REALTY EXECUTIVES
PREMIER

Rental Application Procedures & Policies:

Our company is an Equal Housing Opportunity provider and is a real estate brokerage licensed in Maryland, DC, Virginia and Pennsylvania. The broker of the company is acting as agent for the Owner/Landlord and the agents of the company are sub-agents, all of whom are working to protect and promote the interests of the Owner/Landlord. However, our company policy is to treat all parties fairly.

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

A.) All offers to rent must be made by written application. All applications must be COMPLETED and SIGNED and accompanied by all required fees and 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 credit check through Rent Spree and a rental application. All persons, adults, and children, who will be residing at the property on a regular basis must be indicated on the rental application form.

C.) This office utilizes a 3rd party 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.

D.) Credit check application must be accompanied by a non-refundable cashier's check or money order, made out to "Realty Executives Premier". The fee is $30 per adult living on the premises.

E.) Social Security numbers must be provided on the applicable forms.

F.) Applicants are screened on a first-come, first-qualified basis. All applicants are accepted or rejected by the Owner/Landlord.

G.) Credit history and income/employment history for a minimum of the preceding 24 months and housing references for the preceding 3 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.

H.) All applications must be accompanied by a copy of each applicant's driver's license and proof of income – i.e. recent pay stubs or other supporting financial information. If self-employed, copies of Federal Income Tax Returns for the last 2 years are required. Fraudulent information will cause the application(s) to be declined.

I.) Any and all special requirements, clauses, conditions and contingencies which are a basis for whether or not you will sign a lease – must be stated in advance, in writing, and on the application.

J.) Applications should NOT be faxed. However, in the event this is unavoidable, the original application(s) and any fees/deposits must be received in the office to protect the priority of placement of the application.

K.) Applicants are entitled to review, in advance, the lease which they will be required to sign. Applicants are also entitled to review any Condominium or Homeowners Association documents prior to lease signing. Applicants will acknowledge and sign off on receipt of these documents when applicable.

L.) Applicants are required to sign the lease within 2 business days following the application approval notification, or priority of placement will be forfeited.

M.) Tenants must obtain a RENTER'S LIABILITY INSURANCE POLICY. Proof must be furnished to Realty Executives Premier prior to move-in.

N.) A property offered for Sale and for Rent simultaneously is subject to removal from the rental market upon the acceptance of a sales contract.

O.) A property shall be considered available until the lease is signed by all Lessees and shall be understood to be under a contingent contract until such time.

P.) If pets are allowed by the Owner/Landlord, an additional deposit shall be required, with the amount determined by the Owner/Landlord.

Q.) Leases of more than 12 months may include a rent adjustment in each additional year.

R.) All move-in payments shall be in certified funds. A full month's rent is due upon move-in. Any partial month's rent shall be pro-rated based on daily rent of 1/365th of the yearly rent.

Signature of Adult Tenants:

_____ _____

_____ _____

_____ _____

John Burgess
Realty Executives Premier
Office: 301.681.5093
John@JohnBurgessRealtor.com

Rental Application

(For use in Montgomery County, Maryland)

Applicant's Name: _____ and, if applicable,
Co-Applicant's Name: _____ ("the Applicant")
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 $_____ (the "Deposit") is to be held by Landlord/Agent 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 Applicant has no leasehold interests in the rental property until there is a fully executed lease. In the case of payment by check, the words "**Deposit**" shall be placed on the check.

Additionally, an Application fee of $_____ ("the Application Fee") is to be used by the Landlord/Agent 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 actual cost expended for a credit check or other expenses arising out the Application exceed the amount of the Application fee, a portion of the Deposit shall be applied to pay such excess cost. When so approved and accepted, 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) business 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: _____ Total Number of Dogs: _____
☐ **Cat** Total Number of Cats: _____ ☐ **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 or local jurisdiction law.

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

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Please Print Legibly:

Applicant's Name: _____

Birth Date: _____ SS#: _____

Driver's License # or Government-Issued ID #: _____ State: _____

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

Office Phone: _____ Mobile Phone: _____

E-mail Address: _____ E-mail Address: _____

Current Address: _____

Street City State Zip

☐ **Own** ☐ **Rent** Years: _____ Rent/Mortgage Payments: $_____

Present Landlord/Agent: _____ Phone: _____

Reason for moving: _____

Have you ever paid late? ☐ **Yes** ☐ **No If yes, Explain** _____

Have you ever been evicted? ☐ **Yes** ☐ **No If yes, Explain** _____

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: _____

CURRENT GROSS ANNUAL INCOME:

Base Pay: $_____ Commissions: $_____

Overtime: $_____ Dividends: $_____

Bonuses: $_____ Other: $_____

TOTAL: $_____

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

Previous Employer: _____

Position: _____ How Long _____ How Long _____

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.

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Please Print Legibly:

Co-Applicant's Name: _____

Birth Date: _____ SS#: _____

Driver's License # or Government-Issued ID #: _____ State: _____

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

Office Phone: _____ Mobile Phone: _____

E-mail Address: _____ E-mail Address: _____

Current Address: _____

Street City State Zip

☐ **Own** ☐ **Rent** Years: _____ Rent/Mortgage Payments: $_____

Present Landlord/Agent: _____ Phone: _____

Reason for moving: _____

Have you ever paid late? ☐ **Yes** ☐ **No If yes, Explain** _____

Have you ever been evicted? ☐ **Yes** ☐ **No If yes, Explain** _____

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: _____

CURRENT GROSS ANNUAL INCOME:

Base Pay: $_____ Commissions: $_____

Overtime: $_____ Dividends: $_____

Bonuses: $_____ Other: $_____

TOTAL: $_____

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

Previous Employer: _____

Position: _____ How Long _____ How Long _____

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.

