

LEASE APPLICATION

Instructions For Submittal and Payment Options

SUBMITTING AN APPLICATION

1. Fill out ALL requested information in the Application attached. **PLEASE WRITE LEGIBLY AND FILL OUT COMPLETELY!**
2. Submit the Application to Accurate Realty & Management via:
 - A. Email at: herb@accuraterealtyaa.com;
 - B. Fax To: 866-593-7623
 - C. Drop the Lease Application and Payment to our Office located at 517 Benfield Rd. Suite - 304 Severna Park, Md. 21146 between the hours of 9:00 AM and 5:00 PM, Monday through Friday.

PAYMENT OPTIONS

There is a one time fee for processing your Application. The fee depends on the number and relationship of the Applicants and is as follows:

Single Applicant - \$50.00
Married Couples - \$75.00
Two Adults - \$75.00

This fee can be paid through any of the following methods:

1. In person either by a cashiers check, money order or cash. Personal checks will **NOT** be accepted.
2. Online on our Website at www.accuraterealtyaa.com - Click on the Property Management Area in the middle of the page, then click the red For Rent Sign and then scroll down to the Lease Application Download Button to download the Application. In order to submit payment through sending an email or PayPal click the appropriate payment option and follow the instructions. You **DO NOT** need a PayPal Account in order to pay online, you will have the option of paying with a debit or credit card.

ACCURATE REALTY & MANAGEMENT LLC

819 Ritchie Hwy. Suite - 2015

Severna Park, MD. 21146

Telephone: 410-518-6084 - Fax: 866-593-7623

www accuraterealtyaa.com

TENANT APPLICATION & GUIDE

APPLICATION PROCESS

1. ALL Prospective Tenants must submit a written, signed and dated application. The following items must be completed and returned with the application, if applicable, in order for the application to be processed:

- Current full name, address and social security numbers;
- Current Employer information and if employed less than 3 years the previous Employer information;
- Previous Landlord information, unless you have owned your current home for at least two years;
- A non-refundable credit processing fee of \$50.00 per person or \$75.00 for a married couple;
- If self employed you must submit two (2) previous years tax filings or a letter from your Accountant on company letterhead confirming your income;
- If Military you must supply to us a copy of your statement of earnings certificate or transfer orders, if applicable;
- If you have recently been transferred to this area, we will require a confirmation from your new Employer verifying salary, start date etc.

QUALIFICATION GUIDELINES

1. Total monthly family gross income must be three (3) times the monthly rent due;
2. Married couples may combine their income in order to qualify;
3. Two or more unmarried individuals that do not have a rental history living together, will be considered; however the Primary Lessee **MUST** be 25 years of age or older.
4. The maximum occupants allowable is based on one (1) person or married couple per bedroom, (i.e. a married couple with (3) children or (4) single individuals would require a (4) bedroom home). All children, (2) years of age or older shall be included;
5. If a home has a den or library with the features of a bedroom, (i.e. closet) it may be considered a bedroom for the purposes outlined under #5;
6. The Landlord may consider allowing for pets subject to the Pet Clause in Lease.

CAUSES FOR APPLICATION REJECTION

- Insufficient credit information or credit report information indicating bankruptcy, collections, judgments or other questionable credit history;
- Receipt of inadequate or poor current or previous Landlord references in regards to payment history, evictions or improper care of the premises;
- Misrepresentation or falsifying information on the lease application;
- Failure to meet our guidelines or application.

LEASE PREPARATION

7. Once the application has been approved, we will prepare the lease which must be signed by you as soon as possible. If you wish to review the lease prior to signing you must request that at time of application.
8. We normally require a minimum (12) month lease unless otherwise negotiated during the application process. The minimum and maximum lease time frames are outlined in the multiple listing information.
9. The rent normally begins on the (1st) day of a month, however if you have a move-in date that begins on a day, other than the (1st), you must deposit the first full month's rent at time of application and the pro-rated month's rent shall be payable on the (1st) day of the second month of the lease.
10. Rent is due on the (1st) day of the month and is considered late on the (2nd) day. If we have not received your rent by the end of the (4th) day of the month, it will be considered delinquent, and a 5% late fee will be required with the payment of the rent due. There are NO coupon books, envelopes or other reminders supplied to you for rent due.

