



Sheraden Park Development Inc.

3702 Allendale Circle, Pittsburgh, Pa 15204

spcoopboard@gmail.com

OCCUPANCY APPLICATION

Please complete the application in its entirety. Do not leave any sections blank, even if you feel they do not apply to you. For example, if a section asks for a home phone number and you do not have a home phone, please write NONE or N/A (not applicable). Please cross off and initial any errors and supply the correct answer.

It is imperative that any and all information supplied on this application be complete and accurate. Any false, misleading, or incomplete answers will cause your application to be denied.

A separate application must be completed for each Shareholder or Occupant over the age of 18.

Applicant Information:

A. The individual below is a(n): (Please check one)

Shareholder

Occupant

Each Occupant **MUST** complete an application for the Property and will be considered an "Applicant" as defined in this form. If the application is approved and the parties enter into the Occupancy Agreement, each Applicant will be individually responsible for all of the obligations of the Occupancy Agreement. Occupants will not have the right to occupy the Property without the Sheraden Park Development, Inc. written permission.

Full Name: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Driver's License or State Issued ID State & ID #: _____

SS#: _____ DOB: _____ Age: _____ Sex: _____

Is the applicant disabled or a member of a protected class? (Please check one)

Yes No

If yes, please explain: _____

Is the applicant a US citizen?

Yes No

If No, Non Citizen Application Supplemental Form MUST be completed.

Is the Applicant at least 18 years of age? (Please check one)

Yes No

Will anyone else be occupying the property? (Please check one)

Yes No

A separate application must be completed for each Shareholder or Occupant over the age of 18.

Name: _____ (Shareholder) (Occupant)

Name: _____ (Shareholder) (Occupant)

Name: _____ (Shareholder) (Occupant)

Name: _____ (Shareholder) (Occupant)

B. RESIDENCE HISTORY: Provide at least Seven (7) years of history - Attach additional sheets if more space is needed.

Present Address & Zip: _____

From: _____ To: _____ Rent/Mortgage \$ _____ (own) (rent) (other)

Landlord/Mortgage Co Name & Phone: _____

Address & Zip: _____

From: _____ To: _____ Rent/Mortgage \$ _____ (own) (rent) (other)

Landlord/Mortgage Co Name & Phone: _____

C. EMPLOYMENT INFORMATION: Provide at least Seven (7) years of history - Attach additional sheets if more space is needed. Please attached Proof of Income (Paystubs, Tax Returns, etc)

Employer: _____

Employed From: _____ To: _____ Position: _____

Address & Zip: _____

Supervisor: _____ Phone Number: _____

Gross Income: \$ _____/month OR \$ _____/hour @ _____ hrs/week (avg)

Employer: _____

Employed From: _____ To: _____ Position: _____

Address & Zip: _____

Supervisor: _____ Phone Number: _____

Gross Income: \$ _____/month OR \$ _____/hour @ _____ hrs/week (avg)

OTHER INCOME USED FOR MONTHLY EXPENSES - Alimony, child support or separate maintenance income need not be revealed if Applicant does not wish to have it considered as a basis for this obligation.

Source	Amount

BANK ACCOUNT INFORMATION - Attach additional sheets if more space is needed

Bank Name	Account Type	Balance

MONTHLY PAYMENTS - Attach additional sheets if more space is needed

Lender	Loan Type	Balance Due	Monthly Payment

VEHICLE INFORMATION - Attach additional sheets if more space is needed

Make/Model	Year	Color	License Plate/State

PETS – Limit 2 pets per Unit

Does the Applicant own any pets? (Please check one) **Yes** **No**

Type (Dog/Cat)	Breed	Age	Weight	Gender

D. OTHER INFORMATION (Please check the appropriate box)

- Yes** **No** Have you ever declared bankruptcy or suffered foreclosure?
- Yes** **No** Have you ever defaulted on your mortgage?
- Yes** **No** Have you ever refused to pay rent for any reason?
- Yes** **No** Have you ever been evicted or sued for unpaid rent or damages to leased property?
- Yes** **No** Have you ever been convicted of or entered a plea of guilty or nolo contendere for a felony or misdemeanor?
- Yes** **No** Have you or any member of your household subject to lifetime registration requirements under any State Sex Offender program?
- Yes** **No** Since January 1, 1998, Have you ever been obligated to pay child support under any order(s) of record?

If you answered yes to any of the above questions, you may not be automatically disqualified from occupancy. Please explain any yes answers above in detail (including dates, reasons, amounts and any actions that have been taken to remedy since). - Attach additional sheets if more space is needed.

