

**University City Housing**  
RENTAL APPLICATION  
*(All fields are required; Information will be held in confidence)*

APARTMENT \_\_\_\_\_ SIZE \_\_\_\_\_ PRICE \_\_\_\_\_ NUMBER OF OCCUPANTS (including yourself) \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE NUMBERS (\_\_\_\_) \_\_\_\_\_ CELL (\_\_\_\_) \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_  
*Street City State Zip*

MAKE AND MODEL OF CAR(S) \_\_\_\_\_

Please list your past two (2) residences including the names and phone numbers of each property management firm or owner. Use back if necessary.

<i>Address</i>	<i>From</i>	<i>To</i>	<i>Monthly Rent</i>	<i>Name, phone, fax of owner</i>
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Current: \_\_\_\_\_

Past: \_\_\_\_\_

Have you ever rented or subleased from University City Housing Company before? \_\_\_\_\_ If so, when? \_\_\_\_\_

Please list all places of employment within the past two (2) years including company and supervisor names, address, phone and fax numbers, weekly salary and title. Use back if necessary.

Current: \_\_\_\_\_

Past: \_\_\_\_\_

Please list any college(s), graduate school(s) or any other training program(s) you have attended:

Current: \_\_\_\_\_

Current Year: \_\_\_\_\_ Expected Graduation \_\_\_\_\_ Program: \_\_\_\_\_

Past \_\_\_\_\_ Other( equivalency, certificate, etc.) \_\_\_\_\_

How did you hear about University City Housing? *Google Facebook Daily Pennsylvanian Signage*  
*Word of Mouth Off-Campus Services Craig's List Other*

Please list the names of any other people who will be living with you in the apartment. Use back if necessary.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Applicant states that every question has been answered fully and accurately. It is hereby agreed that this application will be rejected without further review if landlord discovers any missing or inaccurate information. The undersigned applicant hereby specifically authorizes landlord or his agents to obtain and authorize people to give to landlord or his agents any and all credit information about the applicant and also other information which *may* be available about the applicant (e.g. income verification, employment, residence, credit references, bank accounts, personal references, and any other pertinent information).

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**RENTAL APPLICATION &  
UNIFORM RENTAL SCREENING CRITERIA NOTICE**

Your application will not be denied solely because you have an eviction record or solely because your credit score falls below a specific numerical threshold. We will make our decision to rent to you after reviewing your specific application and conducting an individualized assessment based on our uniform screening criteria.

Full-time students (graduate and undergraduate students) with University of Pennsylvania, Drexel University, University of the Sciences, Temple University, and Thomas Jefferson University must provide a current university ID or acceptance letter for lease term.

All other applicants over the age of 18 who will occupy the apartment must apply and will be evaluated jointly based on the criteria listed below:

1. Rental Application
  - Must be completed in its entirety
  - All information provided may be verified by UCH.
2. Income
  - Monthly rent should be no more than 30% of gross monthly pay
  - Must provide documentation verifying income
  - Examples of documentation: 2 most recent paystubs; offer letter (if have not started position or have not received first paycheck); bank statements; notarized letter from employer; previous year 1099 if self-employed; proof of other income
  - Income will be considered in light of application as a whole
3. Rental History
  - Reference from a previous landlord (depending upon strength of application)
  - Evictions will only be considered if judgment was entered within the last 4 years and has not been satisfied or vacated (excluding judgments by agreement and evictions resulting from failure to pay rent or utility bills during the COVID-19 pandemic)
  - Rental history will be evaluated in light of application as a whole
4. Credit History
  - Good to excellent credit (excluding failure to pay rent or utility bills during the COVID-19 pandemic)
  - Credit history will be evaluated in light of application as a whole

If your application is denied, you may notify us by written or electronic means of your intent to dispute or request reconsideration of the denial within forty-eight (48) hours after receiving the denial. Thereafter, you may provide to us within seven (7) business days after such denial, and we will consider the following:

1. Any evidence that information relied upon by us was inaccurate or incorrectly attributed to you or was based on prohibited screening criteria, and/or
2. Any evidence of mitigating circumstances relating to the grounds for denial to establish whether the applicant shows a readiness to satisfy the obligations of tenancy.

By signing below, you acknowledge receipt of a copy of our uniform screening criteria.

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Applicant