

# APPLYING FOR A RESIDENCE AT - LANDIS QUALITY LIVING



## Instructions to make application for a residence

You will need to submit the following:

1. **Completed application** (application is attached hereto) for either Landis Place on King, Steeple View Lofts, or both.
2. **Copy or photo of government issued identification** (driver's license, passport, birth certificate, state or military ID).
3. **Application fee:** Check payable to Landis Quality Living. (\$45 per person; \$90 for two applicants; \$60 per person if out-of-state, 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 email the documents and mail/deliver the check. Deliver the application in one of the following ways:

- a. Email: [LPK@landis.org](mailto:LPK@landis.org)
- b. Hand-deliver or mail the completed documents and check to Landis Place on King at:  
239 W King St  
Lancaster PA 17603

Note: If you are delivering, our business hours (M-Fri 8:00-4:00)

**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 fully submitted 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 for an Available Unit, you have 2 steps to complete to secure your residence:**

1. Sign a Lease to secure your preferred residence and lock in your rent.
2. Pay the security deposit equal to one month's rent.

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*The application form is subject to change.*



## APPLICATION TO LEASE A RESIDENCE – LANDIS QUALITY LIVING

(Mark one or both, if interested in either one.)

**Property:** Landis Place on King (LPK) \_\_\_\_\_  
239 West King Street, Lancaster PA 17603

Steeple View Lofts (SVL) \_\_\_\_\_  
118 N Water St, Lancaster PA 17603

**Preferred Building/Apartment :** 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> 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: \_\_\_\_\_

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: \_\_\_\_\_

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) \_\_\_\_\_

**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: \_\_\_\_\_

