



720 W. Market St.  
York, PA 17401  
(717) 699-2229  
go-sherman.com

# APPLICATION

**HEAD OF HOUSEHOLD NAME (please print):** \_\_\_\_\_

**HOW DID YOU HEAR ABOUT US?** (please circle one):

*Banner Newspaper Website Sign at Property Billboard Friend Relative Passed by office other:*

**Thank you for choosing Sherman. We look forward to giving you excellent service.  
Please review the following guidelines regarding the application process:**

- Each application must be accompanied by a \$50 non-refundable application fee and proper ID (see next page). Applicant's \$50 check or money order (no cash) should be made payable to Sherman **property Management, Inc.** If your check for your application fee bounces, your application will be automatically rejected even if it has been accepted previously. It is SPM's strict policy to refuse to take an application from someone if:  
**\*full application fee is not included      \* proper ID is not provided      \*application is incomplete in anyway**
- Application via internet is not yet available. Applicants may mail the application by regular mail. However, if the envelope does not contain a complete application, a \$50 check or money order, and a copy of the ID listed on the next page, the application will be returned to the sender and the applicant will not be put on the waiting list.
- **DOCUMENTATION PROVING CURRENT INCOME IS REQUIRED.** For employment income, a copy of most recent pay stub must be presented. We reserve the right to obtain third party documentation of unsubstantiated income or any other information deemed necessary using the attached release signed by the applicant.
- Sherman Property Management, Inc. does not represent you in any agency capacity. A business relationship will not be presumed.
- Sherman Property Management, Inc. limits the number of occupants of a unit to no more than twice the number of bedrooms. **SORRY. NO PETS OR WATERBEDS ALLOWED UNLESS OTHERWISE NOTED.**
- **YOU MAY ONLY APPLY FOR ONE APARTMENT OR HOUSE AT A TIME.** If you wish to **switch your application to a different unit, you must contact the office.** If you switch your application to a different unit, the date and time on your application will be switched to the date and time you contact the office to request the change.
- Applicants who receive Section 8 assistance for their current house or apartment will not be put on the waiting list until they provide us with an approved "Move Voucher" signed by their coordinator.
- **If accepted, applicants will have 48 hours (2 business days) from acceptance to provide one full month's rent (certified check or money order) and sign a completed lease. If applicant fails to do so, his or her application will be withdrawn. A separate certified check or money order for the security deposit is required prior to taking possession of any unit.**

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**All applicants must provide at least one (1) of the following:**

**Photo I.D.**

- Valid state photo I.D.
- Passport

\*If you fail to provide one of these, your application will not be accepted.

**AND one (1) of the following:**

**Secondary form of I.D.**

- Social Security Card
- Current pay stub
- Employment I.D.
- Current utility bill
- Military ID

\*If you fail to provide one of these, your application will not be accepted.

**\*Other forms of identification may be required during the application process.**

**“CONSUMER NOTICE  
THIS IS NOT A CONTRACT”**

Sherman Property Management hereby states that with respect to all properties, licensed Agents are acting in capacity of an agent of the owner / landlord pursuant to a Property Management Agreement.

I acknowledge that I have received this notice:

Consumer's Signature(s)

printed name(s)

Date

\_\_\_\_\_  
Licensee's Signature

printed name

Date

**FOR OFFICE USE ONLY:** (also print income percentage on tracking sheet)

Annual Rent \_\_\_\_\_ ÷ Annual income \$ \_\_\_\_\_ = \_\_\_\_\_ %

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<b>RENTAL APPLICATION</b> <b>Equal Housing Opportunity</b>
The undersigned hereby makes an application to rent the following property: _____
Anticipated move date of _____

<b>Applicant Information</b>
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Name:		
Date of birth:	SSN:	Phone:
Current address:		EMAIL ADDRESS:
City:	State:	ZIP Code:
Own    Rent    (Please circle)	Monthly payment or rent:	How long?
Current Landlord:	Name:	Phone #
Previous address:		
City:	State:	ZIP Code:
Owned    Rented    (Please circle)	Monthly payment or rent:	How long?
Previous Landlord:	Name:	Phone #

<b>Employment Information</b>
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Current employer:		
Employer address:		How long?
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Position:	Hourly    Salary    (Please circle)	Annual income:

<b>Emergency Contact</b>
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Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			

<b>Co-applicant Information</b>
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Name:		
Date of birth:	SSN:	Phone:

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Current address:		EMAIL ADDRESS:	
City:	State:	ZIP Code:	
Own    Rent    (Please circle)	Monthly payment or rent:		How long?
Current Landlord:	Name:	Phone #:	
Previous address:			
City:	State:	ZIP Code:	
Owned    Rented    (Please circle)	Monthly payment or rent:		How long?
Previous Landlord:	Name:	Phone #:	
<b>Emergency Contact</b>			
Name of a person not residing with you:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			
<b>Co-applicant Employment Information</b>			
Current employer:			
Employer address:			How long?
Phone:	E-mail:	Fax:	
City:	State:	ZIP Code:	
Position:	Hourly    Salary    (Please circle)	Annual income:	
<b>References</b>			
Name:	Address:		Phone:
I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.			
Signature of applicant:			Date:
Signature of co-applicant:			Date:

<b>Office Use Only:</b>	
Date Application Received _____	
Application Fee _____	Check                      Money Order
Received By: _____	

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**PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS:**

Does your household have any pets? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what type of pet? \_\_\_\_\_ breed? \_\_\_\_\_ weight? \_\_\_\_\_

Please note: **Pets are not allowed in most units.** If a pet is permitted, there will be an additional security deposit and certain restrictions.

Have you ever been evicted from housing? \_\_\_\_\_

Have you ever refused to pay rent when due? \_\_\_\_\_

Do you owe money to any landlords? \_\_\_\_\_

How many people in your household total (children & adults combined)? \_\_\_\_\_

Names of all occupants (including children): \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_  
\_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

*(note: Anyone 18 years or older will need to sign the lease)*

How many bedrooms in the unit you are applying for? \_\_\_\_\_

*Please note: Sherman Property Management, Inc. limits the number of occupants of a unit to no more than twice the number of bedrooms.*

**For Office Use Only:**

<b><u>OTHER INCOME</u></b>	<u>MONTHLY AMOUNT</u>
AFDC	\$ _____
ALIMONY	\$ _____
CHILD SUPPORT	\$ _____
INTEREST INCOME	\$ _____
MILITARY ALLOTMENT	\$ _____
PENSION	\$ _____
SOCIAL SECURITY	\$ _____
SSI	\$ _____
UNEMPLOYMENT	\$ _____
VA BENEFITS	\$ _____
OTHER (EXPLAIN)	\$ _____

