

**Prince George's County Association of REALTORS®, Inc.**  
**RENTAL APPLICATION: Part I - Disclosure**  
 Please print clearly and complete all blanks on Part I and Part II of this Form.



Date \_\_\_\_\_

Application is made to lease premises known as \_\_\_\_\_  
 for the total rental of \$ \_\_\_\_\_ payable monthly in advance on the first day of each month on the  
 following terms: Monthly Rental: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_  
 Lease Term: \_\_\_\_\_ Date Start: \_\_\_\_\_ Date End: \_\_\_\_\_

A deposit in the sum of \_\_\_\_\_  
 Dollars (\$ \_\_\_\_\_) is made herewith (WHICH SHALL BE APPLIED TO THE SECURITY DEPOSIT UPON  
 SIGNING THE LEASE OR RETURNED TO APPLICANT IN WHOLE OR IN PART AS HEREINAFTER PROVIDED).  
 Additionally, a non-refundable fee of \_\_\_\_\_  
 Dollars (\$ \_\_\_\_\_) is to be used in full by Listing Broker for the credit/consumer check and processing the  
 application with the understanding that this application, including each prospective occupancy, is subject to Landlord's approval and  
 acceptance. When so approved and accepted, the applicant(s) agree(s) 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 \_\_\_\_\_ days after being notified of acceptance and before  
 possession is given. In the event the application is approved, but the applicant(s) **REFUSE(S) TO SIGN A LEASE WITHIN THE  
 TIME PROVIDED HEREIN**, then the Landlord/Agent **SHALL RETAIN THAT PORTION OF THE HEREIN DESCRIBED  
 DEPOSIT** actually expended as a result of this application, but only to the extent such expenditures exceed the non-refundable fee set  
 forth above. The balance of the deposit, if any, shall be returned to applicant within fifteen (15) days 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 deposit shall be returned in full to the applicant within fifteen (15) days of such action. The applicant(s)  
 hereby waive(s) any claim for damages for reason of non-acceptance of this application.

(Initials: \_\_\_\_\_)

**SPECIAL LEASE REQUIREMENTS:**

Waterbed:  Yes  No      Pets:  Yes  No

Special Equipment: \_\_\_\_\_

Other needs and/or requirements: \_\_\_\_\_

I/we, the undersigned applicant(s) affirm under the penalties of perjury that I/we have read and understand Part I and Part II of this  
 application and that my/our answers to the questions on this application are true and correct to the best of my/our personal knowledge,  
 information and belief and that I/we have not knowingly withheld any fact or circumstance which would, if disclosed, affect my/our  
 application unfavorably.

**APPLICANT(S)' SIGNATURE(S):**

\_\_\_\_\_  
 \_\_\_\_\_

Checks: \$ \_\_\_\_\_ \$ \_\_\_\_\_ Cash: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Leasing Broker: \_\_\_\_\_ Broker Code: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Leasing Agent: \_\_\_\_\_ MRIS #: \_\_\_\_\_ Phone: \_\_\_\_\_

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Date Application Received: \_\_\_\_\_ Consumer/Credit Report Ordered: \_\_\_\_\_

Office/Owner Approval: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Deposit Returned: Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Withheld: \$ \_\_\_\_\_

Reason: \_\_\_\_\_

Maryland Law requires that all applications for leases must contain certain information regarding the liabilities and rights of applicants. Certain liabilities which the prospective Tenant incurs upon signing this application will be enumerated herein. In addition to these liabilities, there are certain other liabilities and rights which the prospective Tenant has under Maryland Law.

1. If a Landlord/Agent requires from a prospective Tenant any fees other than a security deposit as defined by Section 8-203(a) of the Maryland Real Property Code, and these fees exceed \$25.00, then the Landlord/Agent 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 no 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/Agent 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.

2. If, within 15 days of the first to occur of occupancy or signing a lease, a Tenant decides to terminate the tenancy, the Landlord/Agent may also retain that portion of the fees which represent a loss of rent, if any, resulting from the Tenant's action.

