



Sterling Land Company



RENTAL APPLICATION

4611 Bayard Street

Phone (412) 682-5000

Pittsburgh, PA 15213

Fax (412) 682-4834

Please take your time and fill out this application thoroughly to insure timely processing. Processing *cannot* begin until a completed application is signed and is returned. **Application fee is non-refundable**

THIS SECTION MUST BE FILLED OUT: Agent _____

Rent \$ _____ Utilities \$ _____ Unit No. _____

Property Address _____ Lease Start Date _____ Lease End Date _____

How did you hear about us? (Check One) Friend/Referral Rental Guide Apt. Guide
 Apartments.com CMU Student Housing Pitt Student Housing Rentals.com
 Sterlingland.com Twitter Craig's List Yelp Zillow Facebook Abodo
 Rent.com Apartment Finder Other _____

Your Personal Information

Applicant's Full Name _____

Date of Birth _____ Social Security Number _____

Driver's License No. & State _____ Phone No. _____

Email _____

Marital Status: Married Divorced Single Sex: Male Female

Your Residence History

1. CURRENT ADDRESS _____

City _____ State _____ Zip _____

Rent or Own _____

If Rent, Landlord _____

Landlord's Phone No. _____ Landlord's Fax No. _____

Landlord's Email _____

Monthly Payment _____ Reason for Moving _____

At Current Address/Date From: _____ To: _____

If Own, Mortgage Company _____

Mortgage Co. Phone No. _____ Mortgage Co. Fax No. _____

Mortgage Co. Email _____

Monthly Payment _____ Reason for Leaving _____

At Current Address/Date From: _____ To: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Have you ever been denied credit in the past twelve months? Yes No

Have you been delinquent with any creditor longer than 60 days? Yes No

Have any creditors requested the assistance of a collection agency or attorney to assist in the collection of past due monies against you? Yes No

Have you ever been sued by a creditor for past due monies? Yes No

Have you ever moved owing rent to a previous landlord? Yes No

Have you ever been listed as a sex/sexual predator or offender under any law or on any registry? Yes No

Present Status: Employed Full-time Employed Part-time Not Employed Retired Student

(If full time student, please skip to Part 3 and 4 ONLY)

1. Employment

EMPLOYMENT
Present Employer: _____
Employer's Address _____
Supervisor: _____ HR Contact: _____
Phone _____ Phone _____
Fax _____ Fax _____
Email _____ Email _____
Position Held _____ Department _____
Gross Monthly Income \$ _____ Dates Employed; From: _____ To: _____

2. Retired

IF RETIRED
Social Security Benefits _____ Monthly Amount _____
Retirement 401-K Institution _____ Monthly Amount _____
Pension Fund _____ Monthly Amount _____
Other Sources of Income _____ Monthly Amount _____

3. ONLY Current Graduate Student Information

School _____ Area of Study _____
Advisor _____ Admissions Office _____
Phone _____ Phone _____
Fax _____ Fax _____
Email _____ Email _____

- All Students must provide their Acceptance Letter into their Graduate Program.
- If you are not a U.S. Citizen you ALSO must provide your I-20 Form and copy of Passport.

4. Other Source(s) of Income

Scholarship _____ Amount _____
Loans _____ Amount _____
Grants _____ Amount _____
Stipend _____ Amount _____

Do you own a car? Yes No Will you need parking? Yes No

I UNDERSTAND THAT PERSONAL PROPERTY AND LIABILITY INSURANCE ARE MY RESPONSIBILITY. THE OWNER AND MANAGER DO NOT INSURE ME OR MY GUESTS' PERSONAL PROPERTY AND WELL-BEING. **RENTER'S INSURANCE IS REQUIRED.** IF YOU DO NOT KNOW OF A CARRIER, PLEASE SEE THE ATTACHED FORM FOR PURCHASING INSURANCE.

I hereby declare that the above information is accurate and do hereby permit Sterling Land Company to investigate my credit and other relevant information. It is also agreed and understood that:

- Any falsifications or misrepresentations made on this rental application shall make this application and any subsequent lease agreement subject to cancellation at the option of Landlord;
- The Security Deposit shall be returned only upon credit rejection of application;
- There is a **\$50.00 non-refundable application fee** due with the signed application form;
- If I decide that I do not wish to sign a lease for the apartment, I must notify the leasing department within 24 hours of date below and that if I fail to do so, I will forfeit my Security Deposit.

