

APPLYING FOR A RESIDENCE AT LANDIS PLACE ON KING



Instructions to make application for a residence at Landis Place on King: You will need to submit the following to PPM Real Estate, Inc.:

1. **Completed application** (application is attached hereto)
2. **Copy or photo of government issued identification** (driver's license, passport, state ID, etc.).
3. **Provide documentation** of the income and/or assets you list on the application. Such documentation shall provide proof of the ability to pay rent for your selected residence. Gross Monthly income shall be at least 2.5x the monthly rent unless there are additional income producing assets to be considered. Documentation sought are items such as paystubs, retirement account statement, social security, stocks, savings, other assets, etc. If there is not income at least 2.5x the rent, Landlord reserves the right to assess applicants overall financial situation when determining approval status. (*NOTE: please do not send original copies you will need back.*)
4. **Application fee:** Check payable to PPM Real Estate, Inc. (\$45 per person; \$90 for two applicants; non-refundable)

Turning in Your Application: The application will be processed after receipt of the check. You may mail or deliver all items to our office, or fax or email the documents and mail/deliver the check. Reach PPM in one of the following ways:

- a. Email: Info@ppmproperties.com
- b. Fax: 717-394-7222
- c. Hand-deliver or mail the completed documents and check to PPM's office at:
233 North Duke Street
Lancaster PA 17602

Note: If delivering during our business hours (M-Th 8:30-5:00; Fri 8:30-3:00) you can call us and we will meet you at your car in front of the office building 717-394-3374

Application Processing: All **complete** applications will be processed in the order they were received. You will be notified of your approval status as soon as possible. In the event there are multiple applications received for the same residence, priority will be given to the first-in application. If your application is denied, you will be contacted in writing (email or mail) with the reasoning for the decision.

Upon your application approval, you have 2 options to proceed in securing your residence:

1. Sign a Lease to secure your preferred residence and lock in your rent. The security deposit equal to one month's rent will be due at Lease signing.
2. Sign a Reservation Agreement which reserves your preferred residence, with a Lease to be signed by April 30, 2022. A non-refundable \$500 reservation fee is due at Reservation signing. At Lease signing, the \$500 shall be applied to your security deposit which is due at Lease signing.
3. **Move in Dates scheduled about 90 days prior to Occupancy.**

The application form is subject to change.



Real Estate Inc.
233 North Duke Street, Lancaster PA 17602
Phone: 717 -394-3374 | Fax: 717-394-7222
Email: info@ppmproperties.com
Website: www.ppmproperties.com



APPLICATION TO LEASE A RESIDENCE AT LANDIS PLACE ON KING

Property: 237-245 West King Street, Lancaster PA 17603

Preferred Residence: Apartment # 1 Choice _____ 2nd choice: _____

Applicant 1: Name: _____ Date of Birth: _____
Phone #: _____ Social Security Number: _____
Email Address: _____
Current Address: _____
Prior Address: _____
Marital Status: ___ Single ___ Married ___ Widowed ___ Divorced
Are you currently employed? Yes* Retired Other: _____
*Current Place of Employment: _____ (provide paystub)

Applicant 2: Name: _____ Date of Birth: _____
Phone #: _____ Social Security Number: _____
Email Address: _____
Current Address: _____
Prior Address: _____
Marital Status: ___ Single ___ Married ___ Widowed ___ Divorced
Are you currently employed? Yes* Retired Other: _____
*Current Place of Employment: _____ (provide paystub)

Will you have pets included in your household? No Yes: _____

In your most recent residence, did you own the home or rent? Own Rent* Other: _____

* Please provide Landlord contact information for reference: _____

Current Monthly Mortgage or Rent Amount: _____

Income/Assets/Liabilities:

Please list your sources of income and their monthly amount:

Income Source:	Monthly Amount:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Please list additional assets (bank accounts, retirement accounts, investments, etc.) which could be used to provide financial security/ability to pay rent:

Asset Item/Bank Name/Account Type	Value:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Please list any debts, loans, or monthly obligated payments and their monthly amount:

Expense/Debt Item:

Monthly Amount:

\$ _____
\$ _____
\$ _____

Applicant History:

Have you been evicted from any residence in the last 3 years? No Yes

Have you ever declared bankruptcy? No Yes: _____

Have you ever suffered foreclosure? No Yes: _____

Have you ever defaulted on a mortgage or rent? No Yes: _____

Have you ever been convicted of a felony? No Yes: _____

Are you a registered sex offender in any state? No Yes: (year and state of conviction) _____

Optional Add-Ons*:

There is limited parking available for lease within the Landis Place on King Building. Are you interested in leasing a parking space for \$95/month? No Yes

There is a limited number of storage spaces within the Landis Place on King Building (4' tall, options of 3'x4' or 4'x5'). Are you interested in securing a storage space for \$25-\$35/month? No Yes

**Checking yes does not guarantee a parking or storage space; price subject to change until a lease is signed.*

Credit Authorization:

By initialing and signing below, Applicant makes the following authorization(s):

_____ Applicant authorizes Landlord or Broker for Landlord to obtain any information deemed necessary to evaluate this Application. This information may include, but is not limited to, credit reports, criminal history, judgments of record, rental history, verification of employment and salary, employment history, vehicle records, and licensing records. Broker for Landlord may report to Landlord any information obtained by Broker for Landlord for evaluation of the Application. Applicant acknowledges that all information in the Application is true and correct. Applicant acknowledges that if applicant presents false or incomplete information Landlord may reject this Application. Applicant understands that giving false or incomplete information may result in forfeiture of any payments made in connection with this Rental Application. Applicant authorizes the Broker for Landlord to contact the Applicant directly.

