



# Proficient Management Services, LLC

*Managing Proficiently - The S.M.A.R.T. Way!*

Robert D. Ragsdale Sr. – President  
Tanya Ezell – Vice President

2449 Golf Road  
Suite 25  
Philadelphia, PA 19131  
Phone: 215-879-3515/18  
Fax: 215-879-3563

## Rental Application & Authorization Form

### APPLICATION PROCEDURE

Please fill out the application completely and accurately. Please complete your current and prior landlord information and two-year employment history, including names and telephone numbers. Your social security number is needed for purposes of processing criminal and credit checks only. If your application is otherwise not complete, one telephone call will be placed to the applicant to obtain the information in order to further the process. If this call does not provide the needed information, rejection may be based upon an incomplete application. Falsification of information is grounds for denial. **There is a non-refundable \$35.00 processing fee necessary in order to process applications. Applications will not be processed until the fee is remitted.**

Please list all sources of income. Applicants must demonstrate an ability to pay the monthly rent. Employment references may be checked to verify income. If an applicant has a payee or other contact person at a specific agency, please provide their name and telephone number. A credit check may be conducted on your application. Poor credit does not always result in application disapproval.

A rental history check may be conducted on your application. Applicants are required to have at least two years of satisfactory housing history. Satisfactory housing history does not include time residing in student housing, or residing with parents or relatives.

Proficient Management Services, LLC manages properties owned by different property owners. **Proficient Management Services, LLC rents to applicants in the order that their applications are approved.** Application processing may take up to 72 hours. We will contact you after your application has been processed. We provide copies of the lease agreement upon request.

Applicant's First Name \_\_\_\_\_ M \_\_\_\_\_ Last \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Other persons to occupy residence	Adult	Relationship	Other persons to occupy residence	Adult	Relationship
_____	Y/N	_____	_____	Y/N	_____
_____	Y/N	_____	_____	Y/N	_____

### 2-YEAR EMPLOYMENT HISTORY (Please complete 2 years in full)

Current Employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Supervisor \_\_\_\_\_ Position \_\_\_\_\_ Income \$ \_\_\_\_\_/Month

Current Employer \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_ Fax \_\_\_\_\_

Supervisor \_\_\_\_\_ Position \_\_\_\_\_ Income \$ \_\_\_\_\_/Month

**Other income sources and amounts:** (Verification must be provided) \_\_\_\_\_

**HOUSING HISTORY** (Please complete both current and previous information – **ALL** information is required)

Current Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Current Landlord \_\_\_\_\_ Landlord Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Landlord's Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Rent paid / Month \$ \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Utilities you pay \_\_\_\_\_

Previous Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Landlord Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Landlord's Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Rent paid / Month \$ \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Utilities you pay \_\_\_\_\_

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Has an eviction action ever been filed against you? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, by whom, when and for what reason? \_\_\_\_\_

Have you been convicted of a crime involving violence to persons or property in the last two years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state when and describe \_\_\_\_\_

Have you been convicted of any drug related offenses in the last two years? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state when and describe \_\_\_\_\_

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In the event that your housing or credit history is not adequate, please name a co-signer below.

Co-signer's Name \_\_\_\_\_ Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Relationship \_\_\_\_\_

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**PETS** (There is no guarantee pets are permitted)

Will you have a pet? Y/N Dog \_\_\_\_\_ (\$25.00/mo) Cat \_\_\_\_\_ (\$15.00/mo)

Do you wish to receive a written explanation of denial of tenancy? Yes \_\_\_\_ No \_\_\_\_

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In case of an emergency, contact: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_ Relationship \_\_\_\_\_

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I, the undersigned, hereby acknowledge that I have read and understand this application, and all information that has been submitted, including the information listed on this application, is true and correct. I understand that all application information and materials are being relied upon in application processing and are a pre-condition to approval by Proficient Management Services. Any false statements or omissions are grounds for immediate application rejection, or future termination of any lease signed pursuant to this application.



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**I hereby authorize Proficient Management Services, LLC to conduct routine housing reference checks, employment verification, criminal background checks, public record checks, financial reference investigations and to obtain and rely on credit agency reports for the purpose of processing this application.**

I understand and acknowledge that my performance under any lease agreement I may enter into with the landlord may be reported to such credit-reporting agency, and authorize management to obtain my credit report for the purpose of collecting any amounts due pursuant to any future lease agreement with the landlord.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_