



**RENTAL APPLICATION**  
**(For Use in Montgomery County, Maryland)**

Applicant's Name: \_\_\_\_\_

\_\_\_\_\_ ("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 \$       N/A       (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 \$       45       ("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 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 the balance of the security deposit and/or the first month's rent (as required by Landlord) within three (3) business days after signing notified of acceptance and before possession is given.

**SPECIAL LEASE REQUIREMENTS:** Military/Diplomatic Clause:  Yes  No  
Contingencies/Special Requirements: \_\_\_\_\_

**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.**

**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 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**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 Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

From (Date): \_\_\_\_\_ To: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

Street City State Zip

Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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:**

**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.)

<i>Creditor</i>	<i>Total Due</i>	<i>Monthly Terms</i>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
TOTAL:	\$ _____	_____

Have you ever filed for bankruptcy?  Yes  No If yes, File No. \_\_\_\_\_ 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: \_\_\_\_\_

**LOCAL REFERENCES:**

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

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

©2012, The Greater Capital Area Association of REALTORS®, Inc.  
This Recommended Form is property of the Greater Capital Area Association of REALTORS®, Inc. and is for use by  
REALTOR® members only.  
Previous editions of this Form should be destroyed.

**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 and 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 therefor, 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/Agent, 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 and receive reimbursement 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 Initials: \_\_\_\_\_

**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, however 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 me or my agent 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:** \_\_\_\_\_

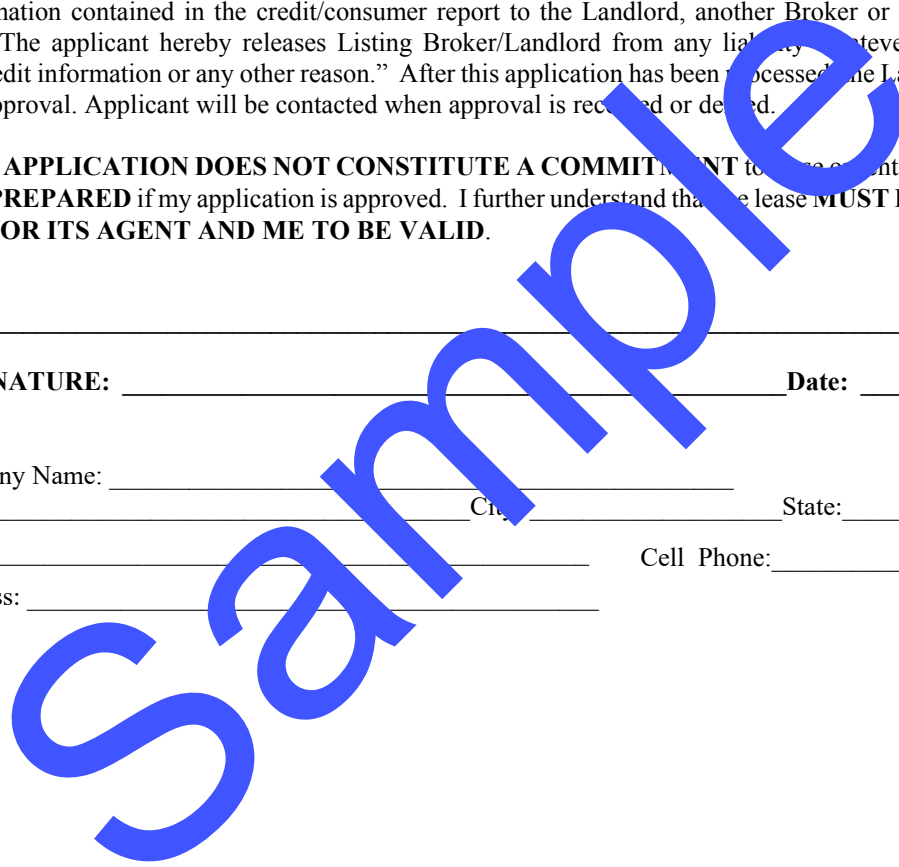
**APPLICANT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Your Agent's Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Agents Email Address: \_\_\_\_\_



---

# **NOAHS' Preferred Properties** Management Company

---

313 Main Street · Gaithersburg, MD 20878 · Bus. (301)258-9100 · Fax (301)258-2975

## **APPLICATION PROCEDURES AND POLICIES**

Noahs' is a real estate brokerage licensed in the State of Maryland and an equal housing opportunity provider. The broker and the agents of the company are acting as agent for the Owner/Landlord working to protect and promote the interests of the Owner/Landlord. However, the company policy is to treat all parties honestly, equally, and fairly.