APPLICATION FEE

The Application Fee & Background Check Fee is NON-REFUNDABLE and will not be applied towards any other financial obligations should Applicant be approved, nor shall it be refunded if Applicant is not approved. Applicant agrees this sum is paid in consideration of Sheraden Park Development, Inc’s review and/or verification of the information contained within the application.

CONVICTED SEX OFFENDERS (MEGANS'S LAW)

The Pennsylvania General Assembly has passed legislation (often referred to as "Megan's Law," 42 Pa.C.S. § 9791 et seq.) providing for community notification of the presence of certain convicted sex offenders. Potential applicants are encouraged to contact the municipal police department or the Pennsylvania State Police for information regarding the presence of sex offenders near a particular property, or to check the information on the Pennsylvania State Police Web site at www.pameganslaw.state.pa.us

NOTICE TO PERSONS OFFERING TO SELL OR RENT HOUSING IN PENNSYLVANIA

(A) Federal and state laws make it illegal for Sheraden Park Development, Inc. or anyone else to use RACE, COLOR, RELIGION OR RELIGIOUS CREED, SEX, DISABILITY (physical or mental), FAMILIAL STATUS (children under the age of 18 years of age), AGE (40 or older), NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACTUAL RELATIONSHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as the reasons for refusing to sell, show, or rent properties, loan money, or set deposit amounts, or as reasons for any decision relating to the sale of the property. The municipality in which the Property is located may have enacted an ordinance or other law that extends the protections for access to housing to additional classes of individuals, such as gay, lesbian, bisexual and transgender individuals and couples.

(B) The Fair Housing Act prohibits practices which have a discriminatory effect on members of protected classes, including outright bans on offering housing to individuals based upon arrest or convictions without a case-by-case assessment of relevant mitigating factors. Consideration of an applicant's criminal history must be limited to convictions and should include an evaluation of the nature and severity of the offense, the amount of time that has passed since the criminal conduct occurred, and whether denial of the application will serve a substantial, legitimate, nondiscriminatory interest. Selective use of an applicant's criminal history as a pretext for intentional discrimination based upon race, national origin, or other protected characteristics may be a violation of the Act as well.

FAIR CREDIT REPORTING ACT

If Sheraden Park Development, Inc. denies your application based in whole or in part on any information contained in the consumer report authorization below. Sheraden Park Development, Inc. must provide you with oral, written or electronic notice of the denial, and must provide to you: (1) the name, address, and telephone number of the consumer reporting agency (including a toll-free telephone number established by the agency if the agency complies and maintains files on consumers on a nationwide basis) that furnished the report, (2) a statement that the consumer reporting agency did not make the decision to deny the application and is unable to provide you with the specific reasons why your application was denied, (3) a numerical credit score, the range of possible credit scores under the model used, up to four of the key factors that led to the denial, and the date the credit score was created, (4) information about how to obtain a free copy of your consumer report from the consumer

reporting agency. If Sheraden Park Development, Inc. denies your application because of information from a person other than a credit reporting agency (for example, an employer or prior landlord), Sheraden Park Development, Inc. must provide you with notice about your right to make a written request to discover the nature of that information.

AUTHORIZATION

By signing below, Applicant make the following authorization(s):

Applicant authorizes Sheraden Park Development, Inc. to obtain any information deemed necessary to evaluate this Application. This may include, but is not limited to, credit reports, criminal history, judgements of record, rental history, verification of employment and salary, employment history, vehicle records and licensing records. Applicant acknowledges that all information in the Application is true and accurate. Applicant understands that giving false or incomplete information may result in forfeiture of any payments made in connection with the application and result in denial of the application.

Applicant understands and acknowledges that Applicant’s social security number, driver’s license number, date of birth, or other personal identifying information may be required in order for Sheraden Park Development, Inc. to evaluate this application. If requested, Applicant agrees to provide information. Failure to provide this information may result in the denial of your application.

Applicant agrees that Sheraden Park Development, Inc. and their agent(s) may provide Applicant’s social security number, individual taxpayer identification number, driver's license information and date of birth to lenders, title agencies, credit reporting companies, or other as necessary for obtaining reports or information from a credit reporting agency, determining the existence of domestic liens, or for obtaining a criminal background report. **Applicant understands that Sheraden Park Development, Inc. have no control over the use of any information after it is disclosed to a third party and agrees to release and hold Sheraden Park Development, Inc. harmless from any and all liability for any misuse or subsequent disclosure by any third party or the information or reports disclosed by Sheraden Park Development, Inc. pursuant to the terms of this authorization.**

Applicant authorizes Sheraden Park Development, Inc. to contact the Applicant directly.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.

APPLICANT’S SIGNATURE

DATE

APPLICANT’S NAME (Please print)

DATE