



Application for Tenancy Checklist

1. Make sure you meet the Minimum Requirements for Approval:

- NO METRO / Good Credit
- Minimum Net Monthly income of \$1,800 AND must have a checking or savings account
- No criminal history, no evictions, no bankruptcy within last 7 years, no history of being sued for non-payment
- No more than 4 people (2 Adults Max / 2 Children MAX) and no more than 2 pets (cats/dogs) well trained

2. Fill out the attached application

- Have EACH person over 18 fill out this form separately and completely.
- Make sure to fill in ALL areas, as failure to do so may delay your application from being processed.

3. Submit the application WITH your *Application fee and *Security Deposit.

- ✓ **Option #1:** Drop off your application & payment with our Sales Manager.
- ✓ **Option #2:** Scan and email your application to MSWproperties@gmail.com and submit your payment via PayPal.
- ✓ **Option #3:** Fax your application to **419-954-0337** and submit your payment via PayPal
- ✓ **Option #4:** Mail the application to our offices at: **MSW Properties, LLC at 1024 Mirror Street, Pittsburgh, PA 15217** along with your payment.

4. Verify Your Identity

You may wait until the time of your lease signing to provide the following, however approval is contingent upon receiving copies of documents that verify your identity/ income. Therefore, you are encouraged to include these documents now.

- Driver's License **or** official state photo ID **or** Passport**AND**
- Social Security Card **or** Birth Certificate **or** other official documentation with SSN on it.....**AND**
- A copy of your most recent pay stub **or** Job offer letter on official letterhead **or** proof of employment and income

	*Application Fee	*Security Deposit
Price:	\$25 per adult (18+yrs)	One Month's Rent \$_____
Type Accepted:	Check, Money Order, or PayPal. NO CASH!	
Payable to:	MSW Properties, LLC	
Refunded?:	Will be applied to First Month's rent if approved.	Will be refunded if you are not approved, or within 24 hours if you change your mind. After that, it will not be refunded, even if you do not sign a lease/move in.

NOTE: No application will be processed until the application fee is paid. You may pay your security deposit AFTER you are approved. However, no unit will be held until the security deposit is paid, and all available units go to the first approved tenant who has paid their deposit. Therefore we recommend you pay your security deposit as soon as possible.

If you have any questions, you may call me directly at **440-665-9809** or e-mail me directly at MSWproperties@gmail.com
I look forward to hearing from you!

Alyssa Joy
Property Manager
MSW Properties, LLC



BASIC INFORMATION

*Last Name, First M.I.	*Former Name(s)	*Date of Birth
*Current Street Address / Apt No		*City, State, Zip
*Name of Apartment Complex / Landlord		Type (House, Apartment, Duplex, Townhom ,etc)
*Cell Phone #	*Email (REQUIRED. We use email for almost all communication)	

* Date you'd like to take occupancy_____

*I understand that my rent will directly be debited from my checking/savings account each month (circle): YES

*I understand that all leases start with a 12 month minimum and that I am not able to break my lease at anytime: (circle): YES

RENTAL HISTORY

***Current Address: (as listed above, all fields required)**

Length of Stay: _____ to _____ Current Rent: \$ _____ /mo

Name of Landlord/Owner: _____ Phone _____

When does your lease expire? _____ Have you given notice? _____

Reason for leaving: _____

2. Previous Address (Street Apt # City State Zip) : _____

Name of Apartment Complex (If Applicable)	Type of Residence (House, Apartment, Duplex, Townhome,etc)
Length of Stay: _____ to _____	Rent: \$ _____ /mo
Name of Landlord/Owner: _____	Phone _____
Reason for leaving: _____	

3. Previous Address (Street Apt # City State Zip) : _____

Name of Apartment Complex (If Applicable)	Type of Residence (House, Apartment, Duplex, Townhome,etc)
Length of Stay: _____ to _____	Rent: \$ _____ /mo
Name of Landlord/Owner: _____	Phone _____
Reason for leaving: _____	

For Office Use Only:

Unit: _____	Deposit Amt Paid: \$ _____	Approved? _____
Monthly Rent: \$ _____	App Fee Amt Paid: \$ _____	Move-In Date: _____
Pet Rent: \$ _____	Method of Pmt: _____	



OCCUPANTS (2 Adults MAX/ 2 Children MAX)

Name of Adult Co-Tenant if applicable Must provide separate application for each adult.

(1) _____

Names of any Child or minor (first and last). Please note in comments section if only staying weekends, etc.

(1) _____ DOB: _____

(2) _____ DOB: _____

PETS: Max 2 Cats/Dogs. MUST be well trained and sign pet agreement. Pet rent is \$25/mo for each cat or dog.

*Pet Type/description : (1) _____ Weight _____

*Pet Type/description (2) _____ Weight : _____

EMPLOYMENT REFERENCE

1. Current Employer: _____ Current Position: _____

Supervisor Name: _____ Supervisor Phone/Email: _____

Length of Employment: _____ NET Pay/month: \$ _____

2. Previous Employer: _____ Previous Position: _____

Supervisor Name: _____ Supervisor Phone/Email: _____

Length of Employment: _____ NET Pay/month: \$ _____

Reason for leaving: _____

3. Previous Employer: _____ Previous Position: _____

Supervisor Name: _____ Supervisor Phone/Email: _____

Length of Employment: _____ NET Pay/month: \$ _____

Reason for leaving: _____

CONTACT REFERENCES

Name: _____ Telephone: _____ Length Known: _____ Relationship: _____

[Professional] _____

[Emergency] _____

VEHICLES

Vehicle 1 Make: _____ Model: _____ Year: _____ Color: _____

License Plate Number: _____

Vehicle 2 Make: _____ Model: _____ Year: _____ Color: _____

License Plate Number: _____

