



SUNBURST PROPERTY MANAGEMENT

425 Business Park Lane  
Allentown, PA 18109

Phone: 610-435-5400

Web: [www.sunburstprop.com](http://www.sunburstprop.com)

Fax: 610-435-5481

1. **Print this document**

2. **Complete and Sign**

Complete and sign all highlighted areas of the application and sign where indicated. Incomplete applications will not be processed.

3. **Application Fee and Deposit**

There is a \$60.00, non-refundable, credit/criminal check fee for each person over the age of 18 who will occupy the apartment and one \$65.00 rent deposit (i.e. 1 person = \$125 [\$65+\$60]; 2 persons = \$185 [\$65 + \$60+ \$60]).

We will take the apartment off the market once you have submitted completed application(s) and check or money order payable to one of the following:

*Aspen Park Properties LLC* If applying for **The Phoenix Building** (Bethlehem)  
*Sunburst Property Mgmt* If applying for **Belfry Flats** (Bethlehem)

4. **Deliver**

To help expedite the application process, please complete the application and bring it with you when you visit your future home. Approval typically takes between 2-3 days and we will contact you via phone.





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## **Qualification Standards for Prospective Residents**

### **Fair Housing**

Sunburst Property Management, Inc (Sunburst) complies with all applicable fair housing laws. Sunburst does not discriminate on the basis of race, color, religion, national origin, sex, familial status, disability or any other characteristic protected by applicable State, Federal or local fair housing laws.

Sunburst expressly prohibits any form of discrimination or harassment based on any protected status. Any such discrimination or harassment by agents or employees will not be tolerated and will subject the agent or employee to appropriate disciplinary action.

This policy covers all Sunburst employees and agents without exception. Furthermore, Sunburst will not tolerate, condone, or allow discrimination or harassment by residents, independent contractors or other non-employees who conduct business with Sunburst. While Sunburst's ability to control residents and third parties is limited, Sunburst will do all it can to comply with the law and this policy.

Sunburst will not in any way retaliate against an individual who makes a report of discrimination or harassment or provides information concerning such actions, nor will it permit any employee or agent to do so. Retaliation is a serious violation of this policy and should be reported immediately. Any person found to have retaliated against another individual for reporting unlawful discrimination or harassment will be subject to appropriate disciplinary action.

Sunburst engages in periodic training of employees and agents on the anti-discrimination laws.

Sunburst will never represent a unit as being unavailable when it is in fact available.

Sunburst will enforce all rules, policies and procedures to all residents equally.

Any questions or issues concerning discrimination or harassment should be addressed to Sunburst's Main Office located at 425 Business Park Lane, Allentown, Pennsylvania 18109, phone number: 610-435-5400. Reports and complaints will be kept confidential to the fullest extent possible without impairing Sunburst's obligations to comply with the law.

### **Rental Policy**

Sunburst will treat all persons alike. All applicants for residency will be processed through CoreLogic SafeRent, a third-party credit and criminal screening company that relies on information from a credit reporting agency, or another company approved by Sunburst. Each person who will occupy the apartment who is eighteen (18) years of age or older must complete an application and sign the lease. Applicants without a social security number or individual tax identification number must provide a valid I-94, I-94W or I-20. All applicants in the United States on a Visa must list the Visa number and expiration date on the application. Applications are to be completed in full. Applications containing untrue, incorrect or misleading information will be declined. CoreLogic SafeRent, or another company approved by Sunburst, will score the information based on a statistical analysis. Based on the score we may choose to accept or decline an application or seek additional requirements for approving an applicant or applicants. The additional requirements may include an additional deposit or a guarantor.



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Sunburst will set reasonable credit and income requirements and apply them equally.

