



**ALLEN & ROCKS, INC., AGENTS
APPLICATION TO RENT APARTMENT**

FOR OFFICE USE ONLY	PHOTO ID VERIFIED BY: _____
Date & Time of Application: _____	Source of Application: _____
Name of Applicant: _____	_____
First	Middle Initial
Apartment Address: _____	
Apartment Size: _____	Desired Move-In Date: _____ # of Persons to Occupy: _____
Application Fee: \$ _____	Paid by: <input type="checkbox"/> Check <input type="checkbox"/> Credit <input type="checkbox"/> MO Reference Number: _____
Contact #: _____	Email Address: _____ # of Vehicles: _____

Allen & Rocks, Inc., agent for Landlord, will rent to qualified Applicants and will be in compliance with the applicable Fair Housing laws.

Application is hereby made to rent the Premises known as apartment number _____ located at _____ City _____ State _____ Zip _____ under a Lease Agreement for a term of _____ MONTHS to begin on the first day of _____ 20____ for the monthly rental of \$ _____ payable on the first day of each month.

It is understood that no pets will be permitted without prior written consent of Agent. If a pet is approved Applicant agrees to complete Landlord's Pet Addendum and pay the required fees and/or rent as required by the Pet Addendum.

APPLICANTS PLEASE NOTE THE FOLLOWING:

1. All Applicants must be 18 years of age, provide a valid Social Security number and have the legal right to be in the United States. Occupants must also have the legal right to be in the United States. If the Social Security number cannot be verified, this Application will be rejected.
2. All copies of the Lease Agreement must be executed by all Applicants before possession will be allowed.
3. **All rents are due and payable on the first of the month.**
4. It is understood that the sums deposited herewith as an Application Fee are not refundable.
5. This Application shall further constitute an offer by the Applicant(s) to enter into a Lease Agreement for the above apartment. If this Application is approved either orally or in writing, Applicant(s) agree, within five (5) days after having been so advised, to enter into a Lease Agreement in conformity with this Application on the Landlord's standard form of Lease Agreement (a copy of which has been made available for Applicant(s) to review) and upon execution of Lease Agreement pay the required Security Deposit.
6. If this Application is approved and upon notification Applicant(s) fail to enter into a Lease Agreement as aforesaid, Landlord may, at its option, rescind its approval of this Application and lease the Premises to a third party.
7. In addition to advising you of the liabilities which you incur upon signing this Application, as set forth above, Maryland Law requires an Application to contain the following explanatory statement:

Fees other than Security Deposit (1) if a landlord 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, than the Landlord shall return the fees, subject to the explanations below, or be liable for twice the amount of the fees in damages. 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. (2) The Landlord may retain 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. Applicant, if approved, is required under the Lease Agreement to procure and maintain renter's insurance with a minimum amount of \$100,000.00 General Liability coverage and shall name Allen & Rocks, Inc. and Wheaton Place JV as an additional insured on the policy.
9. The Premises is to be used as a residence only, and as the primary residence of the Applicant, and is to be occupied only by those persons applying and those individuals listed as occupants on this Application.

APPLICANT

Full Name _____ SSN _____
Current Address _____ City _____ State _____ Zip _____
Phone # _____ Alternate # _____ Email _____
Date of Birth _____ Driver's License # _____ State _____

EMPLOYMENT

Present Employer _____ Employer Phone # _____
Address _____ City _____ State _____ Zip _____
Occupation _____ Supervisor's name _____
Date Employment Began _____ Annual salary or hourly rate _____

ADDITIONAL EMPLOYMENT

Employer _____ Employer Phone # _____
Address _____ City _____ State _____ Zip _____
Occupation _____ Supervisor's name _____
Date Employment Began _____ Annual salary or hourly rate _____

PLEASE LIST AND EXPLAIN ANY OTHER SOURCES OF INCOME WHICH YOU WISH US TO CONSIDER. (Amount and Source)

I AM I AM NOT A MEMBER OF THE ARMED FORCES OF THE UNITED STATES.

IF YOU ARE A MEMBER OF THE ARMED FORCES OF THE UNITED STATES, PLEASE FILL IN THIS SECTION.

Military branch _____ Rank _____ Serial # _____
Stationed at _____ From _____ to _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR OTHER CRIME?

Yes No (Exclude traffic offenses.) If yes, please describe the offense, the date of conviction and other pertinent information. _____

CURRENT LANDLORD/MORTGAGE INFORMATION

Own Rent Name of company/person you pay rent/mortgage to _____
Address _____ City _____ State _____ Zip _____
Phone # _____ Amount of monthly rent/mortgage _____
Date of occupancy _____ Current lease expiration date _____ Have you ever been evicted? _____

In case of EMERGENCY, person you wish us to notify:

Name _____ Relationship _____ Phone # _____
Address _____ City _____ State _____ Zip _____

Do you request permission to have pets? No Yes Type _____ Breed _____ Weight _____ Number _____

THE ENCORE AT WHEATON STATION

Rental Policy

Allen & Rocks, Inc., agent for Landlord, will rent to qualified Applicants in compliance with all applicable Fair Housing