



MACE Property Management
1500 Ellsworth Ave Suite 205 ~ Heidelberg, PA 15106
PO Box 657 ~ Carnegie, PA 15106
office 412.279.0404 ~ fax 412.202.4104



**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)?
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?
Y N



Residential Tenant Qualification Application



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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 ELECTRIC WATER
 SEWAGE TRASH REMOVAL

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)

Co-Applicant Name & Current Address

CO- APPLICANT 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 Landlord:
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:

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



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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 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 units from us, we will pay you a referral reward.