DELINQUENT RENT

11. If we have not received your rent by the end of the (4th) day of the month you are considered to be delinquent in your rent payment. A late fee of 5% of the rent due shall be added to the monthly rent and MUST be included in all rent payments received after the (4th) day of the month.
12. If we have not received your rent payment by the (8th) day of the month your account will immediately be sent to our Attorney to begin eviction proceedings. You will be responsible for all additional court cost and Attorney's fees that accrue from the (8th) day through to receipt of the rent due, including any late fees or court cost.
13. If you do not make full payment of all rent, late fees and court cost within (4) days of the receipt from the courts of an Order of Repossession of the property, we will immediately schedule a date with the County Sheriff to have your belongings removed from the premises and follow up with the courts to have any amount owed recorded on your credit report.

UTILITIES

14. Unless other arrangements are made with our office, you are responsible to contact all utility companies and have all services put in your name as of the 1st day of the lease. The utilities include phone, gas, electric, water and cable. All utility charges are the Tenants responsibility from the 1st day of the lease through to the final day of the lease.

15. All properties that use oil for heat will be guided by the language in the lease addendum in regards to oil fuel usage.

16. Any billings received by you for periods other than those covered in your lease agreement should be sent to our office so we may pro rate, if applicable, any amount due from you. Any outstanding billings due from you for charges incurred during your tenancy will be deducted from your security deposit, unless other arrangements are made for payment.

MAINTENANCE

17. ALL maintenance or repair situations shall be performed following the guidelines outlined under Item # 22-24 in the lease agreement. All repairs or maintenance problems should be immediately reported to our office at (410) 518-6084.

- The initial move-in inspection will note any items in need of repair or maintenance that is required to be done to any part of the home. Unless otherwise discussed, identified and agreed to, all repairs not identified on the move-in inspection report shall be the Tenants responsibility and subject to the Tenant deductible referred to in Item # 10 in the lease agreement. Please review Item # 22-24 so you are familiar with your responsibilities.

- The Landlord and Management Company will not reimburse you for any repairs ordered without prior approval of the Management Company.

- The Tenant shall be responsible to immediately notify the Management Company of any maintenance or repairs required on the premises. Each occurrence for repairs shall require the deductible to be applied and paid by the Tenant at the time the repairs are completed.

- The Management Company shall make every attempt to complete all repairs or maintenance as timely as possible, however most Contractors are very busy and will attempt to complete your work as soon as they are able to schedule the work.

EMERGENCY CALLS

18. The Management Company will provide you with emergency numbers to call for the following reasons.

- Fire - 911
- Medical Emergency - 911
- Major water leaks - Buddy's Plumbing - 410-935-1081 or Pasadena Plumbers - 410-437-2942/410-303/5970
- Backed up sewer lines - Pasadena Plumbers - 410-437-2942
- No heat - OES Services- 410-768-1236/443-848-2857
- Refrigerator completely inoperable - Gulf Appliance Repair - 410-437-6960
- Any situation that could cause serious or permanent damage to the property or which is life threatening. - (410) 518-6084 / 410-370-2769

ALL OTHER ITEMS SHOULD BE REPORTED TO THE MANAGEMENT COMPANY DURING REGULAR BUSINESS HOURS. WE WILL MAKE EVERY ATTEMPT TO RESOLVE THE PROBLEM WITHIN 24 HOURS UNLESS THE PROBLEM OCCURS ON THE WEEKEND OR THE CONTRACTORS ARE UNABLE TO RESPOND IN A 24 HOUR PERIOD BECAUSE OF WORK LOADS.

INSPECTIONS

19. An initial move-in inspection will be conducted with the Tenant at the beginning of the lease term to determine the condition of the property at the time of move in. All items noted on the move in inspection shall be the basis to determine any repairs and damage that will be the responsibility of the Tenant at the termination of this lease.

