



3886 Roundtree Rd. Unit 1 Jefferson, MD 21755  
Office (301) 360-5504 Fax (301) 360-5507

## FORM INFORMATION SHEET

THE FOLLOWING ITEMS MUST BE SUBMITTED TO BE CONSIDERED COMPLETE

- \$35 Application Fee PER ADULT (no exceptions)  
**Certified funds Only** (Cash or money order)
- Copy of driver's license
- Proof of Income IE:  
Two (2) most recent paystubs  
If **Self-employed**- 2 years of tax returns
- Signed-** Application filled out ONE PER ADULT (no exceptions)
- Signed-** Applicant authorization and consent for  
Release of information form.
- Signed-** Rental policies and Guidelines

**\*\*PET FEES:** For properties that will accept pet(s) please be advised that a pet fee of \$300 per pet (depending on breed and size) will be assessed.  
The first \$300 is non-refundable.

**IF YOU HAVE A PET- YOU MUST PROVIDE A PICTURE  
OF YOUR PET WITH THE APPLICATION.**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

# **RENTAL POLICIES AND GUIDELINES**

ALL PROPERTIES ARE RENTED IN "AS IS" CONDITION UNLESS OTHERWISE INDICATED IN WRITING.

## **FAIR HOUSING**

Every prospective tenant is treated fairly and equally. Each is given an application. Every applicant is subject to the same verification and approval process, including but not limited to, credit, rent court and criminal background checks, proof of identify, verification of income, and references from both current and previous Landlords and employers. We follow all Federal and State fair housing laws and regulations. **We cannot make amendments, nor exceptions, to the criteria. Please do not ask us to make special considerations, regardless of circumstances, if the application cannot fulfill any part of the requirements for approval.** Our leases comply with all laws, statues, and rules and regulations including Fair Housing, Maryland Lead Poisoning Prevention Program, and Maryland Landlord-Tenant laws.

## **CRITERIA FOR APPLICATION APPROVAL**

### **Credit History**

1. Credit reports shall show no unsatisfied judgments, liens, or collections on public record; shall show no bankruptcies filed within the previous twelve (12) month period; shall reflect no negative payment ratings within the previous twelve (12) month period. No conflicting information can be reflected on the credit report vs. Information provided by the applicant on the application.
2. A letter from the credit reporting company must be provided by the applicant for any deficiencies corrected, but which are still reflected, on a credit report.
3. A.L.M Premier Property Management is under no obligation to continue with the rental, mortgage, employment or salary verification process should the applicant(s) fail to meet the credit history criteria.

### **Rental or Mortgage History**

1. Rental/mortgage payment history shall be provided for the previous 2 yr period; must be verifiable and favorable. If an applicant is currently under lease, a letter of release must be provided from the current Landlord.

### **Employment and Income History**

1. Rent-to-income ratio shall not exceed 35%. Without regard to the total number of adults applying, such ratio shall be based on a maximum of two (2) incomes of A.L.M Premier Property Management choice only. However, no groups may combine income unless they have a rental history of living together for at least twelve (12) months; otherwise, each party must qualify. A group is two or more people living together.
2. Employment history shall be provided for the previous two (2) year period. Such history must be favorable, and salary must be verifiable. If self-employed, proof of income must be provided for the previous 2 year's period.

### **Co-Signors/Third Party Guarantors**

We do not accept co-signors or third party guarantors for any reason.

### **Causes for Application Denial**

Reflection on credit report of any outstanding collections, judgments, past due unpaid debts; questionable credit history; Falsifications of any kind found.

Any present or prior Landlord references reflecting poor payment history, rent court or lease violation suits, eviction, damage to or neglect of the premises, illegal activity, etc. Criminal records may be checked.  
Absence of any verifiable credit or rental history, or references.

Failure of any or all applicants to meet all guidelines. If any one party to the application does not meet the criteria for approval, the application as a whole will be denied. Any party may re-apply once the deficiencies have been corrected,

## Rental Policies and Guidelines

either for the original property if it is still available, or for another property, if they so desire.

The Property Owner may, at his/her sole discretion, consider an application with less than excellent credit, even if the Property Manager would have denied it. In such cases, the Property Owner may instruct the Property Manager to collect up to a maximum Security Deposit equal to two (2) full month's rent if applicant is considered for approval by the Property Owner. Exceptions are never made in cases of negative Landlord references, eviction, or criminal activity of any occupants.

Application fees paid are non-refundable. A letter of explanation will also be provided to the parties.

