



**LEASE APPLICATION**

TENANT MUST COMPLETE ALL PARTS COMPLETELY

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

This application is made to lease the premises known as \_\_\_\_\_  
for the TOTAL rent of \$ \_\_\_\_\_ payable monthly in advance on the first day of each month on  
the following terms:

Monthly Rent: \$ \_\_\_\_\_

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

Security Deposit: \$ \_\_\_\_\_

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

Lease Term: \_\_\_\_\_

**OCCUPANTS**

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

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

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

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

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

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

**SMOKING**

Do any occupants smoke (check one)  YES or  NO

**APPLICANT INFORMATION**

Applicant's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ SSN: \_\_\_\_\_

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

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Current Address: \_\_\_\_\_

**APPLICANT CURRENT ADDRESS INFORMATION**

Do you currently (check one)  OWN or  RENT Number of Years at Current Address: \_\_\_\_\_

Current Monthly Rent/ Mortgage Payment: \$ \_\_\_\_\_

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

Current Landlord's/ Agent's Phone #: \_\_\_\_\_

Have you given your current Landlord/ Agent notice of your intention to vacate? (check one)  YES or  NO

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

List all previous addresses, prior to your current address, 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: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

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

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

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

**APPLICANT EMPLOYER INFORMATION**

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

Address: \_\_\_\_\_ Employed Since: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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

Address: \_\_\_\_\_ Employment Dates (Start & End): \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**APPLICANT INCOME**

NOTE: Alimony, child support or separate maintenance income need not be revealed if the Applicant does not choose to have it considered as a basis for paying the rent obligation.

Base pay: \$ \_\_\_\_\_ Commissions: \$ \_\_\_\_\_

Overtime: \$ \_\_\_\_\_ Dividends: \$ \_\_\_\_\_

Bonuses: \$ \_\_\_\_\_ Other: \_\_\_\_\_

**TOTAL INCOME:** \$ \_\_\_\_\_ Income is (check one)  PER MONTH or  PER YEAR.

NOTE: If employer refuses to verify applicant's employment by phone, it will become the responsibility of the Applicant or Co-Applicant to provide immediate written confirmation of such information. If Applicant is self-employed, attach copies of your US tax returns (FORM 1040 and Schedule C) for the past two years.

**APPLICANT ASSETS**

Checking Account: \$ \_\_\_\_\_ Bank: \_\_\_\_\_ Account #: \_\_\_\_\_

Savings Account: \$ \_\_\_\_\_ Bank: \_\_\_\_\_ Account #: \_\_\_\_\_

Credit Union: \$ \_\_\_\_\_ C.U. Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Other Assets: \_\_\_\_\_

**TOTAL ASSETS:** \_\_\_\_\_

**APPLICANT LIABILITIES**

Auto Loan (Company): \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Payoff Balance: \$ \_\_\_\_\_

Auto Loan (Company): \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Payoff Balance: \$ \_\_\_\_\_

Mortgage (Company): \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Payoff Balance: \$ \_\_\_\_\_

Credit Card (Name): \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Payoff Balance: \$ \_\_\_\_\_

Credit Card (Name): \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Payoff Balance: \$ \_\_\_\_\_

Credit Card (Name): \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Payoff Balance: \$ \_\_\_\_\_

Bank Loan (Bank Name): \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Payoff Balance: \$ \_\_\_\_\_

Personal Loan (Creditor Name): \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Payoff Balance: \$ \_\_\_\_\_

Alimony: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Pay Until: \_\_\_\_\_

Child Care/ Support: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Pay Until: \_\_\_\_\_

Suits/ Judgments: \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Payoff Balance: \$ \_\_\_\_\_

**TOTAL MONTHLY PAYMENTS:** \$ \_\_\_\_\_ **TOTAL PAYOFF BALANCE:** \$ \_\_\_\_\_

**APPLICANT'S VEHICLES THAT WILL BE AT THE RENTED PROPERTY**

**AUTOMOBILES:**

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

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

**MOTORCYCLES/ LARGE TRUCKS/ BOATS/ TRAILERS:**

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

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

Are any of the above vehicles commercial vehicles (check one)  **YES** or  **NO**

If so, which one(s): \_\_\_\_\_

All motor vehicles or trailers must have current licenses/ tags and may be parked **ONLY** in garages/ driveways, if provided, or on the street (not in fire lanes or on the lawn), **OR AS REQUIRED BY THE CONDOMINIUM OR HOMEOWNER'S ASSOCIATION.**

**PETS & SERVICE ANIMALS**

Indication of pets below does not guarantee Owner/ Agent acceptance of pets.

