



RENTAL APPLICATION CHECKLIST

Please include the following with your completed Rental Application:

- COMPLETED APPLICATION FOR EACH ADULT (18 YEARS OR OLDER)
- PROPERTY ADDRESS OF RENTAL ENTERED ON FORM?
- SOCIAL SECURITY # AND DATE OF BIRTH LEGIBLE?
- EMPLOYMENT VERIFICATION ATTACHED?
- COPY OF APPLICATION FEE ATTACHED?
- APPLICATION FEE MADE PAYABLE TO FAIRWEATHER PROPERTY MANAGEMENT?

Application fee information:

A \$35 non-refundable application fee for EACH adult (18 years or older)
Fee may be paid by Money Order, Certified or Cashier's Check
Made payable to Metrohouses Property Management

Income documentation to be attached:

- Employed: Copy of 2 most recent pay stubs
- Newly Employed: Copy of Employment/Offer Letter to include date of employment, position and salary. Must be signed by an officer of the company
- Self-Employed: Copy of US Tax Form 1040 (pages 1+2 only) for the last 2 years along with Schedule C
- Military: Copy of Orders and LES
- Retired: Copy of Social Security/Annuity Statements OR copy of most recent US Tax Form 1040 (pages 1+2 only)
- Housing Voucher/Section 8: Copy of voucher

Upon Landlord's approval of this application, **the following will be due** (via money order, certified check or cashier's check) **payable to Remax pros): 1st months full rent.**

The **Security Deposit shall also be submitted** at this time, **payable to Metrohouses Property Management**

Provide email addresses for employers and landlords to accelerate the application process

Metrohouses property management
2 Hartley Hall Ct • Darnstown, MD 20874 • Main: 301 873 5687 • Fax: 301-977-5116





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, MOTOR CYCLES, 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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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: _____ 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.

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: _____ 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.

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:

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

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

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: In accordance with the Uniform Electronic Transactions Act (UETA) and the 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 owners agent to whom this Application is made and any credit bureau or other investigative agency used by such owner or owners agent to investigate and to report and disclose to the owner and the owners agent the results of the references herein listed, statements and other data obtained from me or from any other person pertaining to **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 **my credit, employment, rent history and** 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 BOTH THE LANDLORD AND/OR ITS AGENT AND MYSELF 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: _____ MRIS # _____

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