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- trust the wisdom of the grasshopper -

Rental Application

- We require each adult applicant to print, sign, date, and return the [Employment Verification](#) and [Landlord Verification](#) forms to us, the [IRS W9](#) form, and the application below.
- We require a copy of your current driver's license or other government issued photo ID (attach to this application)
- We require proof of income via previous two months cancelled checks or pay stubs (attach to this application). For new jobs, please attach Job Letter/Employment Contract. Students must submit a Financial Aid Statement (if applicable). International students without a credit score receiving financial aid must submit a copy of their I-20 form.
- We require a \$35 non-refundable fee ***PAYABLE TO KENNETH CARROLL*** in order to process this application. (An additional application and \$25 non-refundable fee is required for each additional prospective adult tenant).
- If your current and previous employers charge for employment verification, you are responsible for providing such verification in writing from your employers, at your expense.
- **SIGN AND DATE HERE:** _____

Section 1 - Information Required For Credit Report:

| | | |
|---------------------------------|--|--|
| This application is for a: | <input type="checkbox"/> Resident <input type="checkbox"/> Co-signer | |
| Apartment or house applied for: | | |
| Monthly Rent: | | |
| Applicants Name: | | |
| Applicants Birth date: | | |
| Driver's License Number: | | |
| Social Security #: | | |
| Current Address: | | |
| Current City: | | |
| Current State | | |
| Current Zip | | |
| Previous Address: | | |
| Previous City: | | |
| Previous State: | | |
| Previous Zip: | | |

| | | |
|---|--|--|
| Voice #: | | |
| Fax #: | | |
| Email Address: | | |
| Section 2 - Present Housing Information: | | |
| Present landlord or agent: | | |
| Present landlord/agent address: | | |
| Present landlord/agent phone #: | | |
| Previous landlord or agent: | | |
| Previous landlord/agent address: | | |
| Previous landlord/agent phone #: | | |
| Reason for moving from present address: | | |
| Present rent: | | |
| Rent paid to what date: | | |
| Section 3 - Employment Record and other Income Sources | | |
| Present employer: | | |
| Employer's Address: | | |
| Length of Employment: | | |
| Employer's Phone #: | | |
| Position: | | |
| Salary: | | |
| Previous employer: | | |
| Previous Employer's Address: | | |
| Length of Employment: | | |
| Previous Employer's Phone #: | | |
| Previous Position: | | |
| Previous Salary: | | |
| Section 4 - References and third party names and addresses | | |
| Bank reference 1 (Bank & Acct #): | | |
| Bank reference 2 (Bank & Acct #): | | |
| Personal reference 1: | | |
| Personal reference 2: | | |
| Personal reference 3: | | |
| In case of emergency notify 1: | | |
| In case of emergency notify 2: | | |
| Section 5 - College and University Information (if applicable) | | |
| What school do you attend: | | |
| Other Income (Including Financial Aid, parents, etc.): | | |
| <p align="center"> Rental Consumer Notice: This is not a contract Kenneth Carroll hereby states that with respect to the rental properties (235 S. 21st Street, 2101 Spruce Street, 1084 Hollow Road, and 210 Byers Road), I am acting in the following capacity: <u>OWNER/LANDLORD OF THE PROPERTY</u> With respect to all other rental properties Kenneth Carroll Real Estate is acting in the following capacity: <u>AS AUTHORIZED AGENT OF THE OWNER(S)</u> </p> | | |

Applicants Credit Check Consent:

"I hereby authorize the managing agent for the owner of the property to obtain a consumer report, and other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect to or in connection with the rental lease of a residence, for which this application was made. I hereby expressly release the owner of the property and it's agents, employees, representatives, affiliates, and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state, and/or federal government agencies including without limitation, various law enforcement agencies."

I hereby deposit one month's rent as earnest money (via a check separate from that of the application fee) to be refunded or returned to me if this application is not accepted within five business banking days. Upon acceptance of this application, this deposit shall be retained as the security deposit. When so approved and accepted I agree to execute a lease for twelve months or longer (or shorter with the prior written approval of landlord) before possession is given. At the signing of the lease, I also agree to pay the first month's rent and last month's rent as required. If this application is not approved and accepted by the owner or the agent, the deposit will be refunded, and the applicant hereby waives any claim for damages for non-acceptance.

IMPORTANT: Please initial ALL items below

- _____ I understand that my application fee is non-refundable
- _____ I understand that if after making my application or being accepted I do not take occupancy of the property, I forfeit my security deposit.
- _____ I understand that the property will be rented as is.
- _____ I understand and agree possession of the property will not be prior to the agreed upon move-in date and without execution of my lease.
- _____ I understand the information presented to me on the property I'm applying for is deemed accurate and reliable but not guaranteed or warranted by the owner of the property, or it's agents, employees, representatives, or affiliates.

Has Applicant Listed Herein Ever: (if any of the answers below are "yes", please explain)

a. Been convicted of and/or pled "guilty" or "no contest" to any felony offense?

b. Been evicted from a rental dwelling, or received a notice to vacate?

c. Have you ever broken a rental agreement?

d. Have you ever declared bankruptcy?

Return by facsimile transmission (FAX) of this application bearing the signature(s) of the applicant(s) shall constitute a duly executed release by the applicant, for the Agent to obtain all the above information and use it for the purposes for which the application is submitted. In addition, I agree to conduct real estate transactions electronically pursuant to the Pennsylvania Electronic Transactions Act.