Do you have a Service Animal as identified by the Americans with Disabilities Act or Department of Justice? (check one)  **YES** or  **NO**

Do you have any pets (non-service animals) (check one)  **YES** or  **NO** How many pet(s)/ service animal(s): \_\_\_\_\_

Type of pet(s)/ service animal(s) (include breed): \_\_\_\_\_

Weight(s): \_\_\_\_\_ Age(s): \_\_\_\_\_

**SPECIAL LEASE REQUIREMENTS**

Do you need any special lease requirements? \_\_\_\_\_

Special equipment needed or necessary modifications to accommodate a disability: \_\_\_\_\_

**DIPLOMATIC CLAUSE**

Diplomatic Clause Required (check one)  YES or  NO      *Length of stay:* \_\_\_\_\_

**ACTIVE DUTY MILITARY**

Military transfer clause needed? (check one)  YES or  NO      *Length of stay:* \_\_\_\_\_

**BANKRUPTCY/ NON-PAYMENT/ EVICTION/ FELONY CONVICTION**

Have you ever filed bankruptcy (check one)  YES or  NO      Date Filed: \_\_\_\_\_ Date Discharged: \_\_\_\_\_

Explanation: \_\_\_\_\_

Have you ever been sued for non-payment of rent or been evicted (check one)  YES or  NO

Explanation: \_\_\_\_\_

Have you or anyone indicated above ever been convicted of a felony in any federal or state court (check one)  YES or  NO

If yes, please attach specific information regarding felony conviction, including date of conviction; charge for which convicted; sentence imposed; whether sentence has been completed; and if sentence has not been completed, specify sentence requirements which remain to be completed.

**IN CASE OF EMERGENCY**

Nearest relative's name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

**LOCAL REFERENCES**

Do not include family members.

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

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

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

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

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

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

**APPLICATION FEE & SECURITY DEPOSIT INFORMATION**

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 Real Property Article of the Annotated Code of Maryland, 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. 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.

An application fee of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) is to be used by Landlord/ Agent for the credit/consumer check and any other expenses arising out of the application with the understanding that this application, including each prospective occupancy, is subject to Landlord's approval and acceptance.

A security 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).

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 APPLICATION FEE** actually expended as a result of this application. The balance of the application fee and security 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 security 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.

**REVIEW OF LEASE**

Tenant has the right to receive and carefully examine a copy of the Standard Dwelling Lease form and any addendum that may be used in conjunction with the Lease prior to submitting this Application. All requests for a copy of the Lease prior to Application must be made in writing.

**UTILITY DISCLOSURE**

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, including: **GAS, OIL, ELECTRICITY, WATER, SEWER, REFUSE**, where applicable, and will pay deposits therefore, if required.

**CONSUMER REPORT AUTHORIZATION**

I/We authorize you to secure, from a consumer reporting agency, an investigative consumer report. This report may contain, but would not be limited to, a consumer credit report, a criminal history records investigation, verification of my residences, employment and income. I/We authorize the consumer reporting agency to verify any and all information contained in this application and to inquire into my character, general reputation, personal characteristics and mode of living, and I/we release all concerned from any liability in connection with any information they give. I/ We have also been advised that I/ we have the right, under the Federal Fair Credit Reporting Act (FCRA), Section 606(B), to

make a written request of the consumer reporting agency, within a reasonable time, for a complete and accurate disclosure of the nature and scope of the investigation. I/ We acknowledge that I/ we may obtain from a consumer reporting agency, the summary of consumer rights required by Section 609 of FCRA entitled: *A Summary of Yours Rights Under the Fair Credit Reporting Act.*

I/ We hereby affirm that my answers on this Application for Tenancy are true and correct and that I/ we have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably. Any false information contained in this application, when discovered, shall be deemed cause for rejection of this application and immediate termination of any subsequent lease or rental agreement.

The above information is presented with the understanding that it may be used as a basis for the acceptance of a lease by the Landlord/Agent. I/ We certify that all information contained herein is true and correct and hereby authorize verification of same. I/ We hereby authorize disclosure of the information contained herein to the Landlord/Agent, and the credit reporting bureau. I/ We hereby authorize the disclosure of the information contained in any consumer report obtained to Landlord/Agent. **I/ We hereby authorize disclosure of the information contained herein or contained in any consumer report obtained by Agent to Landlord and/ or Landlord's authorized representative.**

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



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Credit Agreement

CBI-The Credit Bureau, Inc.  
Post Office Box 740241  
Atlanta, GA 30374

Gentlemen:

This is to authorize and instruct you to furnish O'Brien Realty a consumer report on me. I further authorize said O'Brien Realty to disclose and discuss with the landlord, a prospective vendor of a real-estate property and prospective creditor, the details of said report, but not to provide said prospective vendor with a copy of said report.

It is my wish and instruction that said Real Estate Company will use the consumer credit report only for this one transaction and for none other whatsoever.

I understand that, should I have any questions concerning the information contained in the credit report, I must obtain a copy of said report directly from CBI, at the above address. I have been advised that O'Brien Realty is not a credit-reporting business and cannot advise me of the contents or provide me with a copy of the credit report.

For the purpose of identification, I have outlined below certain personal information to assist The Credit Bureau in developing this report:

\_\_\_\_\_  
FULL LEGAL NAME

\_\_\_\_\_  
Soc. Sec. No.

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SPOUSE'S FULL LEGAL NAME

\_\_\_\_\_  
Soc. Sec. No.

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
PRESENT LEGAL ADDRESS

\_\_\_\_\_  
FORMER LEGAL ADDRESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF CO-APPLICANT

\*\*Note: \$30.00 for single applicant  
\$40.00 for married couple

Cash or Money Orders payable to: O'BRIEN REALTY PROPERTY MANAGEMENT