Sunburst's rental approval is based on a mathematical analysis of the applicant's information found in applicant's credit report, application, and previous rental history. Such information may include bill paying history, the number and type of accounts applicant has, collection actions, outstanding debt, income and the number of inquiries in applicant's consumer report and a criminal history background check which searches for convictions of relevant crimes, which include but may not be limited to crimes of a sexual nature, crimes against property or persons and crimes involving drug manufacturing and distribution. Sunburst reserves the right to consider any other relevant factor in determining an applicant's rental eligibility and/or to change its rental qualification criteria at any time. However, Sunburst will not consider any factor that has been deemed to, or could, result in a fair housing violation.

Sunburst will base our approval decisions on the applicant's objective qualifications to be a good resident.

Rental Criteria:

Sunburst uses a statistically validated scoring model to score each applicant on a scale from 200-800. The score is based upon an algorithm developed by CoreLogic that weights each applicants credit and rental history to rank order by risk.

We use the information on the application to check the following;

Property Specific factors such as current rent payments

Personal Financial performance such as;

Timeliness of payments

Debt load

Credit strength

Sources of Income

Employment Income- which must be verified by your current employer

Other sources of income- which must be documented by Six (6) months of Official documentation must be submitted to support the following, and any other, sources of additional income you wish us to consider;

Alimony and Court records

Child support and Court records

Dividends

Interest

Investment Account(s)

Military Housing Allowance

Retirement Income/Savings

Trust Fund Income

Sunburst Property has set a minimum score that would be considered acceptable, based upon our criteria. All applicants scoring at or higher than that minimum score will be considered an accept, or accept with conditions, whereas any score falling below the threshold, would be considered a decline. In the event you believe any of the information provided to Sunburst by CoreLogic is incorrect, we invite you to reach out to CoreLogic directly to begin the dispute process. Should the dispute process result in information uncovered that may change the score, proper consideration will be given.



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**Criminal History;**

Provided the applicant qualifies based on our income requirements, a criminal background check will be conducted for each applicant. The criminal search will be run for all addresses at which the applicant(s) has resided.

The applicant will be rejected if the background check reveals convictions for any of the following crimes that have occurred within the longest time period allowed by law prior to the application date.;

Crimes against persons

Assault related offenses

Homicide related offenses

Kidnapping related offenses

Sex related offenses

Crimes against property

Arson related offenses

Burglary related offenses

Theft related offenses

Offenses relating to property damage or destruction

Crimes against society

Drug manufacture or distribution related offenses

We reserve the right, without notice, to modify this list consistent with all fair housing and other laws.

**Occupancy Guidelines**

Occupancy guidelines are governed by State, City and local ordinances. In absence of any more stringent requirements by the agencies or other law, our policy is that no more than two (2) occupants over the age of three (3) may reside per bedroom. Our rent is based on no more than two (2) persons per bedroom and the average use of our utilities per person such as water, sewer, trash and the amount of parking spaces available at the property.

All occupants over the age of eighteen (18) must complete an application, meet all rental criteria and be listed on the lease if they intend to reside in the apartment.

If two or more unrelated residents (roommates) request to reside together in the same apartment all their rental applications will be reviewed and evaluated together. Roommates, just like other multiple tenants, are jointly and severally (fully) responsible for the entire rental payment as well as abiding by all the terms of the lease. If one tenant leaves before the end of the lease both tenants are still financially and otherwise obligated in accordance to the terms of the lease.



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**Reasonable Accommodations/Modifications**

Any resident or prospective resident requesting a reasonable accommodation or modification should contact our main office located at 425 Business Park Lane, Allentown, Pennsylvania 18109, phone number: 610-435-5400.

A reasonable accommodation is a change or modification to our policies which is necessary for a person with a disability to use and enjoy the apartment. A reasonable modification is a physical change to the premises that is necessary for a person with a disability to use and enjoy the apartment. In order for an accommodation or modification request to be granted, the tenant must be disabled, the requested accommodation or modification must be necessary, and there must be an identifiable relationship between the requested accommodation or modification and the individual's disability. To the greatest extent allowed by law, residents are responsible for the costs of requested modifications.

