

**Belmar Gardens, Inc.  
c/o Lotus Real Estate, As Agent  
9725 Frankstown Avenue  
Pittsburgh, PA 15235**

**Applications are accepted at any time, however they will not be processed or reviewed by the Board unless there is a unit to buy. If we do not have a unit available for sale at the time of receiving your application, you will be placed on our waiting list, but your application will not be processed until a unit becomes available. If you have an agreement to purchase a unit from a shareholder, please let us know. It is your responsibility to contact us if any information on this application changes, if you need to add someone additional to your application or if you are no longer interested.**

***Fee for application is \$50.00 per adult applicant made payable to Lotus Real Estate and sent to the address above.***

**Applications must be completed according to the checklist below. If any part of your application is missing or incomplete, it will not be accepted.**

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**CHECKLIST:**

- Completed application (no part of the application should be left blank)
- 2 Most recent pay stubs or other proof of your income (for all parties applying)
- Copy of driver's license/photo Id's (for all parties applying)

**FOR OFFICE USE ONLY:**

- Background check completed
- Criminal check completed
- Board approved application
- Unit of Interest \_\_\_\_\_
- Application fees paid

## APPLICATION FOR ADMISSION

### INSTRUCTIONS:

1. Please make sure you complete all sections. Do not leave any section blank.
2. Any adult 18 years of age and older who will be living in the unit must also complete the application.
3. All information included on this application must be true. False, incomplete, or misleading information will cause your household's application to be declined.
4. If we do not have a unit available for sale at the time of receiving your application, you will be placed on our waiting list. It is your responsibility to contact us if any information on this application changes or if you need to add someone additional to your application.
5. Please attach copies of your driver's license/Photo Id's and 2 recent pay stubs or other proof of your income.
6. Application fee is \$50.00 per adult applicant payable to Lotus Real Estate.

**Please Note:** In order to protect the sustainability, long term integrity and viability of our community and to save applicants the hassle, time and expense of submitting an application that won't get approved, please be advised that you must provide proof of income showing more than \$25K per year.

In addition, no applications will be approved for applicants with a credit score under 600.

DATE OF APPLICATION SUBMISSION: \_\_\_\_\_

**RESIDENT #1:**  If you are living alone, please check here.

NAME \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

DRIVER'S LICENSE STATE AND NUMBER \_\_\_\_\_

I have attached a copy of my driver's license to this application.

SOCIAL SECURITY NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

DO YOU CURRENTLY OWN YOUR HOME?

- YES
- NO

CURRENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

LENGTH OF TIME AT CURRENT ADDRESS \_\_\_\_\_

CONTACT NAME FOR CURRENT LANDLORD \_\_\_\_\_

REASON FOR MOVING \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PRIOR ADDRESS \_\_\_\_\_  
\_\_\_\_\_

LENGTH OF TIME AT PRIOR ADDRESS \_\_\_\_\_

CONTACT NAME FOR PRIOR LANDLORD \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**PLEASE LIST ALL MEMBERS UNDER THE AGE OF 18 WHO WILL BE LIVING IN THE UNIT:**

Full Name	Relationship	Birth Date	Age	Sex	

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

1. Does anyone live with you now who is not listed above (yes or no)? \_\_\_\_\_

2. Do you expect a change in your household composition (yes or no)? \_\_\_\_\_

**EMPLOYMENT HISTORY**

**CURRENT EMPLOYER** \_\_\_\_\_

**HOW LONG HAVE YOU WORKED AT YOUR CURRENT JOB?** \_\_\_\_\_

**MONTHLY INCOME \$** \_\_\_\_\_

**CONTACT NAME TO CONFIRM YOUR CURRENT EMPLOYMENT** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**PRIOR EMPLOYER** \_\_\_\_\_

**HOW LONG DID YOU WORK AT YOUR PRIOR JOB?** \_\_\_\_\_

**CONTACT NAME TO CONFIRM YOUR PRIOR EMPLOYMENT** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

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

1. Do you work full-time, part-time or seasonally? \_\_\_\_\_

2. Do you expect to work for any period during the next year (yes or no)? \_\_\_\_\_
3. Do you expect a leave of absence from work due to a layoff, medical, maternity or military leave (yes or no)? \_\_\_\_\_
4. Do you receive or expect to receive unemployment benefits (yes or no)? \_\_\_\_\_
5. I have attached a copy of my last two pay stubs or other proof of income to this application.

**CONSUMER AND CRIMINAL BACKGROUND REPORTS**

- I understand that my consumer and criminal reports will be checked.

Have you ever been convicted of a crime (yes or no)? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there anything you would like to inform us of that may come up on your consumer report?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RESIDENT #2 (IF APPLICABLE):**

NAME \_\_\_\_\_

LAST NAME

FIRST NAME

MIDDLE NAME

DRIVER'S LICENSE STATE AND NUMBER \_\_\_\_\_

I have attached a copy of my driver's license to this application

SOCIAL SECURITY NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

DO YOU CURRENTLY OWN YOUR HOME?

