

1018 Main Street
PO Box 155
Akron, PA 17501



Phone (717) 859-2010
Fax (717) 859-4192
applications@wolfkline.com
www.wolfkline.com

Rental Policies and Procedures

The following policies have been established for all applicants interested in qualifying for any property with Wolf and Kline Property Management, Inc. Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application.

Fair Housing: Wolf and Kline Property Management, Inc. adheres strictly to all requirements for Fair Housing laws. We do not discriminate against any applicant for any reasons of race, color, creed or religion, national origin, sex, age, marital status, or physical or mental disability.

Pet Policy: Please review current rental listing at www.wolfkline.com for details regarding properties that allow pets.

Applicant: "Applicant" refers to all intended leases (those who execute the lease) and all intended residents 18 years of age or older. The application will NOT be considered with missing, misleading, or false information. All submitted applications become the property of Wolf and Kline Property Management, Inc.

Processing Fees: There is no fee to apply. However, if the applicant is approved and signs a lease with Wolf and Kline Property Management, Inc. there is a \$60 processing fee due at the time of lease signing.

Credit Criteria: Wolf and Kline Property Management, Inc. will obtain a credit report from a qualified credit bureau. Applicant-supplied credit reports will not be accepted. Credit score must be at least 635.

Income Criteria: Self-employed applicants may be asked to provide their most recent tax return. Proof of earnings from social security, child support, alimony or spousal support must be documented if requested. Unverifiable income will NOT be considered.

Rental Verification: When applicable, your current and/or previous landlords may be contacted for rental verification. By signing this application, you are authorizing them to release information about your residency with them including, but not limited to: payment history, housekeeping habits, disturbances, judgments, and/or eviction proceedings.

Applicant #1 Information:	
Full Name: _____	
<i>Is Applicant at least 18 years old?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Applicant #2 Information:	
Full Name: _____	
<i>Is Applicant at least 18 years old?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Date of Birth: ____/____/____
Social Security Number: _____

Date of Birth: ____/____/____
Social Security Number: _____

Drivers License #: _____	State: _____
Home Phone: _____	Cell: _____
Best number to reach you: _____	
Email Address: _____	

Drivers License #: _____	State: _____
Home Phone: _____	Cell: _____
Best number to reach you: _____	
Email Address: _____	

Current Address:	<input type="checkbox"/> Own	<input type="checkbox"/> Rent
Street: _____		
City: _____	State: _____	Zip: _____
From: _____	to _____	
Rent or Mortgage Amount: _____	\$ _____	/month
Landlord/Mgmt. Co. Name: _____		
Landlord/Mgmt. Co. Phone: _____		

Current Address:	<input type="checkbox"/> Own	<input type="checkbox"/> Rent
Street: _____		
City: _____	State: _____	Zip: _____
From: _____	to _____	
Rent or Mortgage Amount: _____	\$ _____	/month
Landlord/Mgmt. Co. Name: _____		
Landlord/Mgmt. Co. Phone: _____		

Applicant #1 Continued:

Previous Address: Own Rent
Street: _____
City: _____ State: _____ Zip: _____
From: _____ to _____
Rent or Mortgage Amount: _____ \$ _____ /month
Landlord/Mgmt. Co. Name: _____
Landlord/Mgmt. Co. Phone: _____

Employment Information:

Most Recent Employer: _____
Address: _____
Phone: _____ Supervisor: _____
Position: _____
Income: \$ _____ per Month Week Hour
 If hourly, _____ hours per week
Dates of Employment: from _____ to _____

- Yes** **No** - Have you ever declared bankruptcy or suffered foreclosure?
 - Yes** **No** - Have you ever been party to an eviction, or sued for unpaid rent and/or damages to a leased property?
 - Yes** **No** - Have you ever refused to pay rent?
 - Yes** **No** - Have you or any member of your household been convicted or pleaded no contest to a felony, misdemeanor or summary offense?
- If you answered "Yes" to any of these questions, please explain in detail: _____

Applicant #2 Continued:

Previous Address: Own Rent
Street: _____
City: _____ State: _____ Zip: _____
From: _____ to _____
Rent or Mortgage Amount: _____ \$ _____ /month
Landlord/Mgmt. Co. Name: _____
Landlord/Mgmt. Co. Phone: _____

Employment Information:

Most Recent Employer: _____
Address: _____
Phone: _____ Supervisor: _____
Position: _____
Income: \$ _____ per Month Week Hour
 If hourly, _____ hours per week
Dates of Employment: from _____ to _____

