



## Locomotive Lofts

4840 Harrison Street  
Pittsburgh, Pa 15201  
412-621-1133 (office) 412-847-1124  
[www.locomotivelofts.com](http://www.locomotivelofts.com)

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Dear Applicant:

Thank you for your interest in Locomotive Lofts. You will find attached an **Application Packet** that includes all documents necessary to process your application for residency.

Please note, in order to expedite the processing of your application, please be sure to complete all information as requested below:

- **Application for Residency**
  - Must be completed in its entirety
- **Application Selection Criteria & General Occupancy Standards**
  - Sign and Date (first page only)
- **Verification of Income Form**
  - Please complete the top portion (only) with name, address and phone number of employer and/or income source provider (*please complete one form for each employer/income provider(s) you have received income from during the most recent 12 month period*)
  - Sign and Date
- **Verification of Rental History Form**
  - Please complete the top portion with name, address and phone number of current and previous landlord(s) for most recent 4 years (*please complete one form for each landlord you have leased with during the time period requested if applicable*)

It is strongly suggested that you contact your landlord(s) and employer(s) at the time you submit your application to make them aware that you have applied for housing with us and ask them to cooperate and provide us with the necessary information upon request. This will help to ensure that we are able to process your application and determine your eligibility without undue delay.

If you have any questions, please do not hesitate to call us at 412-621-1133 or via email at [k.Sunday@cmshousing.com](mailto:k.Sunday@cmshousing.com). We look forward to having you as a tenant at Locomotive Lofts!



# APPLICATION FOR RESIDENCY

## LOCOMOTIVE LOFTS

NAME \_\_\_\_\_ DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

Current Landlord Name \_\_\_\_\_ Phone: \_\_\_\_\_  
How long have you resided here? (From) \_\_\_\_\_ to \_\_\_\_\_ Reason for moving? \_\_\_\_\_  
Previous Address: \_\_\_\_\_  
How long did you reside there? (From) \_\_\_\_\_ to \_\_\_\_\_ Reason for moving? \_\_\_\_\_

CO-APPLICANT \_\_\_\_\_ Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

Current Landlord Name \_\_\_\_\_ Phone: \_\_\_\_\_  
How long have you resided here? (From) \_\_\_\_\_ to \_\_\_\_\_ Reason for moving? \_\_\_\_\_  
Previous Landlord Name & Address: \_\_\_\_\_  
How long did you reside there? (From) \_\_\_\_\_ to \_\_\_\_\_ Reason for moving? \_\_\_\_\_

List ALL persons who will live in the apartment. List Head of Household first:

NAME	RELATIONSHIP	AGE	BIRTHDATE	SOCIAL SECURITY NUMBER
	Head of Household			

### INCOME & ASSET INFORMATION

TYPE OF INCOME	GROSS MONTHLY AMOUNTS		TYPE OF ASSET	TOTAL VALUE	
	HEAD	CO-HEAD		HEAD	CO-HEAD
Wages	\$	\$	Savings Account	\$	\$
	\$	\$	Checking Account (s)	\$	\$
Unemployment	\$	\$	Certificates of Deposits (CD's)	\$	\$
Social Security	\$	\$	Stocks & Bonds	\$	\$
Public Assistance	\$	\$	Real Property	\$	\$
Pensions/Annuity	\$	\$	Cash (Safe deposit box, etc.)	\$	\$
Disability/SSI	\$	\$	Any other	\$	\$
Child Support/Alimony	\$	\$			
Other	\$	\$			

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**Head of Household**

Employed by \_\_\_\_\_

Position/Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

**Co-Head**

Employed by \_\_\_\_\_

Position/Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

I/We hereby deposit **\$100** as an application processing fee. In the event I/We chose not to enter into the lease agreement, I/we shall waive all rights and forfeit this amount. If this application is declined, the deposit will be returned.

My/Our signature(s) below serves as written permission for Locomotive Lofts to obtain a Consumer Report (credit history), previous landlord references and run a criminal background. We may obtain credit information from other sources and may exchange credit information with consumer reporting agencies. The applicant(s) also affirm that all information in this application is true and complete. The applicants also understand that a personal interview must be held, assets and income verified and approved. All information received is confidential. After the application process is approved, a security deposit must be made and a lease agreement signed by all applicants 18 years of age and older. This application creates no obligation for the Landlord or applicant. The undersigned makes the foregoing representation knowing that if any of such proves false, Locomotive Lofts may cancel and annul any lease given in reliance upon such information.

