



PHILADELPHIA / CENTER CITY RENTAL INSTRUCTIONS

Dear Prospective Tenant:

If you are interested in renting an apartment from *Vert Properties Inc. (VP)*, please follow the following sequential steps:

1. **Application Fee** - If you are interested in any of the apartments you have been shown or have seen online please be prepared to submit a \$50.00 application fee per applicant made payable to *Vert Properties, Inc.* You can hand the fee(s) to the VP rep that showed the apartment (preferred), hand deliver to our offices in Mantua, NJ, or mail fee(s) to our office (expedited delivery is preferred) to *Vert Properties Inc. 591 Mantua Blvd, Suite 201, Sewell, NJ 08080.*
2. **Application** –Review, fill out and sign an application, which can be done online via an email link from our corporate office. If you prefer to complete a paper application then simply go to our website, www.vertproperties.com to download a copy or request one via email to info@vertproperties.com. Please indicate that you have handed in your application fee(s) and request an application. Once the application is completed and signed you can scan and send back to info@vertproperties.com.

Note: Please make sure your application fee(s) are in the possession of a VP representative to prevent delays in approval.

3. **Reserving Apartment** – To hold an apartment a security deposit of one (1) month's rent is required. We encourage prospective tenants to prepare a check for the security deposit to deliver immediately to reserve the unit (the check should be made payable to *Vert Holdings, LLC*). If you are not approved for some reason, your deposit will be returned to you or shredded at your direction. If you are approved, then the security deposit will be applied and the unit is taken off the market and reserved for you. If you fail to enter into a lease following approval then the security deposit is forfeited as liquidated damages.
4. **Lease** - Once the approval process is complete, you will receive a lease to review and sign, at which time first and last month's rent is required before move-in.

Thank you,
VERT PROPERTIES, INC.

****THE APARTMENT YOU LOOKED AT TODAY AND WANT TO THINK ABOUT UNTIL TOMORROW IS THE SAME APARTMENT SOMEONE LOOKED AT YESTERDAY AND WILL RENT TODAY****

VERT PROPERTIES, INC.

591 Mantua Blvd, Suite 201, Sewell, NJ 08080

P: (856) 347-8125 / F: (856) 203-6713 / Email: info@vertproperties.com

RENTAL APPLICATION

Applicant Data:

Last Name First Name M.I. SS# Date of Birth

Phone Number E-mail Driver's License # and State

Current Address City, State, Zip Code

Co-Applicant Data:

Last Name First Name M.I. SS# Date of Birth

Phone Number E-mail Driver's License # and State

Current Address City, State, Zip Code

Property / Rental Information

Building / Address:

Check one:

- [] 708 Pine Street, Phila., PA
- [] 916 N American Street, Phila., PA
- [] 1001 Pine Street, Phila., PA (The Kenmar)
- [] 2131 Spring Garden Street, Phila., PA

Unit #: _____

Monthly rent: \$_____

Date applied: _____/_____/20____

Term: _____ to _____

Number of occupants: _____

Emergency Contact Information:

Name Relationship Contact Information

Employer Information:

Current Employer Name Employer Address Employer Contact Information

Position Held Employment Dates Gross Salary

Supervisor Name Position

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? _____

Pets:

Will you have any pets living with you? _____ If yes, what kind? _____

Applicants Credit Check Consent

I hereby authorize Vert Properties, Inc. ("Manager") or its agents 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 or in connection with the rental lease of a residence, which this application was made. I hereby expressly release the Manager, the applicable property owner(s), Vert Properties, Inc., and their employees, agents, 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.

IMPORTANT: Please initial ALL items below

____ I understand the my application fee is non-refundable

____ I understand that if I decide not to take occupancy of the apartment after making my application or being accepted, I hereby agree to forfeit my security deposit.

____ I agree to waive any claim for damages by reason of non-acceptance which the Manager may give.

____ I understand that at the signing of this application my move-in date, if approved by Manager, is final and I will be responsible for rent beginning on that chosen date.

____ I understand that with the apartment will be rented "as-is".

____ I understand that if accepted, I must sign my lease and pay 1st and last month's rent within seven (7) days of acceptance of this application without exception. Failure to do so will result in forfeiture of my security deposit.

____ I understand and agree that possession of apartment will not be prior to the agreed upon move-in date listed above and without execution of my lease

Required

1 completed application per resident

\$50.00 application fee per application

Security deposit equal to one (1) month's rent (non-refundable if you are approved to lease but do not enter into a lease).

Applicant's Signature

Date

Co-Applicant's Signature

Date

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