



*The perfect place to call home*

Real Estate & Property Management Company  
111 Chestnut Street, Philadelphia, PA 19106  
Phone: 215-733-0480 Fax: 215-733-0472

### **HOW TO APPLY FOR AN APARTMENT:**

Each applicant and co-signer needs to complete the following steps:

- Complete the Online Rental Application at [www.centraassociates.com](http://www.centraassociates.com).
- Provide two checks or money orders payable to Centra Associates:
  - \$75.00 Application Fee (per applicant, non-refundable)
  - Security Deposit equal to One Month's Rent + Pet Security Deposit of \$100 per pet (if applicable)

Our apartments are cat-friendly. No dogs please. Pet rent will be an additional \$10.00 each month per pet.

- Provide a Photo I.D. for each applicant (including co-signers).
- Provide Proof of Current Income (W2 or 1040 form **and** 2 most recent paystubs) Co-signers must provide us with a 1040 form.

If you are newly employed and your tax return does not reflect your full current income, please provide us with an offer letter from your employer with your annual salary and start date on company letter head.

Bank Statements are not an acceptable form of income.

- Provide a signed W-9 Form (on the Forms page of [www.centraassociates.com](http://www.centraassociates.com)) for the Deposit's Escrow Account.
- Sign a Lead Paint Acknowledgement and Waiver.
- Sign a Bedbug Addendum requiring the immediate reporting of bedbugs to maintain pest-free premises.

Tenants need to complete the following steps before moving in:

- Obtain Renters Insurance and supply Centra Associates a copy of the insurance policy.
- Register Utilities (Electric and Gas (if applicable) in your name by calling the numbers below.
- Provide Centra Associates with a copy of proof of utilities prior to moving in.

PECO (Philadelphia Electric Co.)	1-800-494-4000
PGW (Philadelphia Gas Works)	215-235-2050 (if applicable)

### **How to submit information:** (Centra Associates requires all documentation from all applicants and co-signers.)

1. Scan and Email it to [email@centraassociates.com](mailto:email@centraassociates.com) with the Apartment Address as the Subject Line.
2. Fax it to 215-733-0472 (Centra Associates).
3. Bring or mail it to the office: Centra Associates, 111 Chestnut St., Philadelphia, PA 19106.

### **Applicants Credit Check Consent**

I/we authorize that the information on my rental application is correct and complete and hereby authorize Centra Associates, or its agents, to obtain information it deems necessary for the purpose of processing my application. I understand that such information may include, but not limited to, credit report/history, civil or criminal information, records of arrest, rental history, employment/salary details, and/or other necessary and relevant information. I hereby expressly release Centra Associates, or its Agents, and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state, and/or federal government agencies including without limitation, various law enforcement agencies. I also understand that my application fee is non-refundable, even if my application is denied.

- I understand that after completing the application process and being accepted if I do not take occupancy of the apartment, that it will result in forfeiture my security deposit.
- I understand that once approved for an apartment by the landlord and a move-in date has been established that the process is final and I will be responsible for rent beginning on that date.
- After approval, the lease document will then be emailed to me and must be signed and returned with all documentation and the Last Month's Rent within 7 days. Failure to return the lease and rent will result in forfeiture of the Security Deposit.
- I understand the decision of acceptance or denial of my application is the landlord's final decision and I agree to waive any claim for damages by reason of non-acceptance which the landlord may give.

Tenant Signature: \_\_\_\_\_ Tenant Signature: \_\_\_\_\_