_____ Applicant understands and acknowledges that Applicant's social security number, driver's license number, date of birth, or other personal identifying information may be required in order for Landlord or Broker for Landlord to evaluate this application. If requested, Applicant agrees to provide the information on a separate form such as the Social Security Number Authorization (PAR Form SSA). Failure to provide this information may result in the denial of your application.

_____ Applicant agrees that Broker(s), his/her agent(s) and/or employee(s) may provide Applicant's social security number, individual taxpayer identification number, driver's license information and date of birth to credit reporting companies, or others as necessary for obtaining reports or information from a credit reporting agency, determining the existence of domestic liens, or for obtaining a criminal background report (for prospective tenants only).

_____ Applicant understands that Brokers have no control over the use of any information after it is disclosed to a third party and agrees to release and hold Brokers harmless from any and all liability for any misuse or subsequent disclosure by any third party of the information or reports disclosed by Broker pursuant to the terms of this authorization.

APPLICANT 1 Signature: _____

Date: _____

APPLICANT 2 Signature: _____

Date: _____

Reminder to include a copy or photo of your ID(s), supporting documents and application fee check when turning in your application



CONSUMER NOTICE | THIS IS NOT A CONTRACT

In an effort to enable consumers of real estate services to make informed decisions about the business relationships they may have with real estate brokers and salespersons (licensees), the Real Estate Licensing and Registration Act (RELRA) requires that consumers be provided with this Notice at the initial interview.

Licensees may enter into the following agency relationships with consumers:

Seller Agent: As a seller agent, the licensee and the licensee’s company works exclusively for the seller/landlord and must act in the seller’s/landlord’s best interest, including making a continuous and good faith effort to find a buyer/tenant except while the property is subject to an existing agreement. All confidential information relayed by the seller/landlord must be kept confidential except that a licensee must reveal known material defects about the property. A subagent has the same duties and obligations as the seller agent.

Buyer Agent: As a buyer agent, the licensee and the licensee’s company work exclusively for the buyer/tenant even if paid by the seller/landlord. The buyer agent must act in the buyer/tenant’s best interest, including making a continuous and good faith effort to find a property for the buyer/tenant, except while the buyer is subject to an existing contract, and must keep all confidential information, other than known material defects about the property, confidential.

Dual Agent: As a dual agent, the licensee works for both the seller/landlord and the buyer/tenant. A dual agent may not take any action that is adverse or detrimental to either party but must disclose known material defects about the property. A licensee must have the written consent of both parties before acting as a dual agent.

Designated Agent: As a designated agent, the broker of the selected real estate company designates certain licensees within the company to act exclusively as the seller/landlord agent and other licensees within the company to act exclusively as the buyer/tenant agent in the transaction. Because the broker supervises all of the licensees, the broker automatically serves as a dual agent. Each of the designated licensees are required to act in the applicable capacity explained previously. Additionally, the broker has the duty to take reasonable steps to assure that confidential information is not disclosed within the company.

Transaction Licensee: A transaction licensee provides real estate services without having any agency relationship with a consumer. Although a transaction licensee has no duty of loyalty or confidentiality, a transaction licensee is prohibited from disclosing that: The seller will accept a price less than the asking/listing price, The buyer will pay a price greater than the price submitted in the written offer, and; The seller or buyer will agree to financing terms other than those offered. Like licensees in agency relationships, transaction licensees must disclose known material defects about the property; Regardless of the business relationship selected, all licensees owe consumers the duty to: Exercise reasonable professional skill and care which meets the practice standards required by the RELRA; Deal honestly and in good faith; Present, as soon as practicable, all written offers, counteroffers, notices and communications to and from the parties. This duty may be waived by the seller where the seller’s property is under contract and the waiver is in writing; Comply with Real Estate Seller Disclosure Law; Account for escrow and deposit funds; Disclose, as soon as practicable, all conflicts of interest and financial interests; Provide assistance with document preparation and advise the consumer regarding compliance with laws pertaining to real estate transactions; Advise the consumer to seek expert advice on matters about the transaction that are beyond the licensee’s expertise; Keep the consumer informed about the transaction and the tasks to be completed; Disclose financial interest in a service, such as financial, title transfer and preparation services, insurance, construction, repair or inspection, at the time service is recommended or the first time the licensee learns that the service will be used; The following contractual terms are negotiable between the licensee and the consumer and must be addressed in an agreement/ disclosure statement; The duration of the licensee’s employment, listing agreement or contract; The licensee’s fees or commission; The scope of the licensee’s activities or practices; The broker’s cooperation with and sharing of fees with other brokers; All sales agreements must contain the property’s zoning classification except where the property is zoned solely or primarily to permit single family dwellings.

The Real Estate Recovery Fund exists to reimburse any person who has obtained a final civil judgment against a Pennsylvania real estate licensee owing to fraud, misrepresentation, or deceit in a real estate transaction and who has been unable to collect the judgment after exhausting all legal and equitable remedies. For complete details about the Fund, call (717) 783-3658.

Before you disclose any financial information to a licensee, be advised that unless you select a business relationship by signing a written agreement, the licensee is NOT representing you. A business relationship is NOT presumed.

PPM Real Estate, Inc. is acting as a “Seller Agent” as described herein.

ACKNOWLEDGMENT: By signing below I acknowledge that I have received this disclosure:

Consumer Name: _____ Signature: _____ Date: _____

Consumer Name: _____ Signature: _____ Date: _____

I certify that I have provided this document to the above consumer during the initial interview.

Tracy Horst (License # RM051472A)

Corinn Kirchner (License # AB068261)

Alexandra Ebert (License # RS340890)

Tracy Horst

Corinn Kirchner

Alexandra Ebert