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APPLICANT / CO-APPLICANT

HOUSING ASSISTANCE PROGRAM:
Are you participating in a Housing Assistance Program? ☐ **Yes** ☐ **No** If yes, please complete info below:
Jurisdiction: _____ / _____
Amount: $ _____ / _____
Attach appropriate documentation.

ASSETS:
Checking Account: $_____ / _____ Bank: _____ / _____
Savings Account: $_____ / _____ Bank: _____ / _____
Credit Union: $_____ / _____ Name: _____ / _____
Other Assets: $_____ / _____ (Specify) _____ / _____
TOTAL: $_____ / _____

LIABILITIES: *(Auto Loans, Mortgages, Credit Cards, Bank Loans, Installment Loans, Student Loans, Child Support, Alimony etc.)*

Creditor		*Total Due*		*Monthly Terms*	
_____ /	_____	$_____ /	_____	$_____ /	_____
_____ /	_____	$_____ /	_____	$_____ /	_____
_____ /	_____	$_____ /	_____	$_____ /	_____
_____ /	_____	$_____ /	_____	$_____ /	_____
_____ /	_____	$_____ /	_____	$_____ /	_____
_____ /	_____	$_____ /	_____	$_____ /	_____
_____ /	_____	$_____ /	_____	$_____ /	_____
	TOTAL:	$_____ /	_____	$_____ /	_____

Have you ever filed for bankruptcy? ☐ **Yes** ☐ **No** If yes, Discharge Date: _____
Do you have a suit for judgments against you? ☐ **Yes** ☐ **No**
Are you obligated to ☐ **pay** or ☐ **receive** child support or ☐ **pay** or ☐ **receive** alimony?
If so, indicate monthly payment: $_____

APPLICANT: Citizen of (Country): _____ Passport #: _____

Emergency Contact: _____ Relationship: _____
Address _____ Phone: _____

CO-APPLICANT: Citizen of (Country): _____ Passport #: _____

Emergency Contact: _____ Relationship: _____
Address _____ Phone: _____

LOCAL REFERENCES:
Emergency Contact: _____ Relationship: _____
Address _____ Phone: _____

Emergency Contact: _____ Relationship: _____
Address _____ Phone: _____

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THE FOLLOWING PARAGRAPHS ARE REQUIRED IN MONTGOMERY COUNTY, MARYLAND:

1. *In the event 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 BE ENTITLED TO RETAIN ALL OR A PORTION OF THE APPLICATION FEE AND/OR RETAIN A PORTION OF THE DEPOSIT** as specified herein. The balance of the Application Fee and/or Deposit, if any, shall be returned to applicant within fifteen (15) days following the date of occupancy or 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 Application Fee and/or Deposit less that portion of the Application Fee actually expended by Landlord/Agent for a credit check or other expenses arising out of the Application shall be returned to the applicant within fifteen (15) days of such action. If Landlord/Agent requires from an Applicant any fees other than a security deposit in excess of $25.00, Landlord/Agent shall return the fees subject to the provisions above or Landlord/Agent shall be liable to Applicant for twice the amount of the fees collected.*
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 sample 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 will be as prescribed by Maryland Law. 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 a list of all existing damages.*

ELECTRONIC SIGNATURES: In accordance with the Uniform Electronic Transactions Act (UETA) and the Electronic Signatures in Global and National Commerce Act, or E-Sign (the Act), and other applicable local or state legislation regarding Electronic Signatures and Transactions, the applicant(s) do hereby expressly authorize and agree to the use of electronic signatures as an additional method of signing and/or initialing this application and/or any future contracts or addenda. The applicants hereby agree that either party may sign electronically by utilizing a digital signature service.

Applicant: _____ / _____ **Co-applicant:** _____ / _____

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AUTHORIZATION TO RELEASE INFORMATION:

The undersigned applicant affirms under the penalties of perjury that I have read and understand pages 1 through 6 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.

Upon demand made by Listing Broker/Landlord, at any time during the applicant's tenancy or thereafter, Listing Broker/Landlord is hereby authorized to release any information contained in this application to any consumer reporting agency, credit bureau, or other investigative agencies.

The Applicant hereby authorizes Listing Broker/Landlord to order and obtain a credit/consumer report. I hereby authorize the owner or owner's agent to whom this Application is made and any credit bureau or other investigative agency used by such owner or owner's agent to investigate and to report and disclose to the owner and the owner's agent the results of the references herein listed, statements and other data obtained from me or from any other person pertaining to **my credit, employment, rent history and financial responsibility**. In the event the Listing Broker is acting on behalf of the Landlord, another broker or other party directly or indirectly affected by said transaction, the applicant hereby authorizes the Listing Broker to forward and disclose all or any portion of the information contained in the credit/consumer report to the Landlord, another Broker or other party directly or indirectly involved. The applicant hereby releases Listing Broker/Landlord from any liability whatever for rejection of this application due to credit information or any other reason." 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.

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 THE LANDLORD AND/OR ITS AGENT AND ME TO BE VALID**.

PRINT NAME: _____

APPLICANT SIGNATURE: _____ **Date:** _____

PRINT NAME: _____

CO-APPLICANT SIGNATURE _____ **Date:** _____

Date: _____ Check: $_____ Cash: $ _____

Leasing Broker: _____ Broker Code: _____
Address: _____ Phone: _____

Leasing Agent: _____ Phone: _____

License #/State: _____/_____ Bright MLS # _____

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