



## Welcome to Hershey Trust Company Real Estate

We hope that you will find a property that meets all your needs. For your convenience, the following is a brief overview of the general guidelines used to process an application.

- ❖ **A Completed Application Form** - in order to tell us about yourself. Each adult wishing to live in one of our properties must fill out an application and be approved. All sections of the application must be complete and accurate.
- ❖ **Employment** - in order to verify that there is adequate income to make rental payments. In general, we expect applicants to have been in current employment for at least 6 months, and that income is equal to three to four times the monthly rental amount.
- ❖ **Rental History** - in order to verify that the prospective tenant has demonstrated a desire to meet lease obligations. We want to verify the history of your previous and current rent and that the rent was paid in a timely manner; that the property was kept in good condition; that there is no history of complaints from other tenants; that all lease obligations have been met; and that the tenancy has been a positive experience.
- ❖ **Credit History** - in order to verify that the prospective tenant has demonstrated fiscal responsibility. We look for payments that are made on time, that there are no judgments or bankruptcy records, and that credit responsibilities are in line with income.
- ❖ **Authorization** for us to verify information given on the application and to order a credit check; processing fee \$30 (non-refundable).

**No person shall be denied the right to rent one of our properties based on applicant's race, color, religion, national origin, sex, age, disability, marital status or familial status.**



## Employment Verification

I hereby authorize the release of my employment information to Hershey Trust Company.

---

Applicant's Name

Signature

Date

**Do Not Write Below This Line**  
**To be completed by Real Estate Manager or Employer**

---

Company Name: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_

Title: \_\_\_\_\_

Annual Gross Income: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

Remarks: \_\_\_\_\_

---

Human Resource or Supervisor's Signature: \_\_\_\_\_

### Attention Employer:

Please fill in the above information, and fax to Joan Boltz, Hershey Trust Company, at your earliest convenience. Fax number 717-520-1111. Thank you.



## Rental History Verification

I hereby authorize the release of my/our rental history information to Hershey Trust Company.

_____ Applicant's Name	_____ Signature	_____ Date
_____ Applicant's Name	_____ Signature	_____ Date

**Do Not Write Below This Line**  
**To be completed by Real Estate Manager or Property Manager**

Rental verification is for: \_\_\_\_\_

Address: \_\_\_\_\_

Payment History:    Excellent    Good    Fair    Poor    (circle one)

Rental Amount: \_\_\_\_\_ Length of Occupancy: \_\_\_\_\_

Proper Notice Given: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_ No. of NSF Checks: \_\_\_\_\_

Condition of Apartment: \_\_\_\_\_

Noise Complaints: \_\_\_\_\_

Would you re-rent? \_\_\_\_\_

Remarks: \_\_\_\_\_

Signature of Property Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Attention Property Manager:**

Please fill in the above information, and fax to Joan Boltz, Hershey Trust Company, at your earliest convenience. Fax number 717-520-1111. Thank you.

**EXHIBIT A**

**HERSHEY TRUST COMPANY**

*Application to Lease Apartment/House*

**NON-REFUNDABLE APPLICATION FEE - \$30.00**

Application Date \_\_\_\_\_

I/We \_\_\_\_\_ apply to lease an apartment/house located at \_\_\_\_\_ at the rental amount of \$\_\_\_\_\_ per month.

The sum of \$\_\_\_\_\_ is herewith deposited with Hershey Trust Company, which shall be returned to me if this application is not approved. This application and corresponding lease shall bind me/us and Hershey Trust Company only when and if Hershey Trust Company has approved this application. **If applicant cancels this application before moving in, the above deposit sum shall be withheld as a cancellation fee.**

***INFORMATION CONCERNING APPLICANT***

Full Name \_\_\_\_\_ S.S.# \_\_\_\_\_ Birth date \_\_\_\_\_

Present Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

How Long \_\_\_\_\_ Telephone # \_\_\_\_\_

Previous Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

How Long \_\_\_\_\_

Do you:      Rent    Own    Other **(please circle)** (if needed, specify details in the space below)

\_\_\_\_\_  
\_\_\_\_\_

Name of Landlord \_\_\_\_\_ Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Name of Previous Landlord \_\_\_\_\_ Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Name of Mortgage Holder \_\_\_\_\_ Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Current Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Salary \_\_\_\_\_ How Long \_\_\_\_\_ Position \_\_\_\_\_

Previous Employer \_\_\_\_\_ Address \_\_\_\_\_ Telephone

# \_\_\_\_\_ Salary \_\_\_\_\_ How Long \_\_\_\_\_ Position \_\_\_\_\_

Sources of Additional Income (specify details, amount, how long, etc. in space below)

\_\_\_\_\_  
\_\_\_\_\_

***INFORMATION CONCERNING APPLICANT'S SPOUSE***

(if not spouse, a separate application form must be filled out)

Full Name \_\_\_\_\_ S.S.# \_\_\_\_\_ Birth date \_\_\_\_\_

Current Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Salary \_\_\_\_\_ How Long \_\_\_\_\_ Position \_\_\_\_\_

Previous Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Salary \_\_\_\_\_ How Long \_\_\_\_\_ Position \_\_\_\_\_

Other Occupants (list all others who will occupy the property and their relationship to applicant)

(1) \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_\_

(2) \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_\_

(3) \_\_\_\_\_ Relationship \_\_\_\_\_ DOB \_\_\_\_\_

Person to notify in case of emergency \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

List and describe your pet

\_\_\_\_\_  
\_\_\_\_\_

Name of Personal Reference \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

**FINANCIAL REFERENCE:** List ALL debts (including child support, credit cards, installment loan and car loans). Attach separate sheet if necessary.

<u>NAME OF CREDITOR</u>	<u>BALANCE</u>	<u>MONTHLY PAYMENT</u>
_____		
_____		
_____		
_____		

*Savings Account*  
Bank \_\_\_\_\_ Balance \_\_\_\_\_

*Checking Account*  
Bank \_\_\_\_\_ Balance \_\_\_\_\_

**AGREEMENT:** I/we certify that the information contained in this application is complete and accurate and authorize Hershey Trust Company to check my/our credit, landlord and employment history and authorize the above to release any information I/we may request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_