

PMP

PROPERTY MANAGEMENT PEOPLE, INC.

92 Thomas Johnson Drive, Suite 170, Frederick MD 21702 · (301) 694-6900 · (800) 336-8009 · FAX (301) 694-9514

"MANAGEMENT" is our middle name

APPLICATION CHECKLIST

Please complete all items below before submitting your Rental Application to PMP. An application must be completed by each individual 18 years and older who will be residing in the property. Please return this checklist with your application.

NOTE: Incomplete applications will not be accepted.

All required documents below must be submitted with the application to be processed. PMP will process applications on a "first completed" basis. Should you have questions, please contact our Rental Department at (301)694-6900. PMP's business hours are Monday-Friday from 9 AM to 4:30 PM.

- Provide the required Application Fee of \$25.00 per Applicant payable by CASH or MONEY ORDER; NO credit/debit cards or personal checks will be accepted.
- Complete the top portion of the Rental Application with the location of the property, the date you desire the Lease to begin, length of Lease you desire, the monthly rental amount, and Security Deposit.
- Complete all sections of the Rental Application, and mark non-applicable sections as "None or N/A". Initial the bottom of the first 3 pages of the Application and sign the last page.
- All pets are subject to Landlord's approval. Provide veterinary papers and a photo of your pet(s).
- Include a copy of your Social Security card.
 - If you cannot locate your card, you may substitute a copy of your W-2, tax return or other government document containing your SS#. If you have never been issued a Social Security card, include a copy of your ITIN and a Passport or VISA.
- Bring a copy of your driver's license or similar photo identification. PMP will verify your photo ID at the time you submit your application for processing.
- Income Verification: Include a copy of your last month's Employment Pay Stubs; new hires - copy of signed letter of Intent or confirmation letter; or if self-employed, an IRS Form 1040 and IRS Schedule C or Schedule K and Form 1099 or W-2.

NOTE TO Real Estate Agents: You must personally show the PMP property to the prospective Tenant to be eligible for commission.

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RENTAL APPLICATION INFORMATION

Please read and understand this page before completing the attached Rental Application. **This rental application will only be accepted when each space is completed in full, initialed and signed where applicable.** Once you have completed the Rental Application, please keep this page for your own reference. Note that PMP will continue to market a property until a lease has been signed.

A Rental Application is to be completed by **each person 18 years and older residing at the property.**

PMP's business hours for accepting applications are 9 AM – 4:30PM, Monday - Friday. Please allow two (2) to three (3) business days for PMP to process your rental application.

Each, and all, of the following will be considered in PMP's review of your rental application:

1. **CREDIT** - PMP will acquire a credit report(s) on all rental applicants, for which PMP requires a *non-refundable credit report fee* of \$25.00 per rental applicant. This fee is payable by CASH or MONEY ORDER – no personal checks or credit/debit cards. The credit report(s) are obtained from CoreLogic SafeRent, (888)987-6654.
2. **APPLICANT INFORMATION** - Provide full legal names of all applicants and other tenants. Provide birth dates and social security numbers where requested. As confirming documentation, each rental applicant must bring a copy of their driver's license or similar photo identification for verification of applicant and current address.
3. **EMPLOYMENT HISTORY** - Copies of the last month's (4 weeks) employment pay stubs, showing base salary, must be furnished to verify salary. New hires must give a copy of the **signed letter of intent** or confirmation letter. Self-employed rental applicants must furnish their most recent IRS Form 1040 and IRS Schedule C.
4. **ADDITIONAL INCOME** – Official documentation must be provided to support any additional income listed.

When you have been advised of approval of this rental application, PMP requires payment of the Security Deposit by CASHIER's CHECK or MONEY ORDER within 2 business banking days. A lease will then be sent for signing. Any delivery of rental-related documents beyond the offices of PMP will be at the sole expense of the person requesting such delivery. **Be advised**, if, for whatever reason, a security deposit would need to be refunded, it may take approximately 10 business days to be issued.

Frequently Asked Questions:

Q. When is rent due?

A. Rent is due on the 1st of the month. Late fees are imposed and court proceedings are initiated on unpaid rent on the next PMP business day after the 5th of the month.