Unless a disability and/or the need for a requested accommodation or modification is obvious, we reserve the right to require written verification of the disability and/or the need for the requested accommodation or modification. Upon request, we will provide the resident or prospective resident the appropriate paperwork to be completed and returned to us. All requests will be reviewed promptly as soon as we have the necessary verification information.



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RENTAL APPLICATION

Property
Apt #
No. of Bedrooms
Floor Level
Utilities Incl.
Monthly Rental
Date of Application:
Sec. Deposit

Credit & Criminal Check \$60.00
Rent Deposit
Total Deposit
Ck No:
Lease Term
Checks Payable To

FOR OFFICE USE ONLY
Date Approved:
Verified: Rental, Employ, Credit
Balance Due:
Move In Date:
Approved/Rejected

NO CASH ACCEPTED

Important: Incomplete applications will NOT be processed. Missing or inaccurate information is grounds for rejection of the application.

A. Personal and Rental Information:

Applicant: SSN# DOB
Present Address: Street City State Zip
Phone: Cell Phone: E-Mail: Driver's License:
Present Landlord/Mortgage Holder: Phone:
Amount of Rent: \$ /Mo. Reason For Leaving:
Previous Address: Street City State Zip
Co-Applicant: SSN# DOB

\*PLEASE NOTE: Co-Applicants must complete their own rental application.

B. Emergency Contact Information:

Emergency Contact: Relationship:
Emergency Contact Address: Street City State Zip How Long:
Phone: Cell Phone: E-Mail: Driver's License:

C. Miscellaneous:

Number of people occupying unit:

Name & Relationship: Date of Birth:
Name & Relationship: Date of Birth:
Name & Relationship: Date of Birth:

Pets: Yes No Type: Number: Pet Fee:

Automobile Info: Make: Model: Color: Year: License Plate #:

I certify that all information given herein is true and complete. I authorize the investigation of all statements contained in the application as well as authorize the investigation of my Credit, Rental, Personal and Criminal Histories by Sunburst Property Management, Inc. I understand that any false, incorrect or negative information will result in the rejection of my application and/or the termination of my lease.

Applicant's Signature: Date:



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Property# \_\_\_\_\_

**VERIFICATION OF EMPLOYMENT**

**Applicant:** \_\_\_\_\_

The above mentioned employee has applied for an apartment with us.

Part of our application procedure is to verify the applicant's employment and income.

**Employment Status:**                      Full Time    Part Time    Disability/SSI    Unemployed    Retired    Student

**Present Employer:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_

**\*Street**

**\*City**

**\*State**

**\*Zip**

**Length of Employment:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Gross Monthly Income (before taxes):** \$ \_\_\_\_\_

**Other Income (Assistance, Alimony, Child Support, Etc.):** \$ \_\_\_\_\_

1. How long has the employee been employed with your company? \_\_\_\_\_
2. What is the employee's job title? \_\_\_\_\_
3. What is the employee's monthly, gross income? \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

**Please fill out the following and fax it back to our office at 610-435-5481 as soon as possible.**

Thank you for taking time out of your busy schedule to provide us with this much needed information. If you have any questions, please feel free to contact our office.

The rental applicants hereby authorize the landlord to investigate their suitability as potential tenants. The applicant give Sunburst Property Management permission to obtain information from his employment.

**APPLICANT:**

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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Property# \_\_\_\_\_

VERIFICATION OF RESIDENCY

Applicant: \_\_\_\_\_

The above mentioned person(s) has/have applied for an apartment with us.
Part of our application procedure is to verify the applicant's previous residency.

