



Application Qualification Procedures and Guidelines

Paradigm Properties Group, Inc. would like to thank you for choosing your new residence in our community. We want you to be assured that we abide by The Fair Housing Act and similar state and local laws which prohibit discrimination on the basis of race, color, religion, national origin, sex, familial status, age, disability, and marital status, source of income or sexual orientation. It is our goal to approve your application within 48 hours. This is dependent upon our ability to obtain and verify the information on your application. Your assistance in providing all necessary documents and fully completing the application is critical.

Application Process

1. Select your style apartment or townhouse.
2. Thoroughly read, complete, and sign the application. Incomplete applications will be returned to the applicant for completion.
3. Provide all required documentation.
4. Pay a **non-refundable** application fee of \$40.00 for each applicant over 18 years of age. This fee covers a credit and background check required for each applicant.
5. It is our goal to complete the application process within 48 hours. The process will be terminated if after (3) business days we are unable to verify employment/rental history or if the applicant(s) have failed to provide all the required documentation and information requested.

General Requirements

1. Positive valid identification with a picture will be required.
2. Primary applicants must be able to enter into a legal binding contract.
3. All occupants over the age of 18 must complete an application.

Income Requirements for Individual or Combination of Lease Holders

1. Monthly gross income must be 3 Xs the monthly rent or a co-signer will be required.
2. Applicants with insufficient income or unemployed applicants must provide documentation to show ability to pay rent.
3. Self-employed applicants will be required to show proof of income through copies of the previous year's tax return or our ability to satisfactorily confirm self-employment through an attorney or CPA representing the firm.
4. Applications that do not meet our income requirements or have sources that cannot be verified may be subject to possible alternative requirements or simply denied upon Management's discretion.

Employment Requirements

1. Two (2) recent pay stubs.
2. Employment verification forms or employer contact information.
3. Newly employed applicants will be required to provide a new hire acceptance letter on company letterhead with hire date and starting salary.
4. Self-employed applicants must provide documentation that your business has been in operation for at least one (1) year. (Schedule C form, the most recent tax return or financial statement from a CPA will be accepted).
5. Independent consultants should provide their most recent tax returns and/or copy of their current contracts.

6. Your application will be denied if you are unemployed and/or we are unable to verify income that reasonably affirms your ability to pay rent.

Housing History

1. Applicants must provide at least two (2) years of rental history preceding this application.
2. Applicants must demonstrate acceptable housing reference for the prior 24 month period.
3. An unacceptable reference includes, but is not limited to, one or more of the following: 3 or more late payments, an outstanding balance owed to landlord, damages to the dwelling or community, insufficient notice to vacate, an unfavorable landlord reference on the applicants or members of the household, or violations of the community policies and/or lease violations.
4. Any eviction within the prior (2) years, even if reflecting a zero balance, is considered in direct conflict with Dana Glass Properties applicant qualifications.
5. Home ownership will be verified and the mortgage payments must be current.
6. Homeowners must show proof of sufficient income to pay the mortgage and rent or show proof of the contract for sale or rental agreement.

Credit History

1. An acceptable credit report is required and prior history will be reviewed.
2. An unacceptable credit report reflects one or more of the following, but is not limited to: slow payments accounts, unpaid bills, liens, judgments, and/or prior bankruptcy that has not been discharged two (2) years prior to the date of the application.

Criminal History

1. A criminal report will be run on each applicant as a requirement of the application process.
2. Any violations reported on the report may be discussed in depth with the applicant.
3. Any felony or misdemeanor that is of a sexual or violent nature is considered in direct conflict with Paradigm Properties Group's company policies and application guidelines.
4. Repeated violations regarding inappropriate behavior are unacceptable.
5. Paradigm Properties Group, Inc. reserves the right to deny applicant if they believe insufficient information has been given to make an educated decision regarding the reported criminal charges.

Occupancy Standards

All Paradigm Properties Group, Inc. properties support Fair Housing and Equal Opportunity for all individuals. At the same time, we realize that occupancy policies are necessary for reasons of health and safety. We believe that consistent applications of these standards are central to Fair Housing and we believe that the following occupant density serves as a fair and reasonable occupancy policy:

Number of Bedrooms

1 Bedroom
2 Bedroom
3 Bedroom

Maximum Number of Occupants

2 Occupants
4 Occupants
6 Occupants

There may not be more than 3 unrelated adults in any apartment or townhouse. Our units have been designed to accommodate one family unit. We will not rent to separate family units regardless of the number of occupants.

Paradigm Properties Group, Inc. reviews all applications fairly and equally. We strive to make the application process as quick and easy as possible. If there are any questions before or during the application process, please feel free to call us directly and we will be happy to assist you. Thank you again for choosing your new residence with Paradigm Properties Group, Inc.

CONSUMER NOTICE FOR TENANTS

THIS IS NOT A CONTRACT

(Not to be used when licensee is subagent for the landlord, agent for the tenant or transaction licensee)

_____ (Licensee) hereby states that with respect to this property (described property) _____, I 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 the property management or exclusive leasing agreement.

I acknowledge I have received this Notice: _____ (Consumer) _____ (Date)

_____ (Consumer) _____ (Date)

I certify that I have provided this notice: _____ (Licensee) _____ (Date)



paradigm
properties group, inc.

