

# RE/MAX Premiere Selections

11325 Seven Locks Rd. #217, Potomac, MD 20854

Phone: (301) 299-1000 Fax: (301-) 299-1004

## RENTAL APPLICATION: Part I – Disclosure

**\*Note-This application can not be processed until the Listing Broker receives a completed application and two separate checks, one for application fee and one for the earnest money deposit as outlined below.**

Date \_\_\_\_\_

Applicant's name(s) \_\_\_\_\_

Application is made to lease the premises known as \_\_\_\_\_

upon the following terms:

Monthly Rent \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_

Lease term \_\_\_\_\_ Starting \_\_\_\_\_ Ending Last Day of \_\_\_\_\_ 20 \_\_\_\_\_

Water bed: Yes No Pets: Yes No Pet Deposit: \$ \_\_\_\_\_

Describe each pet (breed, age & weight) \_\_\_\_\_

Special Equipment and or/other requirements: \_\_\_\_\_

A non-refundable application fee of \$35.00 per adult (include all adult occupants except dependent students and elderly parents) is paid herewith in the amount of \$ \_\_\_\_\_ (number of adults occupying x \$35.00) to be used in full by Listing Broker for the credit/consumer check and processing this application.

An earnest money deposit (the first months rental amount) in the sum of \$ \_\_\_\_\_ is paid herewith. This application, including each prospective occupant, is subject to the approval and acceptance of the property's owner or his authorized property manager. The applicant(s) shall have no leasehold interest in the property until they are notified of acceptance. Said earnest money deposit will be held until tenant is notified of acceptance and then shall be deposited by the Listing Broker. After notification of acceptance, written or oral, to any applicant, the applicant(s) agree(s) to execute landlord's standard lease and to pay any balance due for the security deposit and/or the first month's rent as required by Landlord within three days after being notified of acceptance and before possession is given.

In the event the application is approved, and the tenant notified, but the applicant(s) REFUSES) TO SIGN A LEASE AND/OR OCCUPY THE PREMISES WITHIN THE TIME PROVIDED HEREIN, THE APPLICANT(S) AGREES THAT THE EARNEST MONEY DEPOSIT HEREIN PROVIDED WILL BE USED TO PARTIALLY COMPENSATE THE OWNER FOR LOSS OF RENT FOR THE PERIOD THE PREMISES WERE TO HAVE BEEN OCCUPIED AND/OR THE BROKER FOR ADDITIONAL MARKETING EXPENSES TO RELET THE PROPERTY. Any remaining balance will be returned to the applicant(s) thirty days after the above start date provided applicant(s) provides written notice of their intent not to occupy.

I/we, the undersigned applicant(s) affirm under the penalties of perjury that I/we have read and understand Part I and Part II of this application and that my/our answers to the questions on this application are true and correct to the best of my/our personal knowledge, information and belief and that I/we have not knowingly withheld any fact or circumstance which would, if disclosed, affect my/our application unfavorably.

SEE ADDITIONAL PROVISIONS BELOW AND ON PAGE 3

APPLICANT(S)' SIGNATURE(S):

\_\_\_\_\_

\_\_\_\_\_

In the event the application is not approved and accepted by Landlord, the earnest money deposit shall be returned in full to the applicant with fifteen (15) days of such action. The applicant(s) hereby waive(s) any claim for damages for non-acceptance of this application.

All leases will be written to terminate on the last day of the month. The first month's rent shall not be prorated, any rent proration due to a partial month's occupancy shall be prorated for the second month of the lease.

A security deposit of one month's rent (unless otherwise agreed upon) shall be due upon the signing of the lease. THE SECURITY DEPOSIT CHECK SHOULD BE MADE PAYABLE TO THE OWNER IF THE OWNER IS MANAGING THE PROPERTY, OR TO THE LISTING BROKER IF THEY ARE MANAGING THE PROPERTY. (Consult your agent.) In any instance where the applicant(s) wish to occupy the property before broker can be certain any personal checks tendered would have cleared, broker has the right to require all payments to be made with certified checks or money orders.

All parties agree that the earnest money deposit/first months rent, security deposit, application fees, and any other funds collected shall be temporarily deposited into broker's property management/operating account pending proper disbursement.

The applicant(s) authorize the broker, his agents, employees, and/or the owner to investigate their credit history, rental/mortgage payment history, past and current employment, and or criminal record to ascertain their suitability for occupancy.

The truth of the information contained herein is essential, and if the Landlord/Agent determines that any answer or statement contained herein is false or misleading, any lease granted by virtue of this application may be cancelled at the option of the Landlord/Agent. This application shall become part of any lease agreement executed between the Landlord and/or Agent and the applicant(s), and ANY FALSE OR MISLEADING statement shall be considered a SUBSTANTIAL breach of said lease.