Locomotive Lofts, Congregate Management Services, Inc. (CMS) and its associates does not discriminate against any person because of race, color, religion, sex, disability, familial status, sexual orientation and/or national origin.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**

**Locomotive Lofts**  
**c/o Ross Hill Retirement Residence Management Office**  
**7500 Ross Park Drive**  
**Pittsburgh, Pa 15237**

Date Received _____
Type of Apartment _____
Leasing Consultant _____
Monthly Rent _____
Non-refundable Application Fee _____
Security Deposit _____
Move In Date _____
Promotion _____
Given: _____

**CONSUMER NOTICE FOR TENANTS  
THIS IS NOT A CONTRACT**

(Licensee) \_\_\_\_\_ hereby states that with respect to this property  
**Locomotive Lofts**, I am acting in the following capacity:

- (i) Owner/Landlord of the Property;
- (ii) A direct employee of the Owner/Landlord; OR
- (iii) An agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

I acknowledge that I have received this Notice:

Date: \_\_\_\_\_

Print (Consumer) Signed (Consumer)

I certify that I have provided this Notice: \_\_\_\_\_

(Licensee) (Date)



APPLICATION SELECTION CRITERIA & GENERAL OCCUPANCY STANDARDS

LOCOMOTIVE LOFTS

Locomotive Lofts, has established the following APPLICATION SELECTION CRITERIA & GENERAL OCCUPANCY STANDARDS to be used as an instrument in selecting and processing all applications for residency. Should the applicant not meet the following criteria, the household could be required to pay additional deposits or denied residency. Any willful misrepresentation or provision of false information on the application will result in automatic denial of the application.

Locomotive Lofts and its affiliates will follow and abide by Fair Housing and Equal Opportunity Laws and any other Fair Housing and Civil Rights Laws in effect in selecting residents. We will provide equal housing opportunities for all people regardless of race, color, religion, sex, national origin, sexual orientation, handicap or familial status.

A. RESIDENTIAL/RENTAL HISTORY

Future Residents must present most recent 4 years of verifiable residential and/or rental history inclusive of contact information. All addresses on each credit report are verified. Events including but not limited to evictions, late payments, lease violations, debt balances and damages in current or prior history will result in the denial of residency for the applicant.

B. CREDIT HISTORY

Future Residents' credit must be in good standings. Incidents including but not limited to excessive late payments, collections, judgments, and bankruptcies may subject the applicant to denial, additional deposits, and/or last month's rent payment in advance.

C. INCOME, AFFORDABILITY, AND EMPLOYMENT HISTORY

Future Residents with employment income must present at least 1 year of consecutive employment history. Absence of adequate employment history will require additional stipulations for application acceptance including but not limited to guarantor, additional deposits, and/or advance rent payment. Circumstances including other sources of income may warrant separate consideration. Proof of income is required for application acceptance.

D. CRIMINAL HISTORY

All Applicants and proposed occupants for residency over the age of 18 years will be subject to a criminal background check. Grounds for immediate decline of application would include history of criminal convictions, either felony or misdemeanor, of arson, armed robbery, burglary, illegal drug activity, and/or crimes of violence.

E. FEES AND DEPOSITS

An application processing fee of \$100 is required at the time of application. This fee will be applied to the first month's rent at move-in. In addition, in order to hold an apartment, applicants must pay a nonrefundable holding fee of \$500 for a one-bedroom apartment and \$750 for a two-bedroom apartment. This holding fee must be paid no later than at the time of application approval and will be applied towards the security deposit at the time of move-in.

APPLICANT/CO-SIGNER CONSENT:

I/We hereby consent by signature below to allow Locomotive Lofts, through its designated agent and its employees, to obtain and verify my/our credit information, including a criminal background check, for the purpose of determining whether or not to lease to me/us an apartment. I/We understand that should I/we lease an apartment, Locomotive Lofts, and its agent shall have a right to review my credit information, rental application, criminal background, payment history and occupancy history for account review purposes and for approving application methods. I/We also acknowledge by signature below that I/we understand the above screening criteria.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community Representative: \_\_\_\_\_ Date: \_\_\_\_\_



## EXHIBIT A

### TENANT SCREENING POLICY

Unrelated applicants shall submit individual applications with applicable screening fees. A photocopy of a current driver's license or other valid state issued identification will be necessary in order to process the application.

#### **CREDIT REFERENCE REQUIREMENTS (AS DETERMINED BY OWNER)**

More than two (2) unsatisfied accounts placed for collections, involuntary repossessions, or more CBI R-9 ratings (or the equivalent with a different reporting service) or a bankruptcy within the past two (2) years will be grounds for denial.

#### **MINIMUM INCOME REQUIREMENTS (AS DETERMINED BY OWNER)**

The total household income must be verified and equal at least 3 times the amount of rent to be charged in order for the household to be considered for residency.

#### **CRIMINAL REFERENCE REQUIREMENTS (AS DETERMINED BY OWNER)**

A criminal background check shall be completed on all applicants at the time of verification of eligibility requirements.