Q. What if there is an emergency in the rental home?

A. A PMP staff member is on duty at all times. Emergency calls are handled through the PMP answering service.

Applicant KEEPS This Sheet

*Rental Application Cover Sheet, Figure 825-01
Rev. Oct. 24, 2017*



Agent's
Initials _____
Date _____

Approved
Denied

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RENTAL APPLICATION

(Page 1 of 4)

The undersigned hereby makes application to rent Property Number _____ located at _____
beginning on _____ at a monthly rent of \$ _____
length of lease _____ Security Deposit \$ _____ Pet Deposit \$ _____

APPLICANT INFORMATION		
APPLICANT		
Name	Birth Date	
SSN	Driver's License State & No.	
Home Telephone w/Area Code	Work Telephone w/Area Code	
Cell Telephone w/Area Code	E-mail Address	
Current Address		
Move In Month/Year	<input type="checkbox"/> Rent <input type="checkbox"/> Own	Why Leaving?
Monthly Rent	Monthly Mortgage	
Landlord Name		
Landlord Telephone w/Area Code	Landlord E-mail Address	
Has <u>intention to vacate</u> been given to present Landlord? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If selling current residence, provide Real Estate Company Name		
Real Estate Agent Name	Real Estate Agent Telephone w/Area Code	
Previous Address (If within 3 years)		
Move In Month/Year	Move Out Month/Year	Reason for leaving
Owner or Agent	Telephone	
Monthly Rent	FAX	
Previous Address (If within 3 years)		
Move In Month Year	Move Out Month Year	Reason for leaving
Owner or Agent	Telephone	
Monthly Rent	FAX	

OTHER TENANTS (NOTE: Each person 18 years and older must complete a separate Rental Application)

Name	Age	Relationship
Name	Age	Relationship
Name	Age	Relationship
Name	Age	Relationship

Applicant Initials _____

RENTAL APPLICATION

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PETS

Type	Breed	Sex	License or ID Number	Age	Weight	Name

Pet Reference – Submit letter from your veterinarian stating your pet's breed, sex (spayed or neutered?), age, weight, and vaccination history.

VETERINARIAN _____

ADDRESS _____

PHONE _____

EMPLOYMENT HISTORY (Past Three Years)

Your Current Status: <input type="checkbox"/> Employed Full-Time <input type="checkbox"/> Employed Part-Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self Employed	
Employer Name	Position
Employer Telephone w/Area Code	
Employment Start Date:	Employment End Date:
Annual Salary	Overtime/Bonuses
Your Current Status: <input type="checkbox"/> Employed Full-Time <input type="checkbox"/> Employed Part-Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self Employed	
Employer Name	Position
Employer Telephone w/Area Code	
Employment Start Date:	Employment End Date:
Annual Salary	Overtime/Bonuses
Your Current Status: <input type="checkbox"/> Employed Full-Time <input type="checkbox"/> Employed Part-Time <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self Employed	
Employer Name	Position
Employer Telephone w/Area Code	
Employment Start Date:	Employment End Date:
Annual Salary	Overtime/Bonuses

If there are other sources of income you would like us to consider, please list verifiable income, source and whom we would contact for confirmation. You do NOT have to reveal alimony, child support or spouse's annual income unless you want us to consider it on the application.

AMOUNT _____ SOURCE _____ CONTACT _____

AMOUNT _____ SOURCE _____ CONTACT _____

Applicant Initials _____

RENTAL APPLICATION

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Renter's or Homeowner's Insurance:

AGENCY _____
ADDRESS _____
PHONE _____

AUTOMOBILES

Year/Make/Model	State/Tag No.	Color
Year/Make/Model	State/Tag No.	Color
Year/Make/Model	State/Tag No.	Color
Year/Make/Model	State/Tag No.	Color

Have you ever:

- Filed for bankruptcy/been discharged in bankruptcy in the past three (3) years: NO YES
- Been sued for non-payment of rent? NO YES
- Been evicted from tenancy? NO YES
- Willfully or intentionally refused to pay rent when due? NO YES
- Are there any judgments, law suits, or bill collection proceedings against you? NO YES

