

**VILLAGE REALTY APPLICATION**  
410 Orchard Court, Red Lion, PA 17356  
Phone: 717-246-1111 Fax: 717-246-9877

Please return one month's current pay stubs & security deposit with completed application.  
Applicant agrees to \$50.00 application processing fee should applicant withdraw application.

Applicant's full legal name \_\_\_\_\_, apply to lease \_\_\_\_\_  
as of \_\_\_\_\_ at the rent of \$ \_\_\_\_\_ per month, for a period of one year.

1. Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Marital Status \_\_\_\_\_ S. S. # \_\_\_\_\_

2. Names of other occupants \_\_\_\_\_  
Do you have a pet? \_\_\_\_\_ How many Pets? \_\_\_\_\_ What kind of pet? \_\_\_\_\_

3. Vehicle: Make \_\_\_\_\_ Color \_\_\_\_\_ Dr. Lic. # \_\_\_\_\_ Plate # \_\_\_\_\_

4. Current Residence: \_\_\_\_\_  
Dates resided From: \_\_\_\_\_ To: \_\_\_\_\_ Rent paid \$ \_\_\_\_\_ per month.  
Name of Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

5. Previous Residence: \_\_\_\_\_  
Dates resided From: \_\_\_\_\_ To: \_\_\_\_\_ Rent paid \$ \_\_\_\_\_ per month.  
Name of Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

6. Have you ever been evicted or asked to move out? \_\_\_\_\_ Declared bankruptcy? \_\_\_\_\_  
Broken a rental agreement or lease contract? \_\_\_\_\_ Been sued for non-payment of rent? \_\_\_\_\_

7. Name of Employer or Business \_\_\_\_\_ Phone: \_\_\_\_\_  
Net income \_\_\_\_\_ per week Dates employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Circle: full-time or part-time position? Permanent or through a Temp Service?

8. Do you have a police record? \_\_\_\_\_ Charges \_\_\_\_\_ Parole Status \_\_\_\_\_  
Have you ever been convicted of a felony? \_\_\_\_\_ Please indicate the year \_\_\_\_\_  
Type of felony \_\_\_\_\_ Location of felony \_\_\_\_\_

9. Emergency Contacts: (one parent & another relative or friend)  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone # \_\_\_\_\_  
  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant hereby verifies that the statements above are true, correct and complete and authorizes verification of all references listed above and to obtain credit reports.

\_\_\_\_\_  
Signature of applicant Date Cell# \_\_\_\_\_ Home# \_\_\_\_\_

\_\_\_\_\_ I have read and initialed Paragraphs A, B, C, D, E, F, G, H, I, J, K

Rec'd. \$ \_\_\_\_\_ CK # \_\_\_\_\_ for \_\_\_\_\_ Date \_\_\_\_\_ by \_\_\_\_\_

We are an equal housing opportunity provider. We provide rental housing without discrimination on the basis of race, color, religion, sex, physical or mental handicap, familial status, national origin or other protected classes. Revised 4/14

