

# JG REAL ESTATE

## LEASING APPLICATION

JG Real Estate would like to thank you for expressing interest in one of our rental properties. Neatly complete all information below. All applicants over the age of 18 must complete and sign their own application.

JG Real Estate advises all landlords/owners that no decision of approval or denial may be made based on race, religion, national origin, age, sex, sexual preference, disability (physical or mental), color, gender identity, ancestry, marital status, presence of children or source of income.

Per Philadelphia's Renter's Access Act, all landlords are required to have uniform rental screening criteria for each listing. Each listing has this criteria publicly posted within the written description of the advertisement. Please refer to this criteria prior to applying. Thank you!

### Application Information

- **Application Fee: \$55**
- Date of Application: \_\_\_\_\_
- Address + Unit Applying For\*: \_\_\_\_\_
- Earliest Move-In Date\*: \_\_\_\_\_
- Latest Move-In Date\*: \_\_\_\_\_
- Lease Length\*: \_\_\_\_\_
- Rent: \_\_\_\_\_/month
- Name of Agent You're Working With\*: \_\_\_\_\_

### Personal Information

- Applicant's Full Name\*: \_\_\_\_\_ DOB\*: \_\_\_\_\_ SSN\*: \_\_\_\_\_
- Address\*: \_\_\_\_\_ Phone\*: \_\_\_\_\_
- Email\*: \_\_\_\_\_
- Names of any Additional Applicants, if applicable (Please note whether each is a Tenant Applicant or a Cosigner)\*: \_\_\_\_\_  
*A separate application must be submitted for each applicant/cosigner. Each co-signer will be considered an "applicant" as defined in this form. Note if the application is approved and the parties enter into a lease, each Co-signer will be individually responsible for all of the obligations of the lease, including rent, fees, damages and other costs. Co-signers will not have the right to occupy the Property as a tenant without Landlord's prior written permission.*
- Will anyone else be occupying the property who has not already been listed above as an Applicant?\*      Y      N
- If yes, include the full name(s) of anyone not listed above as an Applicant who will be occupying the property AND whether they are OVER or UNDER 18 years old.  
\_\_\_\_\_

### Pet Information

- Do you have any pets?\*      Y      N      \*\*If yes, please provide information below:
- Pet's Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_
- Gender: \_\_\_\_\_ Weight: \_\_\_\_\_ Spayed/Neutered: \_\_\_\_\_ Declawed    Y      N
- Pet's Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_
- Gender: \_\_\_\_\_ Weight: \_\_\_\_\_ Spayed/Neutered: \_\_\_\_\_ Declawed    Y      N

Additional Information

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Current Rental Information

- Current Address\*: \_\_\_\_\_ City\*: \_\_\_\_\_ State\*: \_\_\_\_ Zip\*: \_\_\_\_\_
- Landlord Name\*: \_\_\_\_\_ Phone/Email\*: \_\_\_\_\_
- How long have you been at this address?: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_
- Total Monthly Rent: \_\_\_\_\_ Total Monthly Rent Responsible For\*: \_\_\_\_\_
- Are Utilities Included? Y      N

Prior Rental Information

- Previous Address\*: \_\_\_\_\_ City\*: \_\_\_\_\_ State\*: \_\_\_\_ Zip\*: \_\_\_\_\_
- Landlord Name\*: \_\_\_\_\_ Phone/Email\*: \_\_\_\_\_
- How long were you at this address?: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_
- Total Monthly Rent: \_\_\_\_\_ Total Monthly Rent Responsible For\*: \_\_\_\_\_
- Were Utilities Included?      Y      N

Employment Information

- Are You Currently Employed?    Y    N    Employer: \_\_\_\_\_
- Occupation/Title: \_\_\_\_\_ Monthly Income: \_\_\_\_\_
- Contact for Verification: \_\_\_\_\_ Phone/Email: \_\_\_\_\_
- Length in Current Position: \_\_\_\_\_ Length at Company: \_\_\_\_\_