- YES
- NO

CURRENT ADDRESS \_\_\_\_\_

\_\_\_\_\_

LENGTH OF TIME AT CURRENT ADDRESS \_\_\_\_\_

CONTACT NAME FOR CURRENT LANDLORD \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PRIOR ADDRESS \_\_\_\_\_

\_\_\_\_\_

LENGTH OF TIME AT PRIOR ADDRESS \_\_\_\_\_

CONTACT NAME FOR PRIOR LANDLORD \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS:

1. Does anyone live with you now who is not listed above (yes or no)? \_\_\_\_\_
2. Do you expect a change in your household composition (yes or no)? \_\_\_\_\_

**EMPLOYMENT HISTORY**

CURRENT EMPLOYER \_\_\_\_\_

HOW LONG HAVE YOU WORKED AT YOUR CURRENT JOB? \_\_\_\_\_

MONTHLY INCOME \$ \_\_\_\_\_

CONTACT NAME TO CONFIRM YOUR CURRENT EMPLOYMENT \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PRIOR EMPLOYER \_\_\_\_\_

HOW LONG DID YOU WORK AT YOUR PRIOR JOB? \_\_\_\_\_

CONTACT NAME TO CONFIRM YOUR PRIOR EMPLOYMENT \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS:

1. Do you work full-time me, part-time me, or seasonally? \_\_\_\_\_
2. Do you expect to work for any period during the next year (yes or no)? \_\_\_\_\_

3. Do you expect a leave of absence from work due to a lay off, medical, maternity or military leave (yes or no)? \_\_\_\_\_

4. Do you receive or expect to receive unemployment benefits (yes or no)? \_\_\_\_\_

- I have attached a copy of my last two paystubs or other proof of income to this application

**CONSUMER AND CRIMINAL BACKGROUND REPORTS**

- I understand that my consumer and criminal reports will be checked

Have you ever been convicted of a crime (yes or no)? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there anything you would like to inform us of that may come up on your consumer report?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ASSETS (TO BE FILLED OUT BY BOTH APPLICANTS IF APPLICABLE)**

Please list all checking and savings accounts for all household members:

NAME	BANK NAME	TYPE OF ACCOUNT

Please list all income below. Include pension, child support, alimony, unemployment, social security, disability, etc.:

NAME	SOURCE OF INCOME/TYPE OF INCOME	ANNUAL INCOME


**APPLICATION CERTIFICATION**

1. I/We certify that all the information given in this application and any addenda thereto is true, complete and accurate. I/We understand that if any of this information is false, misleading, or incomplete, the Board of Directors of Belmar Gardens Cooperative may decline our application or if move-in has occurred, terminate our Occupancy Agreement.
2. I/We authorize Aishel Real Estate to make any and all inquiries to verify this information, either directly or indirectly or through information exchanged now or later with rental and credit screening services, and to contact previous or current landlords or other sources for credit and verification confirmation.
3. If this application is approved and move-in occurs, I/We certify that only those persons listed in this application will occupy the unit, and that there are no other persons for whom I/We have or expect to have to provide housing for.
4. I/We agree to notify management in writing immediately regarding any changes to this application.
5. I/We have read and understand the information in this application, in particular, the information contained in the instructions, and I/We agree to comply with such information.
6. If this application is approved and move-in occurs, I/We certify that I/We will accept and comply with all conditions of occupancy as set forth herein, including specifically all conditions regarding pets and damages.
7. I/We authorize management to obtain one or more “consumer reports” as defined in the Fair Credit Reporting Act, seeking information on my/our credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

**FAIR CREDIT REPORTING ACT**

THIS IS TO INFORM YOU THAT AS PART OF THE PROCEDURE FOR PROCESSING YOUR APPLICATION, ANY INVESTIGATIVE REPORT MAY BE MADE WHEREBY INFORMATION IS OBTAINED THROUGH PERSONAL INTERVIEWS WITH THIRD PARTIES – SUCH AS FAMILY MEMBERS, BUSINESS ASSOCIATES, FINANCIAL SOURCES, FRIENDS, NEIGHBORS OR OTHERS WHO ARE ACQUAINTED WITH YOU. THIS INQUIRY INCLUDES INFORMATION AS TO YOUR CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, MODE OF LIVING INCOME, CREDIT BACKGROUND, AND ALSO POLICE RECORDS. ALL INFORMATION YOU AND OTHERS GIVE US WILL BE HELD IN STRICT CONFIDENCE.

WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, NATIONALITY, COLOR, CREED, AGE, SEX, HANDICAP OR FAMILIAL STATUS.

PLEASE BE ADVISED THAT ANY INFORMATION GIVEN TO THIS OFFICE THAT IS FALSIFIED IN ANY WAY WILL AUTOMATICALLY RESULT IN THE DENIAL OF YOUR APPLICATION.

**APPLICANT(S) CONSENT TO OBTAIN CONSUMER REPORT**

**APPLICANT(S) CONSENT TO OBTAIN CRIMINAL HISTORY**

The undersigned applicant(s) hereby consent to allow the property listed on the application and Aishel Real Estate through its designated agents or employees, to obtain a consumer report on each of us and to obtain and verify each of our credit and employment information. Upon my/our request, the owner will tell me/us whether the consumer report or the criminal record report were requested and the names and addresses of any consumer reporting agency that provided such reports.

**I/WE HAVE READ AND UNDERSTAND THE ABOVE:**

**Resident #1 Name:** \_\_\_\_\_

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

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

**Resident #2 Name:** \_\_\_\_\_

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

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

**Completed Applications are to be submitted to Lotus Real Estate**

**Mailed to :**

**Lotus Real Estate  
9725 Frankstown Avenue  
Pittsburgh, PA 15235**

**Emailed to:**

[Info@Lotuspgh.com](mailto:Info@Lotuspgh.com)