



THE ROOSEVELT BUILDING

Thank you! We are honored that you've chosen The Roosevelt Building.

To Apply:

- Complete and sign the application (next page) by either:
 - Save the pdf to your device and fill in the fields, OR
 - Print, fill and scan in the pdf
- Submit the completed application to our Property Manager, Dana McFarland, at dana@therooseveltbuilding.com.
- There is a \$50.00 application fee to run your screening.

Once you pass the screening, please provide copies of the following:

- 6 consecutive pay stubs
- Driver's license
- Social security card

Submitting this application does not hold an apartment.

In order to hold an apartment, a security deposit equal to one month's rent is required.

If you have any questions regarding the building or the application process, please contact Dana at 412.434.1425 or dana@therooseveltbuilding.com.



Date _____ Community The Roosevelt Building Special Provisions _____
 Apt. # _____ Monthly Rental _____ Term _____
 Lease Start _____ Move-In _____ Parking _____
 Leasing Consultant _____

Name _____ Birthdate _____ SS# _____
 Driver's License # _____ E-mail Address _____

Current Address _____
Street City State Zip

Phone _____ How Long _____ Reason For Leaving _____

Owner or Agent _____ Landlord's Phone _____ Rental Amount _____

Previous Address _____
Street City State Zip

How Long _____ Reason For Leaving _____

Owner or Agent _____ Landlord's Phone _____ Rental Amount _____

Employer _____ Phone _____

Address _____ Income _____

Employed As _____ From _____ To _____

Supervisor's Name _____ Phone _____

Previous Employer _____ From _____ To _____

Co-Applicant _____ Birthdate _____ SS# _____

Driver's License # _____ E-mail Address _____

Employer _____ Phone _____

Address _____ Income _____

Employed As _____ From _____ To _____

Supervisor's Name _____ Phone _____

Previous Employer _____ From _____ To _____

Other Occupants: Relationship _____

Pets (Type, Weight) The Roosevelt Building has a no pet policy *

Vehicles (Make, Model, Year, Color) _____

State _____ Auto License # _____

Credit Information

Creditor	Monthly Payment	Account Number

Checking Account _____ Savings Account _____

Emergency Contact: Name _____ Phone _____

Address _____

I hereby apply to lease the aforementioned premises for the term set forth. I warrant that all statements set forth are true and correct.
 I hereby deposit \$ _____ as earnest money to be refunded to me if this application is not accepted. Upon acceptance this deposit shall be applied towards the first month's rent on the apartment. I hereby waive any claim for damages by reason of non-acceptance. Owner or agent may reject without stating any reason for doing so.
 I understand that if I decide that I do not wish to sign a lease for the apartment, I must notify the leasing office within 48 hours from the date below. I understand that if I fail to do so, I will forfeit my earnest money.
 I recognize that as part of the procedure for processing my application, an investigative consumer report may be prepared and verified through personal interviews. I authorize those sources to release information to NDC Real Estate Management. Lease may be cancelled if any of the enclosed information proves inaccurate.

Signature of Applicant _____ Date Received _____

Signature of Co-Applicant _____ By _____

Deposit of \$ One month rent