



## APPLICATION SCREENING DISCLOSURE

Thank you for considering one of our quality rental units for your new home!

Please read below to better understand our screening process and what you should expect. Should you have any questions, you can always call us: **(570) 489-3288** or **(973) 579-1111**

### **Application Process:**

- We offer application forms to anyone interested in our rentals.
- We review applications in the order in which they are received in our office.
- Your application will be processed within 48 hours maximum from the time we receive it, yet sometimes, decisions can be made within 24 hours.
- We must be able to verify your identity, your income source, and/or employment.

### **Complete Application:**

- Unless joint applicants are legally married, each must submit a separate application.
- Married couples may apply on ONE (the same) application.
- Please fill-out as much information as possible to expedite the processing of your application.

### **Identification:**

- Please photograph and email your photo ID to the representative screening your application.
- If you are unable to photograph and email, please fax a clear copy to (570) 489-1851.

### **Prior Rental History:**

- Please provide contact information / reference information so that we may contact your previous landlord / landlords. If for any reason you cannot provide this information, please explain why.

### **Income Source / Employment:**

- It is extremely important for us to know if you will be able to afford your monthly rent payments. For that reason, we **MUST** be able to verify any source of income that you wish us to consider. Employment – please provide two (2) most recent pay stubs. Other income source – please explain or provide documentation showing proof of other income.

### **Credit Checks / Criminal Background Checks:**

- All applicants are subject to a credit and background check. While your credit score and/or credit history is **NOT** the sole determining factor in our decision, we do run a report on every applicant.
- If we are able to accept an applicant with a “not so good” credit score, there may be a higher security deposit required. **We DO look at other factors besides the credit score** in making decisions.
- For your safety and the safety of all of our tenants, we do conduct a criminal background check and we are unable to rent to violent offenders and/or convicted felons.

### **SUBMITTING YOUR APPLICATION:**

- Please FAX your application to: (570) 489-1851 OR you may SCAN & EMAIL your application to [info@dcprentals.com](mailto:info@dcprentals.com) OR Mail to: 1200 Timber Falls Lane, M2, Blakely, PA, 18447





PH (570) 489-3288 FX (570) 489-1851  
 1200 Timber Falls Lane, Blakely, PA, 18447

APPLICATION for APARTMENT  
 dynamiccapitalproperties.com

Application Date: ___/___/___	PROPERTY APPLIED FOR:	UNIT #:
-------------------------------	-----------------------	---------

**APPLICANT INFORMATION**

LEGAL NAME OF APPLICANT – FIRST		Last	MIDDLE	SS#
CURRENT ADDRESS			CITY	STATE and ZIP
DATE OF BIRTH	OCCUPPATION – Full or Part Time	YEARLY INCOME	HOME PHONE	CELL PHONE
EMPLOYER			EMPLOYER ADDRESS	
HOW LONG ON JOB	EMPLOYER CONTACT NUMBER	IN CASE OF EMERGENCY NOTIFY		
CURRENT LANDLORD	LANDLORD PHONE	YEARS WITH LANDLORD	LEASE EXPIRATION DATE	
CURRENT RENT	AUTO LIC PLATE	PETS? IF YES, WHAT KIND	HOW MANY and SIZE	

**CO - APPLICANT INFORMATION**

NAME OF CO APPLICANT – FIRST		Last	MIDDLE	SS#
CURRENT ADDRESS			CITY	STATE and ZIP
DATE OF BIRTH	OCCUPPATION	YEARLY INCOME	HOME PHONE	CELL PHONE
EMPLOYER			EMPLOYER ADDRESS	
HOW LONG ON JOB	EMPLOYER CONTACT NUMBER	IN CASE OF EMERGENCY NOTIFY		
CURRENT LANDLORD	LANDLORD PHONE	YEARS WITH LANDLORD	LEASE EXPIRATION DATE	
CURRENT RENT:	AUTO LIC PLATE	PETS? IF YES, WHAT KIND	HOW MANY and SIZE	

**APPLICANT'S REFERENCES (OTHER THAN RELATIVES)**

#	NAME	Address	PHONE
1.			
2.			

**CO-APPLICANTS REFERENCES**

1.			
2.			

**APPLICANT'S BANK REFERENCES**

CHECKING		
SAVINGS.		
CREDIT CARDS/OTHER		

**CO-APPLICANTS BANK REFERENCES**

CHECKING		
SAVINGS		
CREDIT CARDS/OTHER		

**YOUR CREDIT HISTORY**

Have you declared bankruptcy in the past seven (7) years? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you ever been evicted from a rental residence? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you had two or more late rental payments in the past year? Yes \_\_\_\_\_ No \_\_\_\_\_

**ADDITIONAL SOURCES OF INCOME**

If you have other sources of income for us to consider, please list income, source, and person (banker, employer, etc.) who we may contact. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

**NOTICES:**

I/We hereby warrant that all representations set forth above are true. To verify the above statements, I/We direct those persons named in this application to ask questions about me or us. I/We waive all rights of actions for consequences as a result of such information. I/We agree and authorize and give permission to the management company, owner or servicing company to perform a credit on me/us.

**APPLICANT: PLEASE DO NOT WRITE BELOW (FOR OFFICE USE ONLY)**

Credit Fee \$ \_\_\_\_\_ Date: \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Credit Report Requested Date: \_\_\_\_\_ Review Date \_\_\_\_\_ by: \_\_\_\_\_ Approved Y \_\_\_ N \_\_\_

**OFFICE NOTES:**

**If you are making a good-faith deposit with this application and for any reason your application is denied, the deposit will be refunded to you. Additionally, if you have indicated a particular apartment unit on this application but have NOT made a good-faith deposit with this application, DCP, LLC and/or its agents reserve the right to rent that unit to another qualified applicant who may have made a deposit prior to our receipt of any deposit made by you. Apartments are rented on a "first PAY, first served" basis to qualified applicants.**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of co Applicant

\_\_\_\_\_  
Date

**AUTHORIZATION  
Release of Information**

I authorize DCP, LLC and/or its representatives to order an investigation of my credit, tenant history, banking and/or employment history for the purposes of verifying information contained on this application. I understand that it is a requirement of DCP, LLC in the approval process of this application for a rental apartment or house.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date