I acknowledge Receiving The EPA Documents
["Protect Your Family From Lead in Your Home"](#)
[Required for housing built pre-1978,](#)
["A Brief Guide to Mold, Moisture, and Your Home,"](#)
[The State Required Consumer Notice](#)

and For Philadelphia Tenants:

"Partners For Good Housing" Brochure

I acknowledge receiving a full copy of the sample lease and understand that my specific terms and conditions will vary.

Applicant's signature _____

(UNSIGNED OR INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED)

Date _____

complete and then scan this application and all required documents then email to kennycarroll@comcast.net or mail it to 1565 Hollow Road - Suite 85 - Birchrunville PA 19421

For FedEx, UPS, DHL, or Airborne Express use 1565 Hollow Road, Chester Springs, PA 19425

We require the application fee(s) prior to processing the application(s)





EMPLOYMENT VERIFICATION FORM

(Tenant completes section in red only; employer completes section in blue only)

DATE: _____

TO: _____ FAX # _____

FROM: _____ FAX # _____

NUMBER OF PAGES SENT (INCLUDING COVER SHEET) _____

Kenneth Carroll Real Estate needs to verify the following information on

_____ **who works for** _____.

The information below was provided to us by the applicant. If this information is incorrect or missing, please provide us with the correct or missing information.

1. Starting date of employment: _____.
2. Position/Title: _____.
3. Salary: _____. ☐ Weekly ☐ Annually
4. Prospect for continued employment: _____.

Signature of Agent verifying information

Title

Date

Applicant's Signature _____ Date _____

PLEASE FAX BACK TO KENNETH CARROLL REAL ESTATE AT 610-827-9286 AS SOON AS POSSIBLE. THANK YOU!!



LANDLORD VERIFICATION FORM

(Tenant completes section in red only; landlord completes section in blue only)

DATE: _____

TO: _____ FAX # _____

FROM: _____ FAX# _____

NUMBER OF PAGES SENT (INCLUDING COVER SHEET) _____

Kenneth Carroll Real Estate needs to verify the following information on

_____ who resides/resided at _____

1. Current Rent: _____
2. Dates of current or former lease _____
3. Number of late payments _____
4. Number of NSF payments _____
5. Did the applicant give proper notice? _____
6. Is the applicant's account paid in full? _____
7. Has legal action ever been taken against applicant? _____
8. Did applicant have any pets? _____

Signature of Agent verifying information

Date

Applicant's Signature _____ Date _____

PLEASE FAX BACK TO KENNETH CARROLL REAL ESTATE AT 610-827-9286 AS SOON AS POSSIBLE. THANK YOU!!

Form

W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC
- ☐ C Corporation
- ☐ S Corporation
- ☐ Partnership
- ☐ Trust/estate
- ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
- Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
- ☐ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

| | | | | | | | | | | | |
|--|--|--|--|---|--|--|---|--|--|--|--|
| | | | | | | | | | | | |
| | | | | - | | | - | | | | |

or

Employer identification number

| | | | | | | | | | | | |
|--|--|--|---|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
| | | | - | | | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Certificate Of Completion

| | |
|---|--------------------------------|
| Envelope Id: AFED6D8425614A9FAEEDCC47F707ECAD | Status: Completed |
| Subject: Please DocuSign these documents: app.pdf, w9.pdf, Rental Application - Employment Verification Fo... | |
| Source Envelope: | |
| Document Pages: 7 | Signatures: 0 |
| Supplemental Document Pages: 0 | Initials: 0 |
| Certificate Pages: 1 | Envelope Originator: |
| AutoNav: Enabled | Christopher Carroll |
| Envelopeld Stamping: Enabled | 100 Deerfield Lane, suite 240 |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | Malvern, PA 19355 |
| | christophercarroll@comcast.net |
| | IP Address: 69.242.120.185 |

Record Tracking

| | | |
|----------------------|--------------------------------|--------------------|
| Status: Original | Holder: Christopher Carroll | Location: DocuSign |
| 5/10/2017 2:50:49 PM | christophercarroll@comcast.net | |

Signer Events

| Signature | Timestamp |
|--|------------------------------|
| Christopher Carroll | Sent: 5/10/2017 2:52:36 PM |
| christophercarroll@comcast.net | Viewed: 5/10/2017 2:53:10 PM |
| Associate Broker | Signed: 5/10/2017 2:53:49 PM |
| Kenneth Carroll Real Estate | Freeform Signing |
| Security Level: Email, Account Authentication (None) | |
| Electronic Record and Signature Disclosure: | |
| Not Offered via DocuSign | |
| ID: | |

In Person Signer Events

| Signature | Timestamp |
|-----------|-----------|
|-----------|-----------|

Editor Delivery Events

| Status | Timestamp |
|--------|-----------|
|--------|-----------|

Agent Delivery Events

| Status | Timestamp |
|--------|-----------|
|--------|-----------|

Intermediary Delivery Events

| Status | Timestamp |
|--------|-----------|
|--------|-----------|

Certified Delivery Events

| Status | Timestamp |
|--------|-----------|
|--------|-----------|

Carbon Copy Events

| Status | Timestamp |
|--------|-----------|
|--------|-----------|

Notary Events

| Timestamp |
|-----------|
|-----------|

Envelope Summary Events

| Status | Timestamps |
|---------------------|----------------------|
| Envelope Sent | 5/10/2017 2:52:36 PM |
| Certified Delivered | 5/10/2017 2:53:10 PM |
| Signing Complete | 5/10/2017 2:53:49 PM |
| Completed | 5/10/2017 2:53:49 PM |

Payment Events

| Status | Timestamps |
|--------|------------|
|--------|------------|