### **SUBMISSION OF APPLICATION**

#### **Fees REQUIRED At The Time Of Application:**

1. A NON-REFUNDABLE application processing fee of **\$35.00 per person**, payable in cash or money order only.

#### **Complete Application**

**IT IS OUR POLICY THAT APPLICATIONS MUST BE COMPLETE PRIOR TO SUBMISSION FOR CONSIDERATION.**

A COMPLETE APPLICATION MUST CONTAIN: 1) Signed Tenancy and Guidelines Information Form, 2) Completed Rental Application, Authorization to release information for and ALL required application fees.

#### **Application Processing**

1. ALL COMPLETED APPLICATIONS ARE PROCESSED ON A FIRST-COME, FIRST QUALIFIED BASIS AS THEY ARE RECEIVED. However, it is possible that more than one application could be received from unrelated individuals on the same property at approximately the same time. If this occurs, we will process all complete applications for consideration. Because we represent the property owner, we will then present those processed applications to the property owner, who will then accept what he or she considers to be the strongest application, which may not necessarily be the first application received.
2. Application approval could take up to five (5) business days. We are not responsible for delays experienced in attempting to verify information through outside parties. Applicants will be notified by telephone once the application process is completed.

#### **Required Verifications**

1. Full legal names, birthdates, and social security numbers of all applicants. Proof of identity by means of a photocopy of driver's license and/or other acceptable form of photo ID.
2. Self-employed applicants must submit two (2) most recent income tax returns and/or a letter from their accountant, on accountant's letterhead, confirming yearly income.
3. Employer, creditor, etc. verification of applicable information, on their letterhead, if information will not be provided by such sources via telephone. Two (2) most recent pay stubs must be furnished to verify base salary.
4. If military, submit copy of Statement of Earnings certificate & transfer orders, if applicable. If private sector transfer, submit letter from new employer, on employer's letterhead, verifying position, salary, starting date, etc.
5. Rental information for the past two (2) years for EACH applicant must be furnished and will be verified.

## SECURITY DEPOSIT

1. Security Deposits shall be due and payable no later than 48 Hours upon approval. Payments must be made in the form of a **MONEY ORDER or CASHIER'S CHECK**. ***(NO PERSONAL or BUSINESS CHECKS, regardless of location, shall be accepted as payment of a security deposit. IF A PERSONAL OR BUSINESS CHECK IS PRESENTED FOR SECURITY DEPOSIT, IT WILL BE DECLINED AND NO KEYS WILL BE GIVEN OUT UNTIL A MONEY ORDER OR CASHIER'S CHECK IS PRESENTED.*** This amount is payable to A.L.M Premier Property Management
2. **\*\*If the application is cancelled by any applicant(s) after a security deposit is received to secure the property, please be advised that the security deposit may be forfeited for as liquidated damages to the Owner and/or Agent for expenses arising out of the application, including but not limited to, lost of rental income, Agent commission, cost of re-advertising, and processing fees.**
2. Maryland law requires that security deposits be placed in a federally-insured Maryland banking institution within thirty (30) days of receipt by the Landlord.

## LEASE

1. Lease will be prepared and e-mailed upon receipt of required Security Deposit. An appointment for Lease signing will be made, all parties to the Lease **MUST** be present at this Appointment. The Agent will be happy to answer any questions or clarify any provisions prior to ratification.
2. All adults must sign the lease and be responsible singularly and jointly for the rent and lease provisions. Anyone over the age of eighteen (18) years of age is considered an adult.
3. Upon request, a sample lease will be provided for your review at the time of application. It is important that all parties understand that the lease is **A LEGAL DOCUMENT, AND IS BINDING ON ALL PARTIES**. A.L.M Premier Property Management as Agent for the Owner, cannot change the terms of the Lease. All terms of the Lease must be in writing; verbal representations are non-binding.
4. The unit will be delivered to the tenant clean, with all systems in good working order. No work or warranties are expressed or implied unless agreed to by all parties in writing prior to lease signing. Prospective tenants should note that painting between tenants is not required by law in Frederick or Washington Counties.
4. **RENTERS INSURANCE is REQUIRED** of all tenants. Approved applicants should contact an insurance provider of their own choosing to obtain necessary coverage. **Proof of insurance MUST BE PROVIDED PRIOR TO MOVE IN.**
5. **Keys to the unit will be provided by 9 a.m. the morning that occupancy is to occur.**

**APPLICANT CERTIFICATION**

THE TRUTH OF INFORMATION CONTAINED IN THE APPLICATION IS ESSENTIAL, and the application deposit is made with the clear understanding that each prospective applicant is subject to approval and acceptance by the Owner and/or Agent. If the Owner and/or Agent deems any answer or statement herein to be false or misleading, it shall be considered that any lease granted by virtue of this application may be cancelled at the option of the Owner and/or Agent.