Signature _____ Date _____

UPON STERLING LAND'S ACCEPTANCE OF THIS SIGNED RENTAL APPLICATION, APPLICANT HAS 48 HOURS TO RETURN ALL SUPPORTING DOCUMENTS INCLUDING CHECKS TO THE RENTAL OFFICE OR APARTMENT WILL BE PUT BACK ON THE MARKET.

STERLING LAND COMPANY
4611 Bayard Street
Pittsburgh, PA 15213
Phone: 412-682-5000, Fax: 412-682-4834

PRIVACY POLICY

We collect information from you when you make an application to rent an apartment from Sterling Land Company owned apartments. When making application you may be asked for your email address, date of birth, social security number, driver's license number and other information to properly secure your credit standing. Your information, whether public or private, will not be sold, exchanged or transferred or given to any other company for any reason whatsoever without your consent. We do not sell, trade or otherwise transfer to outside parties any of your personal information.

Sterling Land Company



David McSorley, President

Applicant Signature

Date

DOCUMENTS NEEDED

You will fall into one of the **three** categories below. You **MUST** have these documents turned in to the office before we can run your credit check.

RENTER'S INSURANCE IS MANDATORY TO MOVE IN

RENTER'S INSURANCE MUST BE TURNED IN WHEN YOU COME TO GET YOUR KEYS AND SIGN YOUR LEASE.

****APPLICATION FEES ARE NON-REFUNDABLE****

1.) NON-STUDENT – WORKING/RETIRED (If Co-Signer is needed, Management will advise)

Signed application

Driver's License (Copy)

Proof of Income: **2 recent pay stubs**. If Retired or Self-Employed, previous year's W-2 and Tax Return. If recently employed, Company Offer Letter with income/salary.

Renter's Insurance (Mandatory) – Due at Lease Signing

Security Deposit = (Rent + Utilities) Only **one security deposit check** will be accepted regardless of number of Tenants on Lease; **make check payable to "STERLING LAND ESCROW ACCOUNT"**

**** \$50.00 application fee; write separate check payable to "STERLING LAND COMPANY"**

2.) STUDENTS

Signed application

Driver's License (Copy)

Acceptance letter into Graduate Program

Renter's Insurance (Mandatory) – Due at lease signing

Security Deposit = (Rent + Utilities) Only **one security deposit check** will be accepted regardless of number of Tenants on Lease; **make check payable to "STERLING LAND ESCROW ACCOUNT"**

**** \$50.00 application fee; write separate check payable to "STERLING LAND COMPANY"**

STUDENT'S CO-SIGNERS

Signed application

Driver's License (Copy)

Proof of Income: **2 recent pay stubs**. If Retired or Self-Employed, previous year's W-2 and Tax Return. If recently employed, Company Offer Letter with income/salary.

**** \$25.00 application fee; make check payable to "STERLING LAND COMPANY"**

3.) NON-AMERICAN STUDENTS

Signed Application

Passport ID (Copy)

Acceptance letter into Graduate Program

I-20 Form / J-1 Form

Renter's Insurance (Mandatory) – Due at lease signing

Security Deposit = (Rent + Utilities) Only **one security deposit check** will be accepted regardless of number of Tenants on Lease; **make check payable to "STERLING LAND ESCROW ACCOUNT"**

**** \$50.00 application fee; write separate check payable to "STERLING LAND COMPANY"**

PLEASE TAKE THIS PAGE WITH YOU
DO NOT TURN IN WITH YOUR APPLICATION

RENTER'S INSURANCE

Exchange Underwriters, Inc. is an Insurance provider

If you need an Insurance provider, you can contact Exchange Underwriters, Inc. (see information below), or any other Insurance Company, who will then provide you with an Insurance Quote.

TENANT should be certain to name the LANDLORD, Sterling Land Company, as the Additional Insured. And, the effective dates of the Insurance Policy should be the same start and end dates of your Lease.

Once Renter's Insurance is obtained, you must provide Sterling Land Company with the Declaration Page upon Lease signing.

**** You cannot sign your Lease or get keys without Renter's Insurance ****

Richard Boyer, CPCU, AU
Exchange Underwriters, Inc.
121 West Pike Street
Canonsburg, PA 15317

1-800-392-4264

www.exchangeunderwriters.com

info@exchangeunderwriters.com

Fax No.: 724-916-0246

Attn: Carol Constantine