20. The Tenant shall be allowed to report additional items in need of repair, not noted on the initial move in inspection, for up to three (3) days following the inspection, that will be considered items not the responsibility of the Tenant.

21. At the end of the lease the Tenant and Management Company shall make a final move out inspection to determine the condition of the property. The initial move in inspection shall be used to compare the condition at time of move out. The Tenant shall be responsible for all repairs necessary and any damage to the property that has occurred during the tenancy. The only exception shall be for normal wear and tear that would occur under normal use and with regular maintenance.

22. All repairs or maintenance required at the termination of the lease under Item # 15 in the lease agreement. Any items not completed prior to the move out inspection shall be completed at the Tenants expense by a Contractor of the Landlord or Management Companies choice and deducted from the security deposit.

23. A photo and recorded inspection shall be made to help determine and confirm the actual condition of the property.

24. The Tenant shall be responsible for the cost to have all locks re-keyed if they fail to turn over all keys that were given to the Tenant at the move in inspection.

INSURANCE

25. The Tenant must provide the Management Company, prior to or during the move in inspection, with proof of insurance coverage for the Tenants belongings. The keys to the property will not be turned over to the Tenant if this proof of coverage is not provided.

26. The coverage must be an amount no less than the amount indicated under Item-# 9 in the lease agreement and must provide contents and liability insurance coverage.

ALTERATIONS

27. The Tenant may not make any changes to the property including but not limited to painting, renovations, additional cable or phone jacks etc., without prior approval of the Landlord or Management Company.

28. If for any reason the Tenant shall change the locks on the property, (3) sets of keys MUST be immediately provided to the Landlord or Management Company. If Tenant fails to provide (3) sets of keys to the Management Company or Landlord at the time the locks are changed and the Landlord or Management Company are unable to access the property, the Tenant shall be accessed the cost of having the locks re-keyed in order to gain access to the property.

I HAVE READ, FULLY UNDERSTAND AND AGREE TO COMPLY WITH ALL OF THE INFORMATION CONTAINED IN THIS TENANT GUIDE.

SIGNATURE: _____

DATE _____

SIGNATURE: _____

DATE _____

SIGNATURE: _____

DATE _____

SIGNATURE: _____

DATE _____



CREDIT CHECK AND APPLICATION FOR LEASE



Property location/address: _____

Application Date: _____

Target move-in date: _____

APPLICANT: _____ **Date of Birth:** _____

Social Security#: ___ - ___ - ___ E-Mail _____ **Drivers License#/State:** _____

Number of Dependents: ___ Names & Ages: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Present address: _____ #of years @ present address: _____

Own ___ Rent ___ If rental, Landlord/Property Manager: _____ Monthly rent: \$ _____

Landlord/Property Manager Phone: _____ Fax: _____ Reason for leaving: _____

Previous address: _____ Landlord/Property Manager: _____

Landlord/Property Manager Phone: _____ Fax: _____ Reason for leaving: _____

Present Employer: _____ Phone: _____ No. Yrs: _____

Supervisor: _____ Phone: _____ Fax: _____

Business Name & Position: _____ Wages: \$ _____ (Monthly)

Previous Employer: _____ Phone: _____ No. Yrs: _____

Supervisor: _____ Phone: _____ Fax: _____

Business Name/Type: _____ Wages: \$ _____ (Monthly)

Additional income/source: _____

Personal Reference: _____ Phone: _____ Relationship: _____

CO-APPLICANT: _____ **Date of Birth:** _____

Social Security#: ___ - ___ - ___ E-Mail _____ **Drivers License#/State:** _____

Number of Dependents: ___ Names & Ages: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Present address: _____ #of years @ present address: _____

Own ___ Rent ___ if rental, Landlord/Property Manager: _____ Monthly rent: \$ _____

Landlord/Property Manager Phone: _____ Fax: _____ Reason for leaving: _____

Previous address: _____ Landlord/Property Manager: _____

Landlord/Property Manager Phone: _____ Fax: _____ Reason for leaving: _____

Present Employer: _____ Phone: _____ No. Yrs: _____

Supervisor: _____ Phone: _____ Fax: _____

Business Name & Position: _____ Wages: \$ _____ (Monthly)