APPLICANT(S) CERTIFY THAT THE INFORMATION GIVEN ON THE APPLICATION IS TRUE to the best of the applicant(s) knowledge, and have not knowingly withheld any fact or circumstance that would affect this application unfavorably.

A.L.M Premier Property Management is an Equal Housing Opportunity company, adhering to a strict Code of Ethics & to the Federal Fair Housing Law.

APPLICANT(S) HEREBY CERTIFY THAT THE POLICIES CONTAINED HEREIN ARE FULLY RECOGNIZED AND UNDERSTOOD.

\_\_\_\_\_  
**Signature of Applicant (1)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**E-Mail-Applicant (1)**

\_\_\_\_\_  
**Signature of Applicant (2)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**E-Mail-Applicant (2)**

**PLEASE READ CAREFULLY**

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

This release and authorization acknowledges that **A.L.M Premier Property Management**, 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 **A.L.M Premier Property Management** 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 American Tenant Screen Inc. and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of **A.L.M Premier Property Management**

**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 ALM Premier Property Management 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 **A.L.M Premier Property Management**, American tenant Screen Inc. 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

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

PLEASE FAX TO: 301-360-5507  
OR EMAIL TO: [laura@almpremier.com](mailto:laura@almpremier.com)



# RENTAL APPLICATION

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: \_\_\_\_\_

Additionally, an Application fee of \$ \_\_\_\_\_ ("the Application Fee") is to be used by the Landlord or his duly authorized property manager for the credit/consumer check and processing the application with the understanding that this application, including each prospective occupant is subject to Landlord's or duly authorized property manager approval and acceptance. 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 or local jurisdiction law.**

**For Office Use Only**

Date Application Received by Agent/Broker: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ SS#: \_\_\_\_\_  
Driver's License # or Government-Issued ID #: \_\_\_\_\_ State: \_\_\_\_\_

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Rental Application Form is intended for use by members only.  
Previous editions of this Form should be destroyed.

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: \$ \_\_\_\_\_  
TOTAL: \$ \_\_\_\_\_

**ASSETS:**

Checking Account: \$ \_\_\_\_\_ N/A Bank: N/A Acct. #: N/A  
Savings Account: \$ \_\_\_\_\_ N/A Bank: N/A Acct. #: N/A  
Credit Union: \$ \_\_\_\_\_ N/A Name: N/A Acct. #: N/A  
Other Assets: \$ \_\_\_\_\_ (Specify) \_\_\_\_\_  
TOTAL: \$ \_\_\_\_\_

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

<i>Creditor</i>	<i>Total Due</i>	<i>Monthly Terms</i>
N/A	\$ N/A	\$ N/A
N/A	\$ N/A	\$ N/A
N/A	\$ N/A	\$ N/A
N/A	\$ N/A	\$ N/A
N/A	\$ N/A	\$ N/A
N/A	\$ N/A	\$ N/A
N/A	\$ N/A	\$ N/A
N/A	\$ N/A	\$ N/A
<b>TOTAL:</b>	\$	\$

Have you ever filed for bankruptcy?  Yes  No Date: \_\_\_\_\_  
 Do you have suit for judgments against you?  Yes  No

Citizen of (Country): \_\_\_\_\_ Passport #: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**LOCAL REFERENCES:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

The applicant hereby authorizes Landlord/Property Manager 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 Landlord/Property Manager from any liability whatever for rejection of this application due to credit information or any other reason."

Upon demand made by Landlord/Property Manager, at any time during the applicant's tenancy or thereafter, Landlord/Property Manager is hereby authorized to release any information contained in this application to any consumer reporting agency, credit bureau, or other investigative agencies. The truth of the information contained herein is essential, and if the Landlord/Property Manager determines that any answer or statement contained herein is false or misleading, any lease granted by virtue of this application may be canceled at the option of the Landlord/Property Manager. This application shall become part of any lease agreement executed between the Landlord and/or Property Manager and the 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. *The provisions of the foregoing Paragraph 1 do not apply to any Landlord/Property Manager who offers four or less dwelling units for rent on one parcel of property, or at one location, or to seasonal or condominium rentals.*
2. *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.*

3. *Should I sign a lease for the above-referenced property managed by Landlord/Property Manager, I am prepared to deposit with the Landlord/Property Manager 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 security deposit will generate simple interest which will accrue at the legal rate less any damage rightfully withheld from the security deposit. If a security deposit is required, I understand that I may make a written request to the Landlord/Property Manager 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 5 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: \_\_\_\_\_ Phone: \_\_\_\_\_