



Sheraden Park Development Inc.

3702 Allendale Circle, Pittsburgh, Pa 15204

spcoopboard@gmail.com

OCCUPANCY APPLICATION

Complete and accurate information helps us process your application fairly and efficiently. Please note that any approved application with false or misleading responses may result in the termination of occupancy at Sheraden Park.

Applicant Information:

A. The applicant is a(n): (Please check one): Member Occupant

Each Occupant over the age of 18 **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.

First Name: _____ Last Name: _____

Middle Name: _____ Date of Birth: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

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

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 Member or Occupant over the age of 18.

Name: _____ (Member) (Occupant)

Name: _____ (Member) (Occupant)

Name: _____ (Member) (Occupant)

Name: _____ (Member) (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 attach 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)

D. FORM 1040 (Annual Tax Return) SUBMISSION: Applicants must provide a copy of the most recently filed IRS Form 1040, including all schedules submitted with the return.

E. 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	Frequency (weekly / monthly / annual)	Documentation Attached (Y / N)

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

Bank Name	Account Type	Balance

G. MONTHLY PAYMENTS - Attach additional sheets if more space is needed

Lender	Loan Type	Balance Due	Monthly Payment

H. VEHICLE INFORMATION - Attach additional sheets if more space is needed

Make/Model	Year	Color	License Plate/State

I. PETS – Limit 2 pets per Unit

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

Type (Dog/Cat)	Breed	Age	Weight	Gender

J. OTHER INFORMATION: Please select the appropriate box. Answering yes to any of the above questions is evaluated on a case-by-case basis and 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.

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

K. Background Screening and Application Fee

Applicants are required to complete a background screening through **Justifacts**, Sheraden Park Development, Inc.’s third-party background screening provider. To initiate the background screening, applicants must access the Justifacts online portal using the following link:

<https://app.justifacts.com/JFACTS/bgcRequest/L1.jsp?c=8691&p=28602&u=313459&b=25453&s=0&j1=NA&j2=NA&j3=NA&z=15204>

Applicants will be assessed a **non-refundable fee** directly by Justifacts to complete the background screening. This fee is **not collected by Sheraden Park Development, Inc.**, will **not be applied toward any other financial obligations** if the application is approved, and **will not be refunded** if the application is denied or withdrawn.

CONVICTED SEX OFFENDERS (Megan’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

FAIR HOUSING NOTICES

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 City of Pittsburgh Code of Ordinances § 659.03 (Unlawful Housing Practices), current through December 30, 2025, prohibits discrimination in housing. Protected classes under this section include actual or perceived: race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, gender identity, gender expression, familial status, handicap, disability or use of support animals because of the handicap or disability of the user, status as a victim of domestic violence, citizenship or immigration status, preferred language, hairstyles and protective and cultural hair textures and hairstyles, and past or present housing status.

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.

CONSUMER REPORT AND ADVERSE ACTION NOTICE

If Sheraden Park Development, Inc. takes adverse action, including denying your application, based in whole or in part on any information contained in a consumer report authorized below, Sheraden Park Development, Inc. will provide you with oral, written, or electronic notice of that action. This notice will include: (1) the name, address, and telephone number of the consumer reporting agency, including a toll-free telephone number if the agency maintains nationwide consumer files; (2) a statement that the consumer reporting agency did not make the decision and cannot explain the reasons for the adverse action; (3) a numerical credit score, the range of possible scores under the model used, up to four key factors that adversely affected the score, and the date the score was created; and (4) information on how to obtain a free copy of your consumer report from the reporting agency.

If Sheraden Park Development, Inc. takes adverse action based on information received from a source other than a consumer reporting agency, such as an employer or prior landlord, you will be notified of your right to submit a written request to learn the nature of that information.

AUTHORIZATION

By signing below, Applicant makes 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, judgments 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. has 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