I/we certify that I/we have received and carefully examined a copy of the Listing Broker's Standard Dwelling Lease form and any addendum (available from Listing Broker or at ([www.landlordschoice.com/downloads.html](http://www.landlordschoice.com/downloads.html))) that may be used in conjunction with the Lease or hereby waive the right to examine. I/we agree that I/we shall apply for all utilities services before taking occupancy of the leased premises and agree to pay all utilities: GAS, OIL, ELECTRICITY, WATER, SEWER, REFUSE, where applicable, and will pay deposits therefor, if required.

Checks: \$ \_\_\_\_\_ \$ \_\_\_\_\_ Cash: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Leasing Broker: \_\_\_\_\_ Broker Code: \_\_\_\_\_

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

Leasing Agent: \_\_\_\_\_ GCAAR#: \_\_\_\_\_ Phone: \_\_\_\_\_

Note: Leasing commissions are contingent upon occupancy by the tenant.  
A check will be sent to the Broker approximately 14 days after occupancy.

Date Application Received: \_\_\_\_\_ Consumer/Credit Report Ordered: \_\_\_\_\_

Office/Owner Approval: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Deposit Returned: Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Withheld: \$ \_\_\_\_\_

Reason: \_\_\_\_\_

**Greater Capital Area Association of REALTORS®, Inc.**  
**RENTAL APPLICATION: Part II – Application Information**  
*Must accompany Part I – Disclosure of Rental Application*

Applicant's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ SS#: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Temporary Local # (if applicable): \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Present Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Own  Rent Years: \_\_\_\_\_ Rent/Mtg. Pymts: \$ \_\_\_\_\_

Present Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

List all previous addresses for the last five years including period of stay in each and the name and telephone number of Landlord/Agent from whom you rented. (Use additional sheet if need).

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord/Agent's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord/Agent's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ How Long: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

If employed less than one year, give previous employment information:

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ How long: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

**GROSS ANNUAL INCOME:**

Base Pay: \$ \_\_\_\_\_  
Overtime: \$ \_\_\_\_\_  
Bonuses: \$ \_\_\_\_\_

Commission: \$ \_\_\_\_\_  
Dividends: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_  
TOTAL: \$ \_\_\_\_\_

IF EMPLOYER REFUSES TO VERIFY APPLICANT'S EMPLOYMENT BY PHONE, IT SHALL BECOME THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE IMMEDIATE WRITTEN CONFIRMATION OF SUCH INFORMATION. IF APPLICANT IS SELF-EMPLOYED, ATTACH COPIES FOR PAST TWO YEARS OF INDIVIDUAL US TAX FORM 1040 AND SELF-EMPLOYMENT US TAX SCHEDULES C.

**ASSETS:**

Checking Account: \$ \_\_\_\_\_ Bank: \_\_\_\_\_ Acct. #: \_\_\_\_\_  
 Savings Account: \$ \_\_\_\_\_ Bank: \_\_\_\_\_ Acct. #: \_\_\_\_\_  
 Credit Union: \$ \_\_\_\_\_ Name: \_\_\_\_\_ Acct. #: \_\_\_\_\_  
 Other Assets: \$ \_\_\_\_\_ (Specify) \_\_\_\_\_  
 TOTAL: \$ \_\_\_\_\_

**LIABILITIES:**

<i>Creditor</i>	<i>Total Due</i>	<i>Monthly Terms</i>
Auto Loan: _____	\$ _____	\$ _____
R.E. Mtg.: _____	\$ _____	\$ _____
Credit Cards: _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Bank Loan: _____	\$ _____	\$ _____
Personal Loans: _____	\$ _____	\$ _____
Alimony: _____	\$ _____	\$ _____
Child Care/Support: _____	\$ _____	\$ _____
Suits/Judgments: _____	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____

**OCCUPANTS:**

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Pet: Dog (Breed): \_\_\_\_\_ Cat: \_\_\_\_\_ Other: \_\_\_\_\_

**AUTOMOBILES:**

Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_  
 Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

**MOTOR CYCLES, TRUCKS, BOATS, AND TRAILERS:**

Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

Are any of the above commercial vehicles? If so, which ones? \_\_\_\_\_

All motor vehicles or trailers shall have current licenses and may be parked Only in garages, driveways, if provided, on the street (not in fire lanes or on the lawn), **OR AS REQUIRED BY THE CONDOMINIUM OR HOMEOWNER'S ASSOCIATION.**

Citizen of (Country): \_\_\_\_\_ Passport #: \_\_\_\_\_

Diplomatic Clause required?  Yes  No Length of Stay: \_\_\_\_\_

Have you ever filed bankruptcy?  Yes  No Date: \_\_\_\_\_ Explanation: \_\_\_\_\_

Have you ever been sued for non-payment of rent or evicted for non-payment?:

Yes  No If "Yes," please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nearest Relative Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

LOCAL REFERENCES.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I have \_\_\_\_\_ / have not \_\_\_\_\_ given my present Landlord notice of my intention to vacate.  
Reason for vacating is: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RE/MAX Premiere Selections  
11325 Seven Locks Rd. #217  
Potomac, MD 20854

Authorization for Release of Financial Information

Applicant (s) Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Pursuant to my application to lease property through RE/MAX Premiere Selections. I hereby authorize release of information regarding my rental history/ income/ credit worthiness by me previous landlords/ employer/ financial institution.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**Greater Capital Area Association of REALTORS® , Inc.**  
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Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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Own  Rent Years: \_\_\_\_\_ Rent/Mtg. Pymts: \$ \_\_\_\_\_

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Address: \_\_\_\_\_ Zip: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord/Agent's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ How Long: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ How long: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

**GROSS ANNUAL INCOME:**

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Overtime: \$ \_\_\_\_\_  
Bonuses: \$ \_\_\_\_\_

Commission: \$ \_\_\_\_\_  
Dividends: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_  
TOTAL: \$ \_\_\_\_\_

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 Credit Union: \$ \_\_\_\_\_ Name: \_\_\_\_\_ Acct. #: \_\_\_\_\_  
 Other Assets: \$ \_\_\_\_\_ (Specify) \_\_\_\_\_  
 TOTAL: \$ \_\_\_\_\_

**LIABILITIES:**

Creditor	Total Due	Monthly Terms
Auto Loan: _____	\$ _____	\$ _____
R.E. Mtg.: _____	\$ _____	\$ _____
Credit Cards: _____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Bank Loan: _____	\$ _____	\$ _____
Personal Loans: _____	\$ _____	\$ _____
Alimony: _____	\$ _____	\$ _____
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Suits/Judgments: _____	\$ _____	\$ _____
TOTAL:	\$ _____	\$ _____

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Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
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 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Pet: Dog (Breed): \_\_\_\_\_ Cat: \_\_\_\_\_ Other: \_\_\_\_\_

**AUTOMOBILES:**

Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_  
 Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

**MOTOR CYCLES, TRUCKS, BOATS, AND TRAILERS:**

Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

Are any of the above commercial vehicles? If so, which ones? \_\_\_\_\_

All motor vehicles or trailers shall have current licenses and may be parked Only in garages, driveways, if provided, on the street (not in fire lanes or on the lawn), **OR AS REQUIRED BY THE CONDOMINIUM OR HOMEOWNER'S ASSOCIATION.**

Citizen of (Country): \_\_\_\_\_ Passport #: \_\_\_\_\_

Diplomatic Clause required?  Yes  No Length of Stay: \_\_\_\_\_

Have you ever filed bankruptcy?  Yes  No Date: \_\_\_\_\_ Explanation: \_\_\_\_\_

Have you ever been sued for non-payment of rent or evicted for non-payment?:

Yes  No If "Yes," please explain: \_\_\_\_\_

Nearest Relative Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

LOCAL REFERENCES.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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Signature \_\_\_\_\_

Signature \_\_\_\_\_

## PROCESSING AND APPROVAL OF RENTAL APPLICATIONS

Applications must be made on our application form and accompanied by two separate checks (processing fee & first month's rent).

All adult occupants over 18 years old except for dependent students and elderly dependent parents must fill out an application form and provide the processing fee.

Any and all special requirements, requests, clauses, conditions and contingencies must be outlined on the application form.

If multiple applications are received, they will be processed simultaneously. The owner will choose the application based upon the one most beneficial to them and who they believe best qualified. Please note that we manage properties for many different owners. Each owner/property may have different approval guidelines.

Credit history, employment, previous rental history, banking records, court records, police records, etc. are reviewed as part of the application process.

Rental qualifications are based on many interlocking and offsetting factors. Income/debt, credit history, rental references, assets/savings. We are looking for tenants who show a history of responsibility. We feel confident that those who have a history of responsibility meeting their financial obligations will responsibly take care of the property.

### Income/Debt

Stable employment/income is a critical factor. Gross yearly income should exceed 42 times the monthly rent. This guideline may be adjusted up or down depending upon applicant's debt, savings and other financial qualifications. Unmarried groups may be required to have one applicant qualify on their income alone. Applicants with low or unverifiable income may not be accepted or may be required to provide two months rent as security deposit. Applicants with rent subsidies will be considered as any other applicant. They must also meet credit, rental reference, and assets/savings guidelines as with all other applicants and show a history of responsibly meeting their obligations and have enough income to pay utilities and maintain the property.

### Credit History

We give preference to applicants with long histories of timely paying their bills. Applicants with judgements, collections, or late payment histories may not be accepted or may be required to provide two months rent as security deposit.

### Rental References

Good rental references from commercial landlords weigh heavily in favor of an applicant. Less weight is given to rental references from non-commercial landlords. Applicants without satisfactory rental references may not be accepted or may be required to provide two months rent as security deposit.

### Assets/Savings

Applicants with substantial verifiable assets or savings can sometimes be approved even if their income is less than usually required. Applicants with no assets or savings may not be accepted or may be required to provide two months rent as security deposit.