



VALLEY FORGE REAL ESTATE

How to Apply

It is our policy to allow a maximum of 2 occupants per bedroom in our homes.

- Application fee: \$50.00 per applicant (non-refundable)
*Anyone age 18 and over must apply as a leaseholder. Payment must be received prior to running credit.
- Applications: All requested information on the application must be completed in its entirety. All information must be accurate and verifiable.
- Initial Deposit: First Month's Rent will be applied to move-in monies. The first month's rent is non-refundable should you choose to cancel and not move into your townhome. Payments should be made through Paylease. (Instructions are attached.)
- Security Deposit: 1 month rent. Made Payable to Valley Forge Real Estate (THIS MUST BE A SEPARATE CHECK AND MAY NOT BE PAID ONLINE)
- Pets: Maximum of 1 dog per household or 1 cat.
There is a non-refundable pet fee of \$500.
Dogs are subject to our breed restrictions. Please discuss with property manager, Julie Ricci, 484-445-4310.
Townhome and single family home residents' dogs must weigh no more than 50 lbs. fully grown.
Valley Forge Real Estate reserves the right to change the pet restrictions at any time without notice.

Applicant Requirements:

1. A credit report will be obtained on all applicants age 18 and older in order to show credit worthiness. Valley Forge Real Estate will not consider medical accounts or educational loans as positive or negative accounts. A positive credit history composed of a FICOS score of at least 600 is required. Negative credit accounts include but are not limited to charge offs, delinquent accounts, and collection accounts. All bankruptcies must be discharged for at least six months, with evidence of positive credit since discharge. Any unpaid tax liens, landlord debt, and open judgments will automatically deny an application.
2. A positive rental history, with no more than two late payments in the prior 12 months' rental history, and no eviction filings within the past 5 years.
3. Civil monetary actions must have been paid in full prior to application date. If credit report does not state such, applicants must provide verifiable documentation.
4. No court proceedings pertaining to landlord/tenant issues nor civil monetary actions pertaining to landlord/tenant issues within the past five (5) years.
5. A clear criminal background check.
6. Gross monthly income must be equivalent to at least three times the monthly rental amount and debt income ratio must be less than or equal to 65% of applicant's income.
7. Proof of income must be supplied to the Management Office in the form of:
 - Two most recent paycheck stubs
 - Self-employed persons may provide the last 2 full year tax returns
 - For applicants whose employment is less than 3 months must provide an offer letter on company letterhead to verify hire date and salary of new employment. Offer letters must be

signed by an HR representative, owner, owner's representative, division manager or direct department head.

8. Identification in the form of a Drivers License, State ID, or Passport will be required at the time of application to confirm identity.
9. Income documentation required for retired individuals may include any of the following:
 - Bank Statements
 - Social Security Statement
 - Pension Statement

All required application documents must be received with seven (7) days from date of application or the application will be denied.

Renter's Insurance

Applicants must provide proof of current renter's insurance for the desired apartment, townhome or single-family home prior to receiving keys for the unit. The liability coverage limits must be at least **\$300,000** and the contents coverage not less than **\$30,000**.

Office Hours: Monday through Friday 8:00 am to 5:00pm

Revised October 30, 2017

Prices subject to change without notice

