



A J Property Management Inc
P.O. BOX 27703
Philadelphia, Pa 19118
215-805-2373 phone
215-753-0263 fax

APPLICATION PROCESS

1. Copy of last 2 pay stubs (for verification of income & proof of employment).
2. Copy of Driver's License, military or passport ID.
3. Completed application for rent, NO BLANKS.
4. Complete Rental Policy Statement form.
5. Complete Employment Verification Form.
6. \$40 Application fee per adult 18 years and older (for credit/criminal/writ of possession background check).
7. Signed lease agreement & 1 month holding fee due within 48 hours of approval.
8. First & last month's rent, due at least 3 days prior to move in.

**Items #1 through 6 must be received in order to process the rental application.
Under no circumstances, will keys exchange hands prior to receipt of all required funds.**

*****All background checks done via Transunion. Applicants will not be considered until application fee is received and background check is completed. YES WE MUST RUN YOUR CREDIT, NO EXCEPTIONS!!!!**