## RULES AND REGULATIONS

- \_\_\_\_\_(A) **PETS.** No dogs, cats, animals or pets will visit or be kept in or outside the leased premises. Any Resident or guest found keeping a dog, cat, animal or pet temporarily or permanently without written agreement with Owner, in or outside the premises, agrees that it is a violation of the lease and will be charged a fee of \$100.00 per animal per day from the date the animal is discovered until it is removed from the premises. If the dog, cat, animal or pet is not removed from the leased premises and fee paid within five (5) days from the date the Owner discovers the animal, the Owner will file for eviction through the court.
- \_\_\_\_\_(B) **KEYS.** Two door keys are provided for each residence. Resident will return all keys to the Owner at the end of the lease, or Resident will be charged for the keys and cost of changing the locks, \$50.00 per door. There is a \$75.00 per day holdover charge for any keys that are not returned by midnight on the last day of the terminating month. Should Resident require entry to the premises as a result of lost or misplaced keys during office hours, Resident may borrow a key from the office or pay Owner a service charge of \$40.00 at the time of service to unlock the door. All other times, Resident will need to contact a locksmith. **Resident may NOT change door locks, contact Owner if you need a lock change.**
- \_\_\_\_\_(C) **NOISE.** Residents, their family, visitors, and guests will not **at any time** make any noise, or conduct themselves in any way that disturbs other Residents or interferes with the other Resident's rights, comfort or convenience. Courtesy hours are in effect 24 hours a day at all times. Music, televisions, instruments and noise will be kept at a quiet level inside and outside the apartment **between 10:00 p.m. and 8:00 a.m.** Resident agrees that it is a violation of the lease if they fail to comply with this rule.
- \_\_\_\_\_(D) **LEASE BUY-OUT.** Resident has the option to buy-out the remaining term of the first year's lease by paying Owner an amount equal to three (3) months rent. After Resident gives Owner the required 60-day written notice from the first of the month, Resident may buy out of the lease.
- \_\_\_\_\_(E) **PLUMBING.** Resident shall not put wipes of any kind (hygiene, cleaning, baby wipes), rags, sweepings, sanitary napkins, tampons, ashes or any other improper items into the plumbing fixtures. Resident is responsible for plumbing costs if plumber opens sewer lines and removes any foreign objects. **DO NOT USE SANITIZING TOILET BOWL OR TANK TABLETS & CLEANERS** (i.e. Clorox tablets, 1000 flushes) as any resulting damage shall be at Resident's expense. If plumbing becomes clogged or stopped up after (1) month of occupancy, cost of opening the line will be paid by Resident. **Only human waste, toilet paper and water belong in toilets.** Resident must advise Owner of any and all leaks, constantly running toilet or any other plumbing malfunction which may cause the water usage to be excessively high. **Failure by Resident to advise Owner immediately of any problem will result in Resident being held responsible for the excessive water and sewer bills.**
- \_\_\_\_\_(F) **GRILLS AND SPACE HEATERS.** Kerosene, electric space heaters, grills, charcoal, lighter fluid, gas cans and gas or propane bottles are **not permitted** in or on leased premises, basement, garage, patio, deck, sheds or anywhere on the property. Electric grills will be permitted providing when in use they are a minimum of 15 feet from the building and or anything combustible. **We must insist that no bottled gas, kerosene, space heaters, grills, charcoal, lighter fluid, gas cans and gas or propane bottles be used or stored on the premises.**