- Yes** **No** - Have you ever declared bankruptcy or suffered foreclosure?
 - Yes** **No** - Have you ever been party to an eviction, or sued for unpaid rent and/or damages to a leased property?
 - Yes** **No** - Have you ever refused to pay rent?
 - Yes** **No** - Have you or any member of your household been convicted or pleaded no contest to a felony, misdemeanor or summary offense?
- If you answered "Yes" to any of these questions, please explain in detail: _____

Other Income

Applicant: _____ Source: _____ Monthly Amount: _____
Applicant: _____ Source: _____ Monthly Amount: _____

Bank Account Information

Applicant: _____ Account Type: _____ Balance: _____
Applicant: _____ Account Type: _____ Balance: _____

Do you or any other occupants smoke: Yes No

Pets: Do you have or intend to have any pet(s) that will live in the unit? Yes No **If yes, please indicate the following:*

Type of Pet: _____ Weight: _____ lbs. Breed: _____ Age: _____

Other Intended Residents (Must list ALL)

*** All other persons who will reside in the property over the age of 18 MUST fill out an application. ***

Full Name: _____	Over the Age of 18: <input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name: _____	Over the Age of 18: <input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name: _____	Over the Age of 18: <input type="checkbox"/> Yes <input type="checkbox"/> No
Full Name: _____	Over the Age of 18: <input type="checkbox"/> Yes <input type="checkbox"/> No

In Case of Emergency, Please Notify

Full Name: _____ Phone Number: _____
Full Name: _____ Phone Number: _____

How did you hear about Wolf & Kline Property Management Inc.?

Current Tenant

Apartment FINDER/Magazine

Family/Friend

Internet

Newspaper

Other _____

Reason for Moving: _____

Properties I am interested in: _____

Date I would like/need to move in: _____

Additional Comments: _____

CONSUMER NOTICE FOR APPLICANT. THIS IS NOT A CONTRACT.

Wolf & Kline Property Management, Inc. (Licensee) hereby states that with respect to any property managed by Wolf & Kline Property Management, Inc., I, an agent of Wolf & Kline Property Management, Inc., am acting in the following capacity: (check one)

Owner/Landlord of the Property

A direct employee of the Owner/Landlord; OR

An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement

DISCLOSURE AND AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct and understands that false statements may result in rejection of this and any future applications for housing we manage. The undersigned does further understand that all persons or firms associated with Wolf & Kline Property Management, Inc. may freely share any requested information concerning me.

I also, hereby authorize Wolf and Kline Property Management to verify my past and present employment earnings records, bank statements, previous residences and/or any information given for the purposes of renting and/or leasing through Wolf and Kline Property Management including but not limited to a credit check. I further understand and agree that Wolf and Kline Property Management will rely upon this rental application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this application are true. If any facts are proven to be untrue, Wolf and Kline Property Management may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney fees resulting there from.

Investigational Background Search Disclosure

Wolf and Kline Property Management conducts applicant screening on persons applying to live in our managed properties. Such screenings may include criminal background investigations. Prior to acceptance of an applicant, we may use an independent consumer reporting agency to search public records which may contain criminal background information regarding the applicant. Wolf and Kline Property Management will determine if the criminal background information pertains to the applicant and if the report indicates that one or more such felony and/or misdemeanors records were found. We will then compare the records to our established acceptance policies to determine whether the applicant may be accepted. If your application is denied based on the discovery of public records that indicate an unacceptable criminal background, you will be given the name address, and telephone number of the consumer reporting agency that provided the criminal background report. An applicant that is denied on a criminal background may obtain a free copy of the report and may initiate a reinvestigation to have any erroneous information contained in the report corrected. The consumer reporting agency will advise you of the procedures that you should follow in order to do so.

Valid photo identification must be presented prior to signing any lease with Wolf and Kline Property Management.

Please note that all renters of Wolf and Kline Property Management are required to have renter's insurance at their own cost. Personal property and liability amounts may be specified in their residential lease agreement.

I the undersigned Applicant, agree to the above terms and do hereby swear (or affirm) that the information supplied herein is true and complete, to the best of my knowledge and belief. Applicant authorizes verification of references given and declares that the statements made in this application are true and correct and agrees that the landlord may terminate the contract entered into in reliance on any misstatement made in this application.

By signing Below:

I/We hereby certify that I/we am/are at least 18 years of age, wish to rent and authorize Wolf & Kline Property Management, Inc. to check our financial responsibility, employment record, rental history, delinquent credit obligations, and/or past or present criminal records; including, but not limited to the securing of a credit report from an appropriate credit bureau. I/we understand we may be contacted about this application and status by email.

I acknowledge that I have read and received this Notice: X _____

Applicant #1 Signature

Date

X _____

Applicant #2 Signature

Date

I certify that I have provided this Notice:

X _____

Jason Kline / Broker of Record

December 3, 2019

Date