Regarding criminal history, all tenant family members 18 years old or older and/or a legally emancipated individual as determined by a judicial decree or order will undergo a criminal history screening. This check will consider information of any criminal history for denial of your application for housing. The following are minimum requirements:

- No misdemeanor or felony convictions for possession of use of drugs or drug paraphernalia.
- No misdemeanor or felony convictions for manufacture or distribution of illegal substances.
- No misdemeanor or felony convictions for serious misdemeanors or greater offenses of a crime against a person including, but not limited to, a history of or conviction as a sexual predator requiring the applicant to register as a sex offender in the locality of their residence.
- No felony convictions.
- If five (5) years have passed since the completion of probation or parole for the conviction of a felony and there has been no further criminal activity, the applicant may be considered for acceptance.
- A history of any type of repeated criminal activity will be grounds for rejection.

#### **REJECTION OF APPLICANTS**

Applicants will be rejected if it is determined that:

- Any household member is currently engaging in, or has engaged in within the past five (5) years, use of illegal drugs;
- There is reasonable cause to believe that a household member's illegal use of a drug may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. (24 CFR 5.854); or
- There is a history of violent criminal activity;
- There is a history of other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; management, owner or any employee, contractor, subcontractor or agent of Locomotive Lofts who are involved in the housing operations. (24 CFR 5.855);
- There is a history of use of illegal firearms: conviction for possession of an unregistered firearm or an illegal weapon;
- There is a pattern of criminal behavior: as evidenced by reports of repeated disturbances involving the police;

In addition, the household will not be eligible if:

- The applicant or applicant family member is a sex offender, as registered on the Pennsylvania State website ([www.state.pa.us](http://www.state.pa.us)) keyword "predator", or on any other state or national list available to the management. (24 CFR 5.856);
- We determine or have reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents (24CFR 5.85)

- Applicants with behavioral patterns or habits and practices that may be reasonably expected to have a detrimental effect on the residents of the project environment will not be selected for occupancy. Examples of such include, but are not limited to, history of domestic violence, poor housekeeping history, history of quarreling with neighbors, disturbing neighbors, damage or destruction of property at prior residences, etc.
- Also, applicants must demonstrate past performance in meeting financial obligations, especially rent; have no unsatisfactory reports/referrals and no evictions for non-payment within the continuous rental history.
- The applicant has failed to provide information reasonably necessary for the housing provider to process the applicant's application.
- The applicant has misrepresented or falsified any information required to be submitted as part of the applicant's application or a prior application submitted within the last three years, and the applicant fails to establish that the misrepresentation or falsification was unintentional.
- The applicant, or a household member, has directed abusive or threatening behavior that was unreasonable and unwarranted towards a management agent's employee during the application or any prior application within the last three years.

**RENTAL HISTORY REQUIREMENTS (AS DETERMINED BY OWNER)**

Landlord references will be required for the past four (4) years for any applicant with a past landlord/tenant history. Applicants with a previous poor landlord/tenant history will be denied.

**GENERAL REGULATIONS AND RESTRICTIONS (AS DETERMINED BY OWNER)**

Any individual whose tenancy is perceived by management to constitute a direct threat to the health or safety of others or the property of others will be denied tenancy.

Incomplete, inaccurate or falsified information will be grounds for denial of the application or subsequent termination of tenancy upon later determination of information being falsified.

All applicants will be judged on the basis of the above screening criteria without regard to the applicant's race, color, religion, sex, disability, familial status, sexual orientation and/or national origin.

Any deviations in policy from that which is set forth above must be approved in writing by the OWNER.



# Locomotive Lofts

## VERIFICATION OF INCOME

To: \_\_\_\_\_

From: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Re: \_\_\_\_\_

\_\_\_\_\_

**Applicant/Tenant Name**

**Social Security Number (Last 4 digits)**

Re: \_\_\_\_\_

\_\_\_\_\_

RELEASE: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 12 months.

\_\_\_\_\_  
**Signature of Applicant/Tenant**

\_\_\_\_\_  
**Date**

**You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank.**

The individual named directly above has applied residency at Locomotive Lofts. The information you provide will be used only for the purpose of determining the family's eligibility for the program and **will be kept in strict confidence**. We ask your cooperation in providing the following information and returning it to the person listed above. Your prompt return of this information will help assure timely processing of their application for residency. The applicant/tenant has consented to this release of information as shown above.

