

## Application Procedures and Policies

This company is an Equal Housing Opportunity provider and is a real estate brokerage licensed in the State of Maryland. Also, the broker of the company is acting as agent for the Owner/Landlord, who is working to protect and promote the interest of the Owner/Landlord. However, the company policy is to treat all parties honestly.

Thank you for considering us for your housing needs. Please review all of this information carefully and contact this office for any further assistance you may require.

1. A) All offers to rent must be made by written application. All applications must be **COMPLETE AND SIGNED** and **ACCOMPANIED BY ALL FEES AND REQUIRED DEPOSITS** prior to consideration for approval. Applicants with rent subsidies must provide all supporting documentation at the time of application.

B) All adults (18 years or older) must complete a rental application, pay a non-refundable application fee of \$35.00 per person in certified funds and sign the lease. All persons, adults and children, that will be residing at the property on a regular basis must be indicated on the application form.

C) Applications must be accompanied by a separate check for the earnest money deposit, equivalent to one month's rent amount. **\*\*All checks should be made payable to Good Management, LLC\*\***. **Deposit checks are not the security deposit. DO NOT write Security Deposit on the memo line of the check or it will not be accepted.**

D) Owner/Landlord may exclude co-signers

2. Applicants are screened on a first-come, first qualified basis with consideration for the most favorable terms such as the amount of rent, lease commencement date, and length of lease. When qualifying criteria are equal the Owner/Landlord will accept the application that was received first. All applicants are accepted or rejected on the authority of the Owner/Landlord.

3. At the discretion of the Property Manager, priority may not be given to an applicant if he/she has not viewed the subject rental property in person.

4. Credit history and income/employment history for a minimum of the preceding 24 months and housing references for the preceding 5 years are required. Satisfactory references are sought in these areas and special circumstances should be explained in writing, in advance, and submitted with the original application whenever possible.

5. All applications must be accompanied by a copy of each applicant's driver's license and proof of income IE: recent pay sub or other supporting financial information. If self-employed, copies of Federal Income Tax Returns for the last 2 years are required.

6. Fraudulent information will cause the application(s) to be declined.

7. Only two applicants may combine their incomes to qualify. Thirty five per cent (35%) of gross income must equal or exceed the rent. (Yearly Gross Income divided by 12 (months) x .35)

8. Any and all special requirements (i.e.: paint, carpet, etc.), clauses, conditions and contingencies which are a basis for whether or not you will sign a lease must be stated in advance, in writing on the application.
9. Applicants are required to sign the lease within three (3) business days following the application approval notification, or priority of placement will be forfeited.
10. Tenants must obtain a **RENTER'S LIABILITY INSURANCE POLICY BEFORE MOVE IN.**
11. A property shall be considered available until the lease is signed by all the lessees and shall be understood to be under a "contingent contract" until such time.
12. This office utilizes a Credit Reporting Agency for credit and criminal background checks. No credit report may be accepted from the applicant in lieu of this office obtaining one.
13. If pets are allowed by the Owner/Landlord, additional security deposit (minimum \$500 per pet) will be negotiated.
14. Leases of more than twelve months may include a rent adjustment in each additional year.
15. **All move-in payments shall be in certified funds.** A full month's rent is due upon move-in. Any partial month's rent will be pro-rated based on a daily rent of 1/30 of the total monthly rent. **Pro-rata rent for 7 days or less is due with the first full month's rent in advance of move-in.**

**Applicant's Acknowledgement:**

(Please initial) \_\_\_\_\_

Email address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ CAREFULLY**

**APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION**

This release and authorization acknowledges that **Good Management, LLC**, may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under **Good Management, LLC** tenant policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential renter, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

I authorize Background Info USA and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of **Good Management, LLC**

**I have read and understand this release and consent, and I authorize the background verification.**

I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide Background Info USA with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge **Good Management, LLC**, Background Info USA and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if tenant was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name Clearly

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Print Name Clearly

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

PLEASE FAX TO: 239-494-4347  
OR EMAIL TO: [research@backgroundinfousa.com](mailto:research@backgroundinfousa.com)



**RENTAL APPLICATION**  
(For Use in Montgomery County, Maryland and Washington, DC)

Applicant's Name: \_\_\_\_\_  
 Application is made to lease property located at \_\_\_\_\_  
 for monthly rental of \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_  
 Lease Term: \_\_\_\_\_ Move-in Date: \_\_\_\_\_ Move-out Date: \_\_\_\_\_

A deposit in the amount of \$ \_\_\_\_\_ ("Earnest Money Deposit") is to be held by Listing Broker with the clear understanding that this Application, including each prospective occupant, is subject to approval and acceptance by owner or his duly authorized property manager. The Application has no leasehold interests in the rental property until there is a fully ratified lease. In the case of payment by check, the words "Earnest Money Deposit" shall be placed on the check.

Additionally, a non-refundable fee of \$ \_\_\_\_\_ is to be used in full by the Listing Broker for the credit/consumer check and processing the application with the understanding that this application, including each prospective occupant is subject to Landlord's approval and acceptance. Should the cost of processing exceed the amount of the non-refundable fee, a portion of the Deposit shall be applied to pay such excess cost. When so approved and accepted, the applicant agrees to execute a lease and to pay any balance due on the security deposit and/or the first month's rent (as required by Landlord) within three (3) days after being notified of acceptance and before possession is given.