3. The provisions of the foregoing Paragraphs 1 and 2 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.

The applicant(s) hereby authorize Listing Broker/Landlord to order and obtain a credit/consumer report from a credit/consumer reporting agency to be used in conjunction with this transaction when the applicant(s) has made application for tenancy. 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(s) hereby authorize 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. Cost of said credit/consumer report is to be paid for by applicant(s) at time of submitting this application.

The truth of the information contained herein is essential, and if the Landlord/Agent determines that any answer or statement contained herein is false or misleading, any lease granted by virtue of this application may be cancelled at the option of the Landlord/Agent. This application shall become part of any lease agreement executed between the Landlord and/or Agent and the applicant(s), 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. If Landlord is out-of-state or overseas, it may take longer to obtain formal approval of tenancy.

I/we 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/we further understand that the lease **MUST BE SIGNED BY BOTH THE LANDLORD AND/OR ITS AGENT AND MYSELF TO BE VALID**. Should I sign a lease for a dwelling unit 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 is 4% simple annual interest (required Sec. 13-159 Prince George's County Code) for each six (6) months the money is on deposit. 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 for a list of all existing damages.

I/we understand that any or all of the information given here may be used by the Landlord and/or its Agent to determine my/our reputation for meeting my/our financial obligations and my/our respect for the property of others. I/we freely give my/our consent to Listing Broker/Landlord to consult with any of the persons named or not named who have direct knowledge of my/our financial reliability.

I/we certify that I/we have received and carefully examined a copy of the Standard Dwelling Lease form and any addendum that may be used in conjunction with the Lease. I/we agree that I/we 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.

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**Prince George's County Association of REALTORS®, Inc.**  
**RENTAL APPLICATION: Part II - Applicant Information**  
*Must accompany Part I - Disclosure of Rental Application*

Applicant's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ SS#: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Temporary Local # (if applicable): \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address #1: \_\_\_\_\_ Email Address #2: \_\_\_\_\_

Present Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Own  Rent Years: \_\_\_\_\_ Rent/Mtg. Pymts: \$ \_\_\_\_\_

Present Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

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).

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord/Agent's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord/Agent's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ How Long: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

If employed less than one year, give previous employment information:

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ How Long: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

**GROSS ANNUAL INCOME:**

Base Pay: \$ _____	Commissions: \$ _____
Overtime: \$ _____	Dividends: \$ _____
Bonuses: \$ _____	Other: \$ _____
	<b>TOTAL: \$ _____</b>

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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.

**ASSETS:**

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

**LIABILITIES:**

	<i>Creditor</i>	<i>Total Due</i>	<i>Monthly Terms</i>
Auto Loan:	_____	\$ _____	\$ _____
R.E. Mtg.:	_____	\$ _____	\$ _____
Credit Cards:	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
Bank Loans:	_____	\$ _____	\$ _____
Personal Loans:	_____	\$ _____	\$ _____
Alimony:	_____	\$ _____	\$ _____
Child Care/Support:	_____	\$ _____	\$ _____
Suits/Judgments:	_____	\$ _____	\$ _____
	<b>TOTAL:</b>	\$ _____	\$ _____

**OCCUPANTS:**

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Pets: Dog (Breed): \_\_\_\_\_ Cat: \_\_\_\_\_ Other: \_\_\_\_\_

**AUTOMOBILES:**

Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_  
 Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_  
 Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

**MOTORCYCLES, TRUCKS, BOATS, AND TRAILERS:**

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.**

Citizen of (Country): \_\_\_\_\_ Passport #: \_\_\_\_\_  
 Diplomatic Clause required?  Yes  No Length of Stay: \_\_\_\_\_

Have you ever filed bankruptcy?  Yes  No Date: \_\_\_\_\_ Explanation: \_\_\_\_\_

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Have you ever been sued for non-payment of rent or been evicted for non-payment?:

Yes  No If "Yes," please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Nearest Relative Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

LOCAL REFERENCES:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I have \_\_\_\_\_ / have not \_\_\_\_\_ given my present Landlord notice of my intention to vacate.

Reason for vacating is: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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