### THE FOLLOWING SECTION TO BE COMPLETED BY EMPLOYER/INCOME PROVIDER

Employee Name: \_\_\_\_\_ Job Title \_\_\_\_\_

Presently Employed: Yes \_\_\_\_\_ Date Employed \_\_\_\_\_ No \_\_\_\_\_ Last Day of Employment \_\_\_\_\_

Is employee eligible for unemployment compensation? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, how long? \_\_\_\_\_ How much? \_\_\_\_\_

Current Wages/Salary: \$ \_\_\_\_\_ per: hour week bi-week month year \_\_\_\_\_ other (circle one)

Date present rate effective: \_\_\_\_\_

Average # of regular hours per week: \_\_\_\_\_ Total anticipated earnings for the next 12 calendar months \$ \_\_\_\_\_

Overtime Rate: \$ \_\_\_\_\_ per hour Average # of overtime hours per week: \_\_\_\_\_

Total anticipated overtime earnings for the next 12 calendar months: \$ \_\_\_\_\_

Commissions, bonuses, tips, other: \$ \_\_\_\_\_ per: hour week bi-week month year \_\_\_\_\_ other (circle one)

Prior year total earnings including overtime, commissions, bonuses, tips and other: \$ \_\_\_\_\_

List any anticipated change in the employee's rate of pay within the next 12 months: \_\_\_\_\_; Effective date \_\_\_\_\_

Does the employee have access to any portion of his/her pension or retirement plan account? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, indicate the amount that may be withdrawn without retiring or terminating employment: \$ \_\_\_\_\_

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Employer's Printed Name

\_\_\_\_\_  
Date

Employer (Company) Name and Address and Telephone Number





# Locomotive Lofts

## VERIFICATION OF RENTAL HISTORY

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Date: \_\_\_\_\_

To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

From: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Subject: Verification of Information Supplied by an Applicant for Residency

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 ID #: \_\_\_\_\_  
 \_\_\_\_\_

This person has applied for residency at Locomotive Lofts. We ask your cooperation in providing the following information and returning it to the person listed at the top of the page. Your prompt return of this information will help to assure timely processing of the application for residency. Enclosed is a self-addressed, stamped envelope for this purpose. The applicant/tenant has consented to this release of information as shown below.

**YOU DO NOT HAVE TO SIGN THIS FORM IF EITHER THE REQUESTING ORGANIZATION OR THE ORGANIZATION SUPPLYING THE INFORMATION IS LEFT BLANK.**

I hereby authorize the release of the requested

---

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please complete other side of this form.**

## **Rental History**

RE: \_\_\_\_\_

Address: \_\_\_\_\_

1. Dates of Residency: From \_\_\_\_\_ To \_\_\_\_\_

### **RENT PAYMENT**

2. How many bedrooms? \_\_\_\_\_  
Is (was) resident current with rent? Yes\_\_\_\_ No\_\_\_\_  
Has resident ever been late? Yes\_\_\_\_ No\_\_\_\_  
How late? \_\_\_\_\_  
Have you ever initiated eviction proceedings for non-payment? Yes\_\_\_\_ No\_\_\_\_

What is (was) the monthly rent? \_\_\_\_\_

Yes\_\_\_\_ No\_\_\_\_

Yes\_\_\_\_ No\_\_\_\_

Yes\_\_\_\_ No\_\_\_\_

### **CARING FOR THE UNIT**

3. Does (did) the resident keep the unit clean? Yes\_\_\_\_ No\_\_\_\_  
Has the resident damaged the unit? Yes\_\_\_\_ No\_\_\_\_  
If yes, please describe. \_\_\_\_\_  
Has the resident paid for the damages? Yes\_\_\_\_ No\_\_\_\_  
Will you keep the security deposit? Yes\_\_\_\_ No\_\_\_\_

Yes\_\_\_\_ No\_\_\_\_

Yes\_\_\_\_ No\_\_\_\_

Yes\_\_\_\_ No\_\_\_\_

Yes\_\_\_\_ No\_\_\_\_

### **GENERAL**

4. Does (did) the resident permit unauthorized persons to live in the unit? Yes\_\_\_\_ No\_\_\_\_  
Have the common areas ever been vandalized or damaged by the resident, his/her family member(s) or his/her guest(s)? Yes\_\_\_\_ No\_\_\_\_  
Does (did) the resident ever create physical hazards to the property or residents? Yes\_\_\_\_ No\_\_\_\_  
Has the resident, and/or his/her family member(s), ever been evicted for drug-related criminal activity? Yes\_\_\_\_ No\_\_\_\_ NA\_\_\_\_  
If yes, on what date did the eviction occur? Date \_\_\_\_\_  
Has the resident and/or his/her family member(s), as a result of the illegal use or pattern of illegal use of a drug, interfered with the health, safety or right to peaceful enjoyment of the premises by other residents? Yes\_\_\_\_ No\_\_\_\_  
Has the resident and/or his/her family member(s), as a result of the abuse or pattern of abuse of alcohol, interfered with the health, safety or right to peaceful enjoyment of the premises by other residents? Yes\_\_\_\_ No\_\_\_\_  
Has the resident ever given you false information? Yes\_\_\_\_ No\_\_\_\_  
If yes, please explain. \_\_\_\_\_

\_\_\_\_\_  
Signature/Title of Person Supplying Information

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone