

Checklist to Expedite Your Application:

1) All Adults?

Have ALL adults who will occupy the property completed and signed the application?
(Except for college age dependent children and elderly dependent parents.)

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2) Completed Application?

Is the application completely filled out with start date, ending date, security deposit, pet deposit, telephone numbers-landlords, employers, etc.

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3) Both Checks?

We can not start processing an application until BOTH checks (Application Fee(s) check and First Month's rent check) are delivered to our office at 966 Hungerford Drive, Suite 29A, Rockville, MD 20850.
(There is a 24 hours mail slot on the front door.)

☐

4) Self Employed, Large Bonus, Commission Income?

If you are self-employed or own 10% or more of the company you work for, we will need 2 years tax returns. If a significant portion of your income is from bonuses or commission we will need 2 years W-2 forms if you need the bonus/commission income to qualify.

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5) Pay stubs?

If you are not self-employed and do not receive significant bonuses or commissions providing 2 recent pay stubs will greatly speed up the application process.

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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.

RE/MAX Premiere Selections

966 Hungerford Drive, Suite 29A, Rockville, MD 20850
Phone: (301) 299-1000 Fax: (301-) 299-1004 office@rpsmax.com

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 animal (breed, age & weight) _____

Special Equipment and or/other requirements: _____

A non-refundable application fee of \$45.00 per adult (include all adult occupants except dependent students and elderly parents) is paid herewith in the amount of \$ _____ (**number of adults occupying x \$45.00**) 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.premiere selections.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: _____

Leasing Agent Email: _____

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: _____ Email: _____

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
966 Hungerford Drive, Suite 29A
Rockville, MD 20850

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 my previous landlords/ employers / financial institution.

Signature _____

Signature _____

ADDENDUM TO RENTAL APPLICATION

Criminal History and Background Screening

This addendum **must** be presented as part of a rental application and acknowledged by applicant.

Applicant _____
Print Name

Applicant _____ Initial _____
Signature

Date _____

1. The landlord has attached the following steps/processes that the landlord will follow regarding inquiries into criminal history and credit history in evaluating this application to determine your eligibility to rent:

- The landlord may not require the applicant to disclose any criminal background history unless the landlord has made a conditional offer to the applicant.
- The landlord may **only** conduct a criminal background check concerning the applicant **after** the landlord has made a conditional offer to lease the property to the applicant.
- These processes cannot be changed during the application process.

Applicant Initial: _____

2. The landlord **must not** require applicant to reveal any arrest or criminal record prior to making a conditional offer to rent.

Applicant Initial: _____

3. The landlord may not raise the rent offered in this application within 7 days after receiving the completed application.

Per Section 27-15A and 29-28 (h) and (i), Montgomery County Code. Call 240-777-0311 if you have questions.

<https://mcgov.sharepoint.com/teams/DHCA/Housing/Landlord-Tenant/Shared Documents/Publications/Other/criminal history addendum.docx>

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Driver's License #: _____ State: _____ Email: _____

Home Phone: _____ Temporary Local # (if applicable): _____

Office Phone: _____ Cell Phone: _____

Present Address: _____ Zip: _____

☐ Own ☐ Rent Years: _____ Rent/Mtg. Pymts: \$ _____

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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: _____

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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: _____
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LOCAL REFERENCES.

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Address: _____ Phone: _____
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Address: _____ Phone: _____

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