**SPECIAL LEASE REQUIREMENTS:** Military/Diplomatic Clause:  Yes  No  
 Contingencies/Special Equipment: \_\_\_\_\_

**OCCUPANTS:** The premises are to be occupied only by the following # of occupants:

Total Number of Occupants: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_

Pets:  Dog: Breed: \_\_\_\_\_ Weight: \_\_\_\_\_  Cat  Other: \_\_\_\_\_  
 How many pets total? \_\_\_\_\_

**AUTOMOBILES, MOTORCYCLES, TRUCKS, BOATS, AND TRAILERS:**

Total Number of Vehicles: \_\_\_\_\_  
 Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_  
 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.**

**In compliance with federal fair housing regulations, the Property shall be made available to all persons without regard to race, color, religion, national origin, sex, physical or mental handicaps, familial status or any additional protected classes specified by State of Maryland, District of Columbia or local jurisdiction law.**

For Office Use Only  
 Date Application Received by Agent/Broker: \_\_\_\_\_

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GCAAR # 1204 - Rental Application - MC & DC  
 (Previously form # 1204)  
 Frederick 5300 Westview Drive Frederick, MD 21703  
 Phone: (301) 644 - 5964 Fax: \_\_\_\_\_

Steven Good

**Applicant's Name:** \_\_\_\_\_  
**Birth Date:** \_\_\_\_\_ **SS#:** \_\_\_\_\_  
**Driver's License # or Government-Issued ID #:** \_\_\_\_\_ **State:** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_ **Temporary Local # (if applicable):** \_\_\_\_\_  
**Office Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
 Street City State Zip  
 Own  Rent Years: \_\_\_\_\_ Rent/Mortgage Payments: \$ \_\_\_\_\_  
**Present Landlord/Agent:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Reason for moving:** \_\_\_\_\_

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 needed).

**Previous Address:** \_\_\_\_\_  
 Street City State Zip  
**Landlord/Agent's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**From (Date):** \_\_\_\_\_ **To:** \_\_\_\_\_ **Monthly Rent: \$** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_  
 Street City State Zip  
**Landlord/Agent's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**From (Date):** \_\_\_\_\_ **To:** \_\_\_\_\_ **Monthly Rent: \$** \_\_\_\_\_

**Current Employer:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **How Long:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 Street City State Zip  
**Supervisor:** \_\_\_\_\_ **Supervisor's Phone:** \_\_\_\_\_

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

**Previous Employer:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **How Long:** \_\_\_\_\_ **Gross Income: \$** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 Street City State Zip  
**Supervisor:** \_\_\_\_\_ **Supervisor's Phone:** \_\_\_\_\_

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 schedule C.

**CURRENT GROSS ANNUAL INCOME:**

Base Pay: \$ _____	Commissions: \$ _____
Overtime: \$ _____	Dividends: \$ _____
Bonuses: \$ _____	Other: \$ _____
	<b>TOTAL: \$ _____</b>

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applicant, and ANY FALSE OR MISLEADING statement shall be considered a SUBSTANTIAL breach of said lease. After this application has been processed, the Landlord/Owner may be contacted for final approval. Applicant will be contacted when approval is received or denied.

**THE FOLLOWING PARAGRAPHS APPLY TO MARYLAND PROPERTIES ONLY.**

1. *In the event of the application is approved, but the applicant FAILS FOR ANY REASON TO SIGN A LEASE WITHIN THE TIME PROVIDED HEREIN, then the Landlord/Agent SHALL RETAIN A PORTION OF THE DEPOSIT as specified herein. The balance of the Deposit, if any, shall be returned to applicant within fifteen (15) days of receipt of written communication, by either party to the other, of a decision that no tenancy shall occur. In the event the application is not approved and accepted by Landlord, the Deposit shall be returned in full to the applicant within fifteen (15) days of such action.*
2. *The provisions of the foregoing Paragraph 1 do not apply to any Landlord/Agent who offers four or less dwelling units for rent on one parcel of property, or at one location, or to seasonal or condominium rentals.*
3. *I certify that I have received and carefully examined a copy of the lease and any addenda. I agree that I 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 therefore, if required. The applicant hereby waives any claim for damages for reason of non-acceptance of this application.*
4. *Should I sign a lease for the above-referenced property managed by Listing Broker/Landlord, I am prepared to deposit with the Listing Broker/Landlord a security deposit in an amount not to exceed the maximum security deposit permitted by law and in accordance with the risks to the property involved. I understand that the rate of interest on the security deposit is 3% simple interest per annum. If a security deposit is required, I understand that I may make a written request to the Landlord/Agent within fifteen (15) days of the date of occupancy for a list of all existing damages.*

I understand that this APPLICATION DOES NOT CONSTITUTE A COMMITMENT to lease or rent and that a WRITTEN LEASE WILL BE PREPARED if my application is approved. I further understand that the lease MUST BE SIGNED BY BOTH THE LANDLORD AND/OR ITS AGENT AND MYSELF TO BE VALID.

The undersigned applicant affirms under the penalties of perjury that I have read and understand pages 1 through 4 of this application and that my answers to the questions on this application are true and correct to the best of my personal knowledge, information and belief and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

**APPLICANT SIGNATURE** \_\_\_\_\_

Date: \_\_\_\_\_ Check: \$ \_\_\_\_\_ Cash: \$ \_\_\_\_\_

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

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

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

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