Previous Employer: _____ Phone: _____ No. Yrs: _____

Supervisor: _____ Phone: _____ Fax: _____

Business Name/Type: _____ Wages: \$ _____ (Monthly)

Additional income/source: _____

Personal Reference: _____ Phone: _____ Relationship: _____

Additional Occupants: Name(s)/Ages: _____

BANK REFERENCES:

Applicant: Bank Name/Location: _____ () Savings () Checking () Money market
Co-Applicant: Bank Name/Location: _____ () Savings () Checking () Money market

MONTHLY OBLIGATIONS:

<i>Applicant/Co-Applicant</i>	<i>Name of Creditor</i>	<i>Monthly Payment</i>	<i>Months remaining</i>	<i>Approx. Balance</i>

Do you have any judgments/bankruptcy or lawsuits against you? (NO) (YES), Explain _____

Have you ever been evicted? (NO) (YES, explain) _____

Have you ever been convicted of a crime? (NO) (YES, explain) _____

Do any occupants Smoke? (NO) (YES)

Do any occupants have a pet? (NO) (YES, number/type/size) _____

Spay/neutered? (YES) (NO) Are shots up to date: (YES) (NO, Reason) _____

Contingencies: (this application cannot be processed until the following contingencies are agreed to or removed)

AUTHORIZATION: A NON-REFUNDABLE CREDIT CHECK FEE OF (\$ _____) PER APPLICANT ACCOMPANIES THIS APPLICATION. Applicant(s) expressly authorize(s) verification of information provided in this application from credit sources, credit bureaus, current and former landlords, current and former employers & personal references. Applicant(s) has/have the right under section 606(b) of the Fair Credit Reporting Act, to make a written request to the credit information source for a complete and accurate disclosure to the nature and scope of any investigation. A credit check may take five business days after receipt of completed application. Applicant(s) understand(s) that this information may be shared with prospective landlords and/or their agents in determining Applicant(s) reputation for meeting financial obligations but a copy of the credit report may not be given to Applicant(s).

APPLICATION FEE: A separate application fee in the amount of \$ _____ accompanies this application. If a landlord requires from a prospective tenant any fees other than a security deposit as defined by § 8-203(a) of this subtitle, and these fees exceed \$25, then the landlord shall return the fees, subject to the exceptions below, or be liable for twice the amount of the fees in damages.

The return shall be made not later than 15 days following the date of occupancy or the written communication, by either party to the other, of a decision that no tenancy shall occur.

The landlord may retain only that portion of the fees actual expended for a credit check or other expenses arising out of the application, and shall return that portion of the fees not actually expended on behalf of the tenant making application.

This section does not apply to any landlord who offers four or less dwelling units for rent on one parcel of property or at one location, or to seasonal or condominium rentals.

LEASE & PAYMENT: Upon approval and acceptance of application, Applicant(s) agree(s) to execute a lease in accordance with the terms of the application and to make payment for the balance of the first month's rent and security deposit in the form of a money order or cashier's check. If Applicant(s) fail to execute a lease and/or make payment, the *entire application fee* accompanying this application shall be forfeited without recourse, as liquidated damages, and split equally between the Landlord and Listing Broker.

OCCUPANCY: Property is to be used as a single-family residence, subject to all applicable zoning laws and rules, regulations, by-laws, and covenants of any applicable Condo or Homeowners Association. Occupancy is contingent upon property being vacated by the present occupant. Applicant(s) understand(s) that the use or sale of illegal drugs on the premises shall be grounds for termination of lease and occupancy, without recourse, and that all advance rental payments and deposits shall be forfeited as liquidated damages in the event of said termination.

CERTIFICATION & REMEDY: Applicant(s) certify that all information provided herein is true and correct and that none of the funds listed are proceeds of illegal activities. Applicant(s) understand(s) that the lease or rental agreement may be terminated if Applicant(s) has/have made any false, incomplete or misleading statements in this application.

Applicant signature: _____ Date: _____

Co-Applicant signature: _____ Date: _____

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