- \_\_\_\_\_(G) **SNOW REMOVAL.** Resident is responsible for own snow and ice removal of personal porches, steps, walks and private driveways. Owner is responsible for snow and ice removal for all commonly shared steps and walks. Owner will maintain all parking lots and cart ways. Individual parking areas, which cannot be easily maintained by Owner, will be Residents responsibility.
- \_\_\_\_\_(H) **VEHICLES.** All vehicles on the premises must have a current registration, current inspection and be operable. All others will be towed away at Resident's expense. On-site car maintenance and repairs are prohibited. Motorcycles must be kept in parking lot or garage, not inside the leased property or on the patio or porch. Resident is permitted maximum of two licensed vehicles on Owner's property (residences with two-car garage excluded). If Resident owns more than two vehicles, Resident must park them elsewhere. No electric, gas or battery-operated children's vehicles permitted. Unregistered, non-working or disabled vehicles, boats, motor homes, campers, tractor-trailers and their cabs are prohibited from being in parking lots at any time.
- \_\_\_\_\_(I) **USE OF NAILS AND SCREWS.** Resident shall not drive nails **into doors, woodwork or ceiling** of said premises. Resident will use only standard picture hangers or small nails in the walls for hanging pictures, mirrors and the like. Damage resulting from excessive fasteners is not considered normal wear and tear. Use of adhesive, double stick tape or stick-on hangers is strictly prohibited.
- \_\_\_\_\_(J) **RENTER'S INSURANCE.** Resident must obtain renter's insurance, with a minimum personal liability of \$250,000.00. Resident must provide written proof of such insurance, prepaid for one year, prior to moving into the residence. Resident is required to maintain such renter's insurance throughout the term of the lease. Owner is not responsible for loss or damage to personal property due to theft, water, fire or interruption of water, electric or other utilities occurring.
- \_\_\_\_\_(K) **ROOF AND WINDOWS.** All windows must have proper window treatments within two weeks from date the Resident takes possession. Sheets, towels, blankets, flags, etc. are not permitted. No sign, advertising matter, roof aerial or other structure is allowed in any window or roof of the Owner's property. No awning is allowed in or at any window of the property unless Resident first gains written permission from the Owner.
- (L) **PERSONAL PROPERTY.** Resident will keep all personal property including children's toys inside the residence. Resident agrees to keep the exterior and interior of apartment in a neat and clean condition. Cigarette butts are not to be in the yard or mulch, Resident is permitted an outdoor ashtray for extinguishing cigarettes which must be emptied regularly. Only furniture designed for outdoor use is permitted on patios, balconies or decks.
- (M) **WASHERS AND DRYERS.** Where laundry rooms are provided, kindly remove clothes promptly so you will not inconvenience Residents that are waiting. Residents are not permitted to use their own washers and dryers in the leased premises unless the leased premise has Owner installed plumbing and electric or gas for a washer and dryer.

- (N) **WATERBEDS.** Resident is responsible for all damages caused by the waterbed to the apartment or other surrounding apartments. Resident must provide Owner with a copy of rental insurance policy indicating waterbed damage coverage.
- (O) **SHOWERS.** Resident will clean fiberglass showers and or tubs with a liquid detergent, NOT a harsh cleanser.
- (P) **VINYL & TILE FLOORS.** Resident will use only a mild detergent and cleaners specified for vinyl and tile floors. **Do not use wax, ammonia or varnish on any floor.** Damages shall be at Residents expense.
- (Q) **LIGHT BULBS.** Resident must furnish their own replacement light bulbs, both inside lights and outside porch lights, fluorescent bulbs and appliance bulbs. Resident may not remove bulbs when vacating property.
- (R) **GARBAGE.** Where dumpsters are provided, individual garbage cans are not permitted. Put all trash in tightly closed plastic bags and deposit them in the dumpsters provided. Do not place garbage bags on porches, patios or in the shrubbery beds. Trash must remain inside the property until the morning of curb side collection or taken directly to the dumpsters where applicable.
- (S) **ADDITIONAL EQUIPMENT.** Resident agrees **not** to install any additional equipment such as satellite dishes, air conditioners, deep freezers, or heating units without Owner's written consent and proper installation. Resident is responsible for damage due to additional equipment.
- (T) **ALTERATIONS.** Resident will not paint, wallpaper, perform electrical changes or other alterations. Resident agrees not to make any structural changes or alterations, additions or decorations to the leased premises without Owner's written consent. Resident agrees not to remove any existing structural components or existing fixtures without Owner's written consent.
- (U) **TRANSFER POLICY.** Residents may transfer from one property to another without giving the required sixty (60) day notice to Owner. Resident will be charged a fee of ONE HUNDRED (\$100.00) DOLLARS if the transfer request occurs in the first year of the lease. Resident agrees to sign a new one (1) year lease commencing on the date of the transfer.
- (V) **GUESTS.** Guests of Resident who stay longer than seven (7) days are considered unauthorized permanent occupants. This is a violation of the lease and will be subject to a **\$25.00 per day per person charge** which shall be payable as additional rent. Owner must approve Resident's request to add an additional leaseholder or occupant. Resident is responsible for the guest's compliance to rules and regulations.
- (W) **CEILINGS.** Resident shall advise Owner immediately of any new ceiling cracks or sagging. Resident may not put screws, nails or tacks in the ceiling.