

RENTAL PROCEDURE

If you are interested in renting the apartment you have seen, the following procedure should be followed:

- 1. Pay the first month's rent.** This takes the apartment off the market for 24 hours. Deposits can be made in person or on rentshare.com.
- 2. Complete and submit the application within 24 hours.** If you do not have sufficient income, or are a student, we will require a co-signer on the lease. International Students will need to submit a copy of the school acceptance letter in lieu of a cosigner. I-20's must be supplied when received. The applicant and co-signer must sign the application.
- 3. The completed application should be turned in to our office with the application fee(s) and a copy of your photo ID.** The application fee is \$40 per person. If you have a co-signer, the fee is \$80 (\$40/person). This will cover the cost of the credit reports and other processing fees. This application fee is non-refundable.
- 4. The security deposit must be paid prior to move in.** The security deposit is usually equivalent to 1 month's rent, but may vary depending on circumstance. The exact amount of your security deposit will be listed on the account statement, which you will receive with your lease. We only accept one check for the security deposit per apartment, not per resident. **The entire security deposit must be paid two weeks before the lease begins.**

After receiving your application, first month's rent, and application fee(s), we will process your application.

If your application is accepted, we will notify you immediately and a lease will be emailed to you through DocuSign. The lease must be signed by all parties by the due date otherwise, we may place your apartment back on the market and your deposit will be forfeited.

If your application is declined, we will call you and send a letter to the address listed on your application with the check for your first month's rent enclosed.

Non-Discrimination Policy

Colebrook Management does not discriminate on the basis of ancestry, color, familial status, gender identity or expression, race, religion, sex, sexual orientation, status as a victim of domestic violence, national origin, place of birth, disability or due to the use of a guide support animal due to blindness, deafness, or physical handicap, or because the user is a handler or trainer of such animals, in regard to the lease, sublease, rental, assignment, or other transfer of, the title, leasehold or other interest in any housing accommodation covered by the Act, or the Code.

Family Friendly Policy: Colebrook Management is family friendly and encourages families with children to view and lease the Colebrook Management apartment of their choice.



COLEBROOK MANAGEMENT SERVICES, LLC.

6236 FIFTH AVENUE, BLDG C
PITTSBURGH, PA 15232

TEL 412-441-2696
FAX 412-362-5513

COLEBROOK MANAGEMENT SERVICES, LLC

RENTAL APPLICATION

DATE _____ ADDRESS _____ APT. # _____ MONTHLY RENTAL RATE \$ _____

PARKING? _____ LEASE START DATE _____ LEASE END DATE/LENGTH _____

LEASING AGENT _____ REFERRAL _____

APPLICANT'S INFORMATION

EMAIL ADDRESS: _____

NAME _____ SOCIAL SECURITY # _____

BIRTHDATE _____ CELL PHONE # _____ DRIVER'S LICENSE # _____

CURRENT ADDRESS _____ APT# _____ CITY _____ STATE _____ ZIP _____

HOW LONG HAVE YOU LIVED HERE? _____ REASON FOR LEAVING _____

OWNER/ AGENT _____ OWNER/ AGENT'S PHONE # _____ CURRENT RENTAL RATE \$ _____

CIRCLE HOW YOU FOUND US: CRAIGSLIST GOOGLE HOTPADS ZILLOW ABODO OTHER _____

EMPLOYER/SCHOOL _____ EMPLOYER'S ADDRESS _____

EMPLOYER'S PHONE # _____ YOUR INCOME _____ YOUR POSITION/TITLE _____

DATES OF EMPLOYMENT or STUDIES _____ TO _____

SUPERVISOR'S NAME _____ SUPERVISOR'S PHONE # _____

APPLICANT'S VEHICLE (S)

MAKE OF VEHICLE _____ MODEL _____ YEAR _____ COLOR _____ PLATE # _____

APPLICANT'S CREDIT INFORMATION

BANKING INSTITUTION _____ CHECKING / SAVINGS (CIRCLE ONE)

CO-SIGNER'S INFORMATION (If Needed)

CO-SIGNER'S EMAIL: _____

CO-SIGNER'S NAME _____ CO-SIGNER'S S.S # _____

CO-SIGNER'S BIRTHDATE _____ CO-SIGNER'S PHONE # _____

CO-SIGNER'S CURRENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

CO-SIGNER'S EMPLOYER _____ EMPLOYER'S PHONE # _____

EMPLOYER'S ADDRESS _____ CITY _____ STATE _____ ZIP _____

CO-SIGNER'S INCOME _____ POSITION/TITLE _____ DATES OF EMPL. _____ TO _____

SUPERVISOR'S NAME _____ SUPERVISOR'S PHONE # _____



COLEBROOK MANAGEMENT SERVICES, LLC.

6236 FIFTH AVENUE, BLDG C
PITTSBURGH, PA 15232

TEL 412-441-2696
FAX 412-362-5513

PREVIOUS EMPLOYER NAME AND ADDRESS _____

DATES OF EMPLOYMENT WITH PREVIOUS EMPLOYER _____ TO _____

EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT NAME _____ PHONE# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

This information may be used for emergencies, general contact or collections. **Do not use spouse/roommate's info.**

I hereby apply to lease the aforementioned premises for the term set forth. I warrant that all statements set forth are true & correct.

I hereby deposit one month's rent as earnest money to be refunded to me if this application is not accepted. **Upon acceptance, this deposit shall be applied towards the first month's rent on the apartment.** I hereby waive any claim for damages by reason of non-acceptance. Owner or agent may reject without stating any reason for doing so.

I understand that if I decide that I do not wish to sign a lease for the apartment, I must notify the leasing office within 48 hours of submitting the deposit. I understand that if I fail to do so, I will forfeit my earnest money. Any deposited checks will be refunded after 10 business days of being deposited.

I recognize that as part of the procedure for processing my application an investigative consumer report may be prepared and verified through personal interviews. I authorize those sources to release such information to Colebrook Management Services, LLC. Lease may be cancelled if any of the enclosed information proves inaccurate.

All occupant residents must be at least 20 years of age prior to the lease start date. Registered minor children living with their parent(s) or guardian(s) are permitted.

Signature of Applicant _____ Date _____

Signature of Co-Signer _____ Date _____

Security Deposit due two weeks prior to occupancy.

PLEASE PROVIDE PHOTO ID WITH APPLICATION

**CONSUMER NOTICE:
THIS IS NOT A CONTRACT**

Colebrook Management Services, LLC hereby acknowledges that with respect to this property, we are acting as the Owner/Landlord of this property.



COLEBROOK MANAGEMENT SERVICES, LLC.

6236 FIFTH AVENUE, BLDG C
PITTSBURGH, PA 15232

TEL 412-441-2696
FAX 412-362-5513

I acknowledge that I have received this notice: _____
Consumer (Applicant) Date

I acknowledge that I have received this notice: _____
Consumer (Co-Signer) Date

I certify that I have provided this notice: _____
Colebrook Management Date

Revised 5/17/17