2029 Cato Avenue, State College PA 16801

APPLICATION TO LEASE APARTMENT / TOWNHOUSE

Community: _____
 Date of Application: _____
 Desired Move-in Date: _____
 Apt. # / Type: _____
 Quoted Rent: _____
 Special(s) Offered: _____
 Lease Term: _____
 Referred By: _____

- The below named person(s) do hereby lease an apartment/townhouse at _____ for a term of one (1) year, commencing on (approximately) _____ 20_____. lease start date _____ 20_____. The monthly payment including all fees shall be \$ _____.
- Applicant warrants that the facts and representations herein are true and correct, that only the person(s) listed herein will reside in the said apartment, and Applicant agrees that any misstatement of fact or breach of this warranty shall constitute sufficient cause for Owner to cancel and lease for, or secure immediate possession of, any apartment leased pursuant hereto.

Please print plainly and fill in ALL blank spaces completely. All information is confidential.

Applicant: _____
 Date of Birth: _____ Soc Sec #: _____
 Driver's License #: _____
 Current Address: _____
 City: _____ State: _____ Zip: _____
 E-Mail: _____
 Home Phone: _____ Time at Present Address: _____
 Amount of Rent \$: _____ Reason for Moving: _____
 Landlord or Mortgage Holder: _____
 Previous Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____

PRESENT STATUS: Employed full-Time Part-Time Unemployed
 EMPLOYED BY: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____
 Title: _____ Supervisor: _____
 How Long? _____ Gross Income \$: _____ per _____
 PREVIOUS EMPLOYER (if less than one (1) year at present):
 Address: _____
 City: _____ State: _____ Zip: _____
 City: _____ State: _____ Zip: _____
 Title: _____ Supervisor: _____
 How Long? _____ Gross Income \$: _____ per _____
 Reason for leaving: _____

Applicant: _____
 Date of Birth: _____ Soc Sec #: _____
 Driver's License #: _____
 Current Address: _____
 City: _____ State: _____ Zip: _____
 E-Mail: _____
 Home Phone: _____ Time at Present Address: _____
 Amount of Rent \$: _____ Reason for Moving: _____
 Landlord or Mortgage Holder: _____
 Previous Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____

PRESENT STATUS: Employed full-Time Part-Time Unemployed
 EMPLOYED BY: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____
 Title: _____ Supervisor: _____
 How Long? _____ Gross Income \$: _____ per _____
 PREVIOUS EMPLOYER (if less than one (1) year at present):
 Address: _____
 City: _____ State: _____ Zip: _____
 City: _____ State: _____ Zip: _____
 Title: _____ Supervisor: _____
 How Long? _____ Gross Income \$: _____ per _____
 Reason for leaving: _____

Total Number of Occupants: _____

OTHER RESIDENT'S NAMES	BIRTH DATE	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pets: No Yes Describe _____

Do you or any occupants smoke? Yes No

Emergency Contact 1 (Relationship)	Address	Phone
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Emergency Contact 2 (different from above) (Relationship)	Address	Phone
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Vehicle Year	Make	Model	Color	Plate #
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Vehicle Year	Make	Model	Color	Plate #
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Are you, your co-applicant or occupant a current illegal use or a controlled substance? No _____ Yes _____

If yes, please explain: _____

Have you, your co-applicant or occupant ever been evicted from tenancy? No _____ Yes _____

If yes, please explain: _____

Have you, your co-applicant or occupant ever been convicted for any other felony offense or misdemeanor? No _____ Yes _____

If yes, please explain: _____

Have you, your co-applicant or occupant ever been sued for nonpayment of rent or sued for damages to a rental property? No _____ Yes _____

If yes, please explain: _____

NON-REFUNDABLE CREDIT CHECK AND PROCESSING CHARGE

Applicant(s) hereby submits payment in the amount of \$ _____ for a credit/criminal background check and processing charge. Regardless of whether the application is approved or not approved, said payment will be retained by Owner to cover cost of processing this application. Any false information will constitute grounds for rejection of application.

QUALIFICATIONS

In order to qualify as a resident, each applicant must meet our qualifications in the area of favorable landlord references, current employment, good credit standing, and minimum income requirements. Management or his agent is hereby expressly authorized to verify the accuracy and correctness of the statements contained herein, to communicate with applicant's employers and creditors, and to procure such other information which management or agent may require in order to evaluate this application. Please ask our representative if you have questions regarding our qualifications. NOTE: Application must be signed before it can be processed by management.

GOOD FAITH DEPOSIT

A good faith deposit in the amount of \$ _____ is submitted with this application. If application is approved, this good faith deposit will be applied toward payment of the applicant's security deposit of \$ _____ which is due prior to taking possession of the apartment and applicant agrees to execute Owner's Lease Agreement on or before the occupancy date set out in this application. If for any reason management rejects this application, the good faith deposit submitted by applicant will be refunded in full to applicant.

CANCELLATION

Applicant may cancel this application by written notice within _____ hours and receive a full refund of the security deposit. If applicant cancels this application after _____ or fails to execute the Lease Agreement, or refuses to occupy the premises on the agreed upon date, the security deposit will be forfeited by the applicant and retained by Owner.

APPLICANT'S SIGNATURE

CO-APPLICANT'S SIGNATURE

REFERENCE VERIFICATION: (FOR OFFICE USE ONLY)				
Reference	Applicant	Co-Applicant	By	Date
<input type="checkbox"/> Present Landlord				
<input type="checkbox"/> Previous Landlord				
<input type="checkbox"/> Employer				
STATUS OF APPLICATION:				
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Approved with conditions Manager _____ Date _____				
If not approved, indicate reason(s) _____				
Applicant notified by _____				

PAYMENTS BEFORE MOVE-IN

Application Processing Fee _____

Good Faith Deposit _____

Pro-Rated Rent _____

First Month's Rent _____

Last Month's Rent _____

Pet Deposit _____