Thank you for considering us for your housing needs. Please follow this information to make and expedite your rental offer. Please contact this office for further assistance.

1. A) No verbal offers are accepted. Offers to rent shall be made by written application on the Greater Capital Area of Association of Realtors (GCAAR) application form. All applications must be **COMPLETE, SIGNED and ACCOMPANIED BY THE PROCESSING FEE LICENSE and INCOME PROOF** to be considered for approval. Applicants with rental subsidies must provide all supporting documentation at the time of application (Voucher, 9/40 contract, etc.).  
  
B) **ALL ADULTS** (18 years or older) must complete a rental application, shall pay a non-refundable application fee of \$45.00 per person via PAYPAL through the on line application (or make other arrangements to pay cash or certified funds) and sign the lease. All persons, adults and children, who will reside at the property must be listed on the application.  
  
C) The full Security Deposit is due in certified funds at the time the lease is signed. All application payments are made payable to Noahs' Preferred Properties.  
  
D) Owner/Landlords may choose not to accept co-signers or pets (Reference Para 16).

2. At the discretion of the owner or the agent, priority or placement of an applicant's offer to lease may not be given to an applicant who has *not* viewed the subject rental property in person.

3. Applicants are screened on a financial-qualified basis with consideration for the most favorable offer in terms of the amount offered, lease commencement date, and length of lease offered. When any qualified offers are equal, the Owner/Landlord shall consider the offers in the order they were received. All offers are subject to the review and approval of the Owner/Landlord.

4. Credit & income/employment history shall be provided for a period of at least 24 months, and housing history and references for the preceding 5 years are required. Judicial records, public records, and criminal background checks are included in the credit report/screening process. Satisfactory references are sought in all areas. Written explanations may be provided by an applicant if desired for the owner/landlord's consideration with applications.

5. All applicants shall provide a photo copy of a current driver's license or other valid photo ID and proof of income (current pay stub or other supporting documentation). If self-employed, copies of Federal Income Tax Returns for the preceding 2 years are required.

6. Information that is fraudulent or omitted can cause a rental offer to be considered null and void.

7. No more than two applicants' combined incomes are used to qualify. The combined income should not be less than 40 times the monthly rent amount (annual rent = 30% of gross income).
8. If you do not intend to take possession of the home in its current condition, or you have any special requirements, terms, clauses, conditions, or contingencies that are the basis for your offer to rent the premises, you must state any in advance in the space provided on the application, for consideration as the offer. The owner shall be responsible for only those items negotiated and written into a lease.
9. An application that is missing signatures, or fees/deposits, or is materially incomplete, will not be given consideration for priority of placement. All incomplete applications will be counted as received when they are remedied.
10. Applicants are entitled to review, in advance, the lease form they will be required to sign. (For sample leases go to, **www.noahsproperties.com**) Applicants are also entitled, prior to signing a lease, to review any pertinent condominium or homeowners association documents.
11. Applicants shall sign the lease within three (3) business days following the application approval notification, or priority of placement of their offer will be forfeited.
12. Tenants must obtain a **RENTER'S LIABILITY INSURANCE POLICY** prior to move-in.
13. A property offered for sale and for rent simultaneously is subject to removal from the rental market upon the acceptance of a sales contract.
14. A property shall be considered available for rent until a lease is signed by all the lessees and executed and shall be understood to be under a "contingent" offer until such time.
15. This office utilizes a Credit Reporting Agency for credit, criminal, background checks. No credit report may be accepted from an applicant in lieu of a current report obtained by this office.
16. **Pets-** if owner is considering pets, they are considered on a case by case basis. Requirements for dogs: A current picture(s); current veterinary confirmation of Rabies/distemper vaccinations, spay/neutering status, pet's name, age, and description/breed; pet license and/or pet chip registration number. An additional security deposit amount (minimum \$50.00 per pet) and additional rent (minimum \$30.00 per pet) *may be required* by the owner and a general liability insurance policy. Please make a written request for an accommodation for any service animal(s) under the Americans with Disabilities Act. Service animals for authorized leasehold occupants *are not* subject to additional deposits or additional rent.
17. Lease terms generally provide for rent increases to occur in subsequent years of a lease.
18. **All move-in payments must be in certified funds.** One full month's rent installment is due at move-in. Partial month's are pro-rated based on a daily rent of 1/30 of the monthly rent. **Pro-rata rent for 15 days or less is due in addition to the first full month's rent, in advance, at move-in.**

**Applicant's Acknowledgment:** (Please Initial): \_\_\_\_\_