail below.*

Attribute	Pet 1	Pet 2	Pet 3
Name			
Type (Cat, Dog, etc.)			
Breed			
Color			
Age			
Weight			
Gender			
Spayed / Neutered (Y/N)			
Declawed (Y/N, cats)			
License # (if applicable)			

### 6. OTHER INFORMATION

Have you ever declared bankruptcy or suffered foreclosure?  Yes  No

Have you ever defaulted on your mortgage?  Yes  No

Have you been evicted or sued for unpaid rent or damages to leased property?  Yes  No

Have you ever refused to pay rent for any reason?  Yes  No

#### Criminal History

Mercury evaluates criminal history individually pursuant to the Philadelphia Fair Criminal Record Screening Standards (Phila. Code § 9-3200) and the Philadelphia Renters' Access Act, and does not apply blanket exclusions. If you have any prior criminal convictions you would like Mercury to consider in context, please describe (nature, year, disposition, and any mitigating factors). You may also attach letters of support or other documentation.

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#### Support Obligations

Since January 1, 1998, have you been obligated to pay support under any order(s) of record?  Yes  No

County:

Amount: \$

Domestic Relations File / Docket #:

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Are you delinquent?  Yes  No

#### Explanation

*If you answered "Yes" to any of the above, please explain:*

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### 7. APPLICANT QUESTIONNAIRE

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Please answer truthfully. Mercury uses these responses, with the rest of the application, as part of an individualized assessment.

How long do you plan to live at this property?

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How did you hear about this property?

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Why are you looking to move from your current residence?

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Have you ever broken a lease?  Yes  No If yes, briefly explain on the line below.

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Do you smoke or vape?  Yes  No (Premises are non-smoking; see lease.)

Is the total move-in amount (first month's rent + security deposit + any fees) available now?  Yes  No

For what reasons could you not pay rent on time?

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#### Emergency Contact

May also be contacted regarding rent or tenancy if Applicant cannot be reached.

Name:

Phone:

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Relationship:

Email (optional):

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Why should we rent to you?

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#### Additional Information (optional)

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### 8. PROPERTY TERMS

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**Condition of Property.** The Property will be leased in the same condition as it is shown unless otherwise agreed to in writing.

**Application Fee.** The Application Fee is **non-refundable**, will not be applied toward rent or other obligations if Applicant is approved, and will not be refunded if Applicant is not approved. The fee is paid in consideration of Mercury's review and verification of the information stated in the application. The Application Fee will not exceed the maximum amount permitted under Philadelphia law and reflects the actual cost of the consumer reports and screening services obtained.

**Obligation to Enter Lease.** Upon submission of this Application, Mercury reserves the right to remove the Property from the available rent list. If Applicant is approved and fails to enter into a lease for the Property, the Application Fee remains non-refundable.

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### 9. REQUIRED NOTICES

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**Megan's Law (42 Pa.C.S. § 9791 et seq.).** Pennsylvania law provides for community notification of certain convicted sex offenders. Applicants are encouraged to contact local police or check the Pennsylvania State Police website at [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us) for information about offenders near a particular property.

**Fair Housing.** Federal, Pennsylvania, and Philadelphia law make it illegal to discriminate based on **race, color, religion or religious creed, sex, sexual orientation, gender identity or expression, marital status, familial status** (children under 18), **age** (40+), **ancestry, national origin, disability** (physical or mental), **use or training of support or guide animals, source of income** (including housing choice vouchers and other public assistance), or association with a person known to have a disability. Mercury complies with all applicable fair housing laws.

**Fair Credit Reporting Act.** If Mercury denies your application based in whole or in part on a consumer report, Mercury will provide notice of the denial along with: (1) the name, address, and telephone number of the consumer reporting agency; (2) a statement that the agency did not make the decision and cannot give the specific reasons for denial; (3) any credit score used and key factors that led to denial; (4) instructions to obtain a free copy of the report; and (5) instructions to dispute the report's accuracy or completeness. If Mercury denies your application based on information from a person other than a credit reporting agency (e.g., an employer or prior landlord), you have the right to request the nature of that information in writing.

**Right to Reconsideration.** Pursuant to the Philadelphia Renters' Access Act (Phila. Code § 9-810), if your application is denied, you have the right to receive a written statement of the reasons for denial and to request reconsideration within forty-eight (48) hours after receipt of the denial notice. Upon timely request, you have seven (7) business days to provide information disputing or contextualizing the basis for denial.

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## 10. APPLICANT AUTHORIZATION & CONSENT

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**Declaration.** By signing this application, you declare that all statements made in your rental application are true and complete. If you fail to answer any question or provide false information, Mercury Property Management reserves the right to reject your application, retain all application fees and deposits as liquidated damages, and terminate any right of occupancy.

**Authorization to Obtain Consumer Reports.** By submitting this application, you are directing and authorizing Mercury Property Management to verify the information you have provided and to obtain additional background information about you through any lawful means, including (i) retaining one or more third-party consumer reporting agencies—such as AppFolio, Inc., 70 Castilian Drive, Goleta, CA 93117 (866-648-1536), and/or National Tenant Network (NTN), P.O. Box 6611, Portland, OR 97228 (800-228-0989)—to prepare a consumer report or investigative consumer report, and/or (ii) directly verifying information by contacting personal and professional references, employers, and prior rental housing providers.

You further authorize Mercury Property Management to obtain, from any of the following sources, records or information relevant to your tenancy:

- **Law enforcement agencies**—criminal history records, to the extent permitted by applicable federal, state, and local law, including the Philadelphia Fair Criminal Record Screening Standards (Phila. Code § 9-3200)
- **Present or former employers or supervisors**—employment records and earnings history
- **Present or former landlords and property managers**—rental history and tenancy records
- **Credit bureaus and collection agencies**—credit history and financial standing
- **Educational institutions**—records of attendance and earned degrees or certificates
- **Financial institutions**—account standing where relevant to tenancy
- **Personal and professional references**—character, general reputation, and personal characteristics
- **Sex offender registries**—to the extent permitted by applicable law

Each of the above sources is hereby authorized to release such records or information to Mercury Property Management. All consumer reports and investigative consumer reports will be prepared in compliance with the Fair Credit Reporting Act (15 U.S.C. § 1681 et seq.), the Pennsylvania Tenant and Landlord Act, the Philadelphia Renters' Access Act (Phila. Code § 9-810), Phila. Code § 9-3200, and all other applicable federal, state, and local laws and regulations.

**Your Rights Under the Fair Credit Reporting Act.** You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report or investigative consumer report obtained in connection with your application. The most common form of investigative consumer report involves an inquiry into prior rental history, employment, and education.

### Tenant Identification (for screening only)

Social Security Number / ITIN:

Date of Birth:

Driver's License / Government ID Number:

State:

### By signing below, I acknowledge that I have:

- Received Mercury's written Rental Screening Criteria prior to submitting this Application
- Read and understood this Application, including all notices and authorizations
- Authorized Mercury to conduct the background screening described above
- Agreed to be billed for application processing; this charge is non-refundable and is not contingent upon acceptance or denial

**Electronic Signature Consent.** If this form is executed electronically, typing my full name in the signature field below and submitting this Application constitutes my electronic signature, dated as of the date of submission, and carries the same legal effect as a handwritten signature under the Pennsylvania Uniform Electronic Transactions Act and the federal E-SIGN Act. I may request a printed copy of this authorization at any time by contacting Mercury Property Management.

Applicant Printed Name (typed name = signature)

Date

*Return this completed application by replying from the email address listed in Section 1. Email submission, together with the consent box checked above and your typed name, constitutes your binding electronic signature.*