

Stafford Apartments - Rental Application



Application Fee: \$35
Payable to:
Temple 2000 GHA, LLC

Office Use	
Date of Application:	_____
Application Fee:	_____
Received by GHA:	_____
Notification:	_____
Accepted Rejected	

Lease Start Date: **June** **August**

Applicant Information

Name:	
Cell Phone:	Email:
SSN:	Drivers Lic./State:
Name of Roommate:	

Previous Rental/Residential History

Do you live on or off campus:	What is your current address:	
How Long at this location:	Reason for Moving:	Current Rent:
Landlord of current living situation:		Landlord's Phone:

Co-Signer Information (All tenants must have a co-signer)

Name:	Relationship to Tenant:	
Co-Signer Address:		
Permanent Phone:	Cell Phone:	
Email:	SSN:	
Co-Signer's Present Employer:		
Employer's Address:		
Years With Employer:	Supervisor:	Phone:

Other Information

Permanent Address (if different from Co-Signer):		
Emergency Contact (Different than Co-Signer):		Phone:
Are you a Temple U student? Yes or No	If yes, which school:	Graduation:
How did you hear about Stafford Apartments?		

We the undersigned declare the statements above are true and correct; we hereby authorize verification of information provided along with credit and background check as necessary or appropriate.

Applicant

Date

Co-Signer

Date

Mail application to: P.O. Box 2717 Bala Cynwyd, PA. 19004 (215)285-9972
Email application to: Staffordapts@greekhousingalliance.com

Stafford Apartments – Rental Process

1. Download the Rental Application at: http://greekhousingalliance.com/GHA/Stafford_Apartments.html.
2. Complete the Rental Application and send your application to Greek Housing Alliance along with your \$35 application fee (Payable to: Temple 2000 GHA, LLC).
3. Once your application and fee are received your application will be reviewed. You will be contacted to discuss your application, and you will receive email notification of acceptance or rejection.
4. If your application is accepted, the following documents will be emailed to you:
 - a. Rental Agreement
 - b. Co-signers Agreement
 - i. You will have 24 hours to email Greek Housing Alliance of your intent to rent.
5. Once you and your co-signer have signed and returned the Rental and Co-Signers Agreements (within 72 hours of receipt) you will be contacted by Greek Housing Alliance to make an appointment for final acceptance of your status as a tenant.
6. At the appointment you will need to bring or fill-out the following:
 - a. Rental Reservation Fee = one (1) month's rent (A non-refundable deposit to be applied to your last month's rent -to hold your apartment until you move in)
 - b. \$1,000 Security Deposit.
 - c. Copies of two (2) forms of identification (1 photo) to prove Citizenship or possession of a student Visa (You will be filling out an I-9 Federal Form); examples include Social Security Card, Drivers License, Birth Certificate, Passport, etc
 - d. W-9 to verify Social Security Number and to establish financial accounting.
7. On or before your move-in date, you will need to send the first month's rent to Greek Housing Alliance (Payable to: Temple 2000 GHA, LLC).
8. Upon receipt of first month's rent, Greek Housing Alliance will schedule a date and time to meet you to walk through and inspect your apartment. You will be required to review and accept the inspection and will be issued your keys at this time.

If you have any questions please email us at: staffordapts@greekhousingalliance.com.

We look forward to working with you and to having you and your fellow students as our tenants for years to come.