Prior Employment/Additional Income

- Are You Currently Employed?    Y    N
- Employer/Source: \_\_\_\_\_ Title: \_\_\_\_\_ Monthly Income: \_\_\_\_\_
- Contact for Verification: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

If you have any additional income information, please list below:

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Background

- Have you ever been evicted from a tenancy or left owing money?\*      Y      N
- If yes, please explain: \_\_\_\_\_

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- Have you been convicted of a felony?\*      Y      N
- If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.\* \_\_\_\_\_

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Personal References

- Name: \_\_\_\_\_ Years Known: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_
- Name: \_\_\_\_\_ Years Known: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_
- Name: \_\_\_\_\_ Years Known: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact

- Name: \_\_\_\_\_ Relationship: \_\_\_\_\_
- Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Expectation of Unit Condition

*(Note: This is not a guarantee that items listed will be done. Approval from Landlord will be required. These items are presented to the Landlord with your application.)* Please include any items that you request to be done prior to move-in: \_\_\_\_\_

Application Disclaimer

The application fee is **NONREFUNDABLE** and will not be applied towards rent or other financial obligations should Applicant be approved, nor refunded if not approved. Applicant agrees that this sum is paid in consideration of Landlord/Broker for Landlord’s review and/or verification of the information state in the application.

**I understand and agree to the disclaimer above: \_\_\_\_\_ (initial)**

Deposit Disclaimer

Upon submission of this Application + deposit of one month’s rent, Landlord/Broker for Landlord reserves the right to remove property from the available rent list, however, receipt of application package + deposit does not guarantee that property will be reserved for applicant. By law, deposits must be brought to the bank within 24 hours of receipt. “By the end of the next business day following its receipt” (35.324 Real Estate Licensing and Registration Act). Checks will be deposited.

In a case where multiple parties apply, JGRE may generate a multiple applications disclosure which provides timeline for completed application sets to be received in order to present to Landlord for decision. If this application is denied by Landlord, the one month’s rent Application Deposit shall be refunded to Applicant. If your application has been denied and you submit a personal check for your deposit, refund checks will be cut back no less than 5 business days after receipt. If you submit a cashier’s check or money order, refund checks will be cut back no less than 24 hours after confirmation of denial.

If this Application is approved and Applicant fails to rent the Property or if the Application is still being reviewed and Applicant backs out, Landlord shall be entitled to retain the one month’s rent Application Deposit.

**I have read the above, understand the terms, and agree to the terms of the deposit disclaimer:**

\_\_\_\_\_ **(signature)**

Application Disclaimer Cont.

All turnover/maintenance work is at the discretion of JG Real Estate and/or owner of the property. If there are specific requests, it is the applicant's responsibility to make sure they are fully disclosed to JG Real Estate prior to lease signing in order for it to be considered.

Authorization for Background Check

I hereby authorize JG Real Estate, LLC. to obtain and/or verify my credit report, criminal history, employment references, and personal references in connection with the processing of this rental application. I also agree to the above deposit and turnover/maintenance Disclaimer.

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**SIGNATURE OF APPLICANT**

**DATE**

Please Submit a Copy of the Following with this Application

- \_\_\_\_\_ Copy of Valid Driver's License (or government-issued photo ID)
- \_\_\_\_\_ Pay Stub (2 most recent; if you are not employed, provide proof of income)
- \_\_\_\_\_ W-9 Form (this is required by the bank when opening an escrow account)
- \_\_\_\_\_ Copy of Signed Consumer Notice (can be found on same webpage as this application)
- \_\_\_\_\_ \$55 application fee made payable to "JG Real Estate, LLC"  
(Can be paid via PayPal.com, money order, personal check or certified bank cashier's check)

# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

X	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> 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) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> 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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
<b>OR</b>	
<b>Employer identification number</b>	
[ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]	

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### 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, later.*