

JG REAL ESTATE

LEASING PRESENTATION OF OFFERS

Our office hours are Monday-Friday, 9am-5pm. Applications, deposits, and ancillary documentation received outside of these hours will be processed the following business day. Any questions regarding the application process should be directed to leasing@jg-realestate.com.

Presenting Application Materials

- JGRE Applications can be found at <https://rentapp.zipreports.com/vif4sk> or on our website on the “Resources” page, under the “Tenant” section. Applicants **MUST** use our application. If needed, PDF format is available.
- The application fee is **\$55 PER APPLICANT**. The application fee can be paid via our website, by personal check or money order made payable at JG Real Estate, or via PayPal. No cash is ever accepted. If you have already pulled credit, please forward credit reports for us to determine whether or not we can use them. **APPLICATION FEES ARE NONREFUNDABLE.**
- Applicants must note who their agent is.

Application Requirements

- Copy of valid government issued identification (Driver’s License, State-issued ID, Passport).
- Current (within the last 30 days) paystub or proof of income (job offer letter, bank statements, proof of student loans, tax return forms, etc.).
- Signed consumer notice. This can be found on our website where the application is found if you do not have your own version.
- Complete W9 Form at irs.gov/pub/irs-pdf/fw9.pdf.

Applications and disclaimers MUST be signed legibly. If sending application materials through email/fax, they MUST come as one package and should not be piecemealed. Applications that do not come with all information will be considered incomplete and not accepted. As your client’s agent, you should be the one emailing, sending, and/or faxing (this is not applicable to applications submitted via web). No communication with your clients should be necessary until approval.

Full application packages can be emailed to leasing@jg-realestate.com or faxed to 215-554-6400. They can be physically dropped off or mailed to our office at 1028 N 3rd Street, Philadelphia, PA 19123.

Additional Information

- Every line on the application should be filled out. If the area is not applicable or there is nothing to enter, please put N/A or strike-through.
- If there are children under 6 years of age or younger that will be living in the property, it is very important we know this. Please include the name and age of each child.

- Anything that is discussed during client viewings of the unit or anything that may be pertinent for us to know must be described on the application so that it can be discussed with the owners during presentation. JG Real Estate will not be responsible for completing turnover related work that is not clearly conveyed to us in a timely manner and that is not subsequently approved by the Owner.
- Terms that are non-standard or other than what has been advertised (lease length other than one year, price changes, special requests, etc.) should also be submitted as a proposal during the application process. This will be sent over to the Owner, along with application materials, so that they are able to make a fully informed decision.

Receipt of Deposit/Taking a Unit Off-Market

- One month's rent made payable to JG Real Estate, LLC can be used to take the unit off of the market. Taking the unit off of the market is at JG Real Estate and the Owner's discretion. Deposits can be submitted in the form of personal check, money order, or cashier's check. No electronic payment or cash will be accepted. **In accordance with PA State Law, all checks received are deposited within 24 hours of receipt.**
- In the case where multiple applications and deposits are received, you will receive a Multiple Offers Disclosure to pass onto your clients with more information.
- **All application disclaimers must be fully read through and understood by your client. It is your obligation, as their agent, to make sure they are fully aware of all terms. A legible signature is required.**
- All application fees for **NONREFUNDABLE** regardless of the outcome of the application process. Deposits submitted with applications that are approved or withdrawn mid-presentation are **NONREFUNDABLE**.
- If your client is not selected for the unit and has given a deposit, they will have the option to either pick up their deposit or have it mailed back to them at an address you provided. Refund checks are typically cut back within five business days of deposit once clearing JGRE's bank account in the case we receive a personal check. Certified checks and money orders will be refunded no less than 24 hours after confirmation of denial.

Final Disclaimers

- Please remember that every property is owned by a third-party landlord, and they are the ultimate decision-makers. Many factors influence the Landlord's decision, including rent, term, pets, turnover request, etc. We act as listing agents/property managers and do our best to facilitate a smooth rental process. However, the final decision rests with the Owner, and that is what we ultimately abide by.

APPLICATION DISCLAIMER

The application fee is **NONREFUNDABLE** and will not be applied towards rent or other financial obligations should Applicant be approved nor refunded if not approved. Applicant agrees that this sum is paid in consideration of Landlord/Broker for Landlord's review and/or verification of the information stated in the application.

Upon submission of the Application plus deposit of one month's rent, Landlord/Broker or Landlord reserves the right to remove property from the available rent list. If this application is denied by Landlord, the one month's rent Application Deposit shall be refunded to Applicant. During the review process OR if this Application is approved and Applicant fails to rent the Property, Landlord shall be entitled to retain the one month's rent Application Deposit.

I have read the above and understand the terms of giving a deposit.

SIGNATURE

All turnover/maintenance work is at the discretion of JG Real Estate and/or Owner of the property. If there are specific requests, it is the Applicant's responsibility to make sure they are fully disclosed to JG Real Estate prior to lease signing in order for it to be considered.

Philadelphia Property Maintenance Code requires that lead-based dust sampling tests be done in the case where a child 6 years old or younger is occupying a property that was built prior to 1978. In accordance with Fair Housing Laws, JGRE does not discriminate based on familial status or age.

AUTHORIZATION FOR BACKGROUND CHECK

I hereby authorize JG Real Estate, LLC to obtain and/or verify my credit report, criminal history, employment references, and personal references in connection with the processing of this rental application. I also agree to the above deposit and turnover/maintenance disclaimer.

APPLICANT SIGNATURE

DATE