



Requirements for Renting

- 3 Most Recent Paystubs
- Copy of Driver's License/State ID
- Copy of Social Security Card
- \$40.00 Application Fee per Adult (Non-refundable)
- Security Deposit (equal to one month of rent)
- First Month of Rent
- If you have a pet, we will need a Pet Deposit equal to half of one month of rent. This deposit is refundable contingent upon no damage to the property.
- After viewing the property, we require a deposit of \$300 to remove the property from the market. If your application is approved, this amount will be applied toward the monies required for moving in. If your application is denied, you will receive your \$300 holding deposit back within fourteen (14) days.

Initials: _____ Witness: _____

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POTENTIAL SOURCES FOR EMERGENCY HOUSING ASSISTANCE

Catholic Charities.....	302-645-9295
Claymont Community Center.....	302-792-2757
Eighth Street Baptist Church.....	302-762-8318
William Hicks Anderson Community Center.....	302-571-4266
Faith Center.....	302-654-4550
Kingswood Community Center.....	302-764-9022
Northeast State Service Center.....	302-764-9022
People's Settlement.....	302-658-4133
Porter Center State Services.....	302-577-3400
St. Helena's Outreach.....	302-764-7545
West End Neighborhood.....	302-658-4171
Hudson Service Center.....	302-283-7500
Delaware Help Line.....	800-464-4357
Eastlawn Community Services.....	302-764-4323
Immaculate Heart of Mary Outreach.....	302-764-1430
Lutheran Community Services.....	302-654-8886
Rose Hill Community Center.....	302-656-8513
Salvation Army.....	302-472-0750
Community Services.....	302-395-5698
STEHM (Short term emergency housing ministry).....	302-429-0580
Neighborhood House-Middletown.....	302-378-7217

Interfaith Housing.....	302-652-3991
St. Margaret of Scotland.....	302-834-0840
Acorn.....	302-656-3699
Friendship House Empowerment.....	302-544-0165
Men's Friendship House.....	302-652-8278
Women's Friendship House.....	302-652-8033
Community Action Agency.....	302-428-1247
Samaritan Outreach.....	302-594-9476
Appoquinimink Service Center.....	302-378-5770
Belvedere Service Center.....	302-995-8545
Porter Center.....	302-577-3400
Delwarr.....	302-577-2970
Hockessin Community Center.....	302-239-2363



Property Management & General Contractor

Notice to Vacate

Name of all Leaseholders Providing Notice:

Address: _____

Home Phone #: _____ Work Phone #: _____

Cell Phone #: _____ Email: _____

Notice Date: _____ Lease Expiration Date: _____ Vacate Date: _____

Reason for Vacating: _____

Forwarding Address: _____

Per your lease agreement, sixty (60) days notice is required prior to vacating. If your notice is received on any date other than the 1st of the month the sixty day count will start the 1st of the following month. All lease terms must be fulfilled (unless the notice meets the Early Termination – as listed below).

Early Termination

If this notice under section 5314 of the Delaware Residential Landlord Tenant Code, then it is the tenant's responsibility to provide required documentation (approved by Pabian Properties) to support the notice to vacate. Such documentation from the appropriate third party must be given directly to Pabian Properties. Pabian Properties must receive this documentation no later than the first day of the month prior to the move out date or if this is a notice under section 5302, 5304, 5308, or 5309, Pabian Properties will enforce the rights listed below with thirty (30) days notice:

1. Charges for Renovating and Reletting Fees equal to one (1) months rent
2. Concession (Special) Payback
3. All rent due up to day keys are returned to the office
4. All unpaid sums due – Late charges, NSF fees, and Utility charges (if any) upon move out
5. Physical damage charges
6. Cleaning charges above normal wear and tear
7. Entire rent due for the remainder of the lease

Your lease with Pabian Properties is a binding contract. If you will be vacating before the lease term expires or if you are not giving the required notice, as stated in your lease, Pabian Properties will enforce the rights listed above.

Resident Signature _____

_____ Date

Resident Signature _____

_____ Date

Landlord Approval _____

_____ Date

101B North Maryland Ave Wilmington, DE 19804

PABIANPROPERTIES.COM

Office: 302-762-1992

Fax: 800-791-0076





Property Management & General Contractor

Move Out Checklist

This move out list describes how we expect your unit to be left and what our procedures are for you to receive a full security deposit. We expect you to leave your rental unit in the same condition it was when you moved in, except for normal wear and tear. Use this handy list when you are in the process of cleaning. These are the items that will be checked by Pabian Properties during a home or apartment move out inspection.

Kitchen:

- Clean oven, stove, counter tops and drip pans
- Clean refrigerator inside and out
- Clean the cabinets and drawers
- Wash the walls around the range hood and switch covers
- Clean all appliances
- Remove all food from refrigerator and cabinets

Bathroom:

- Clean bathtub, toilet, & sink
- Clean medicine cabinet, under vanity, inside drawers and closets
- Clean mirror, light fixtures, and switch covers

Miscellaneous:

- Clean windows if needed
- Wash down doors, trims, switch covers and baseboards
- Check around for any other obvious items that need cleaning (light fixtures, shelves, nooks, etc.)
- Make sure all belongings and debris are removed from the house
- Make sure that carpets are free of stains and are shampooed
- Floors need to be mopped and swept
- Spackle all holes in walls and please note that if you have painted your apartment, walls must be returned to the original color, or additional charges will be applied
- Replace all burned out light bulbs
- Dispose of all furniture (additional charges will be applied if left inside of the unit)
- If extermination is necessary, you will be charged accordingly
- Make sure the rental unit is fully secure by locking all windows and doors

Utility bills: Tenants need to disconnect all utilities listed in your name according to the date that you plan to vacate the premises.

After you have vacated the rental unit, it will be inspected for compliance with your rental agreement and the expense of cleaning or repairing damages, if any, will be charged accordingly. You will be notified of any charges.

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