Landlord Name: \_\_\_\_\_ Applicant's Address: \_\_\_\_\_

City State Zip Code

Landlord's Phone #: \_\_\_\_\_ Landlord's Fax #: \_\_\_\_\_

- 1. How long has the applicant resided there?
2. Has the resident ever had any late payments? Yes No If yes, please answer the following:
a. How many of these late payments have been during the past year?
b. Have you ever had to file for judgment to collect rent? Yes No
1. If yes, when?
c. Have you ever had to file for possession of the apartment? Yes No
1. If yes, when?
3. Were there any damages to the apartment? Yes No
4. Have you had any other problems with this applicant? Yes No
5. Would you re-rent to this applicant? Yes No

Comments: \_\_\_\_\_

Signature Position Date

Please fill out the following and fax it back to our office at 610-435-5481 as soon as possible.
Thank you for taking time out of your busy schedule to provide us with this much needed information. If you have any questions, please feel free to contact our office.

The rental applicants hereby authorize the landlord to investigate their suitability as potential tenants. The applicant give Sunburst Property Management permission to obtain information from his current landlord.

APPLICANT:

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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Such investigation may include the questioning of current/former landlords, employers including salary disclosure, neighbors or other individuals able to assess the applicants' tenant-worthiness.

The landlord is hereby given the right to examine the applicants' rental histories (including any current/prior eviction proceedings), credit records, criminal histories, and any other information deemed necessary by the landlord.

The applicants' understand that any negative information found may result in the rejection of their rental application by landlord.

Applicant must notify Management of any changes in information supplied (dependents, residence, cars, employment, etc.)

Applicant agrees that Owner/Management is not responsible for an inability to furnish any apartment on the specific date where construction delays, repairs or the removal of a previous resident prevents the Owner/Management from obtaining occupancy of such apartment.

NOTE:

- 1. Application Fee: An Application Fee of \$125.00 must accompany this application. NO CASH ACCEPTED

Sixty Dollars (\$60.00) of the Application Fee is allocable to the credit and court judgment which takes approximately one week and IS NON-REFUNDABLE.

If Management rejects your Application, it will refund Sixty-Five Dollars (\$65.00) of the Application Fee (within 30 days if Application Fee is paid by check). If Management accepts your Application, it will apply Sixty-Five Dollars (\$65.00) of the Application Fee to the security deposit.

- 2. Cancellation: You have seventy-two (72) hours from the time we notify you of your acceptance to cancel your Application and receive a refund of Sixty-Five Dollars (\$65.00) of the Application Fee as noted above. If you cancel your Application more than seventy-two (72) hours after we have notified you of being accepted, your Application Fee becomes non-refundable and you agree to pay us a CANCELLATION FEE OF FIVE-HUNDRED DOLLARS (\$500.00) payable immediately. (Management will apply any deposits you have paid to the cancellation fee.)

- 3. Rent: If your Application is accepted and you execute a lease, rent is due on the first day of each month. If you move into the apartment on a date other than the first of the month, the monthly rent will be prorated and you must pay the prorated rent by money order, certified check or cashier's check when you take possession. CASH WILL NOT BE ACCEPTED.

- 4. Late Charges: I agree to pay a Twenty Five Dollar (\$25.00) late charge if I do not pay the monthly rent within five (5) days of the first of the month, and an additional late charge of Forty Dollars (\$40.00) if I do not pay the monthly rent within fifteen (15) days of the first of the month. If you fail to pay your monthly rent within fifteen (15) days of the month, or fail to perform any other term, covenant, or condition of the lease, you will be in default of the lease and subject to EVICTION.

- 5. Security Deposit: The amount of the security deposit is equal to one month's rent and is shown on the face of this Application.

- 6. Key Deposit: I agree to pay Management a Twenty Dollar (\$20.00) fee for keys when I take possession. You will receive a refund of the key deposit at the end of the lease term provided you promptly return the keys.

I certify that I have read this Application, understand the contents, agree to all of the terms, and have answered all of the questions to the best of my ability. I understand that this application will become part of any lease I enter into with Management. Sunburst Property Management is an agent of the Owner/Landlord pursuant to a property management agreement.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Accepted by Management this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.





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Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

APPLICANT COPY

Keep for your reference