If YES, please give additional information which might help PMP evaluate this application:

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In Case Of Personal Emergency, Notify: Name _____

Relationship _____ Address _____

Telephone w/ Area Code: Cell _____ Home _____ Work _____

Maryland Law [§ 8-213] requires that all applications for leases must contain information regarding the liabilities and rights of applicants. Certain liabilities which the prospective tenant incurs upon signing this application are enumerated below and on page 4 of this application. In addition to these liabilities, there are certain other liabilities and rights which the prospective Tenant has under Maryland Law, to wit:

§ 8-213 (b)(1)(i) *Fees other than security deposits* – 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.

§ 8-213 (b)(1)(ii) 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.

§ 8-213 (b)(2) The landlord may retain only that portion of the fees actually 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.

§ 8-213 (c) 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.

Applicant Initials _____

RENTAL APPLICATION

(Page 4 of 4)

I hereby apply to lease, for the monthly rent and term indicated, the premises detailed on the first page of this application.

I understand that my making of this application does not constitute a commitment to lease nor does the acceptance of this application by PMP constitute a commitment to rent.

I understand that any or all of the information given herein may be used by Landlord/Agent to determine my reputation for meeting my financial obligations and my respect for other people's property. I freely give my consent to PROPERTY MANAGEMENT PEOPLE to consult with any persons named, or not named, who have direct knowledge of my financial reliability.

I understand that a Security Deposit in the amount detailed on the first page of this application must be paid to PMP by CASHIER'S CHECK or MONEY ORDER when the lease is signed.

I understand that rent is payable the 1st day of each month for that month, with the first payment of rent being due at the time I move into the property.

I agree that I will apply for all utility services before taking occupancy of the leased premises and I agree to pay all applicable utilities – Electricity, Fuel, Gas, Refuse, Sewer, Water – and pay deposits therefore, if required.

I hereby authorize PROPERTY MANAGEMENT PEOPLE to order and obtain a credit/consumer/civil report from a credit/consumer reporting agency to be used in connection with this transaction whereby I have made application for tenancy. Further, in the event PROPERTY MANAGEMENT PEOPLE is acting on behalf of the Landlord or other party directly or indirectly affected by said transaction, I hereby authorize PROPERTY MANAGEMENT PEOPLE to forward all or any portion of this rental application and any information contained in the credit/consumer report to the Landlord or other parties directly involved. Cost of said credit/consumer report is to be paid for by my accompanying Application Fee of TWENTY-FIVE DOLLARS (\$25.00), which is not refundable once a credit check has been initiated.

I understand, and agree, that all pets are subject to Landlord's approval and that PMP must receive a copy of veterinary records and a photo of all pets.

I understand I may contact the state, county or municipal police departments in which the Property is located or check the "Sex Offender Registry" at the Maryland Department of Public Safety and Correctional Services website in order to ascertain criminal activity in the vicinity of the Property or the presence of registered sexual offenders who live or work within the vicinity of the Property. I acknowledge that I am solely responsible to inquire of such matters before signing the Lease/Contract. I shall have no right to cancel this Contract based upon criminal activity or the presence of registered sexual offenders in the vicinity of the Property. I further acknowledge that Agent/Landlord involved in the lease of the Property, whether acting as the agent for Owner or Tenant, has no duty nor assumes any duty or responsibility to ascertain criminal activity or the presence of registered sexual offenders in the vicinity of the Property.

I understand that delivery of rental-related documents beyond the offices of PMP, at my request or in my behalf, will be at my sole expense.

I understand, and agree, that PMP will consider this Rental Application validly executed when I sign the original and deliver the signed original to PMP.

The information given in this Rental Application is, to the best of my knowledge, true and correct.

Signature of Applicant(s)

Date

I learned of PMP from: Frederick News-Post For Rent Yard Sign Current/Previous PMP Tenant or Owner
 Craigslist.com Military website PMP Website MRIS/Realtor Other websites
 Other _____