

**RENTAL APPLICATION**

**& INSTRUCTIONS**

**Please read all the following information before you begin the application process.**

1. All portions of the rental application must be fully completed and legible to be processed. Please print your information so it can be read easily. If something does not apply to you, please write “N/A”.
2. Please make sure that you list all sources of income and amounts. List all hourly wages and hours worked per week for each signer and co-signer (example: disability amounts, Social Security, public assistance, child support, food stamps, WIC, the value of Section 8 voucher, etc.)
3. The application fee is $50.00 for each single (or $75 fee for two lease signers). **A non-refundable payment of $25.00 (money orders only) is required when the application is submitted. The balance is due at lease signing.**
4. When your application is processed, you will be asked for the following information:
	* four weeks’ proof of income from all sources for all signers and co-signers,
	* a letter of reference from your current landlord,
	* a copy of social security cards for all household members, and
	* a copy of all a picture ID or Driver’s License for all adults on application.
5. In order to process the application, be certain that all signers and co-signers have signed the application and have provided their date of birth and their Social Security number.

To quickly start the process, please mail (626 Jacksonville Road, Suite 140, Warminster, PA 18974), fax (267-339-6110) or email (brinkus@bchg.org) the completed 3-page rental application. Your landlord and employer can fax or mail the completed verifications to our office when their portions are completed.

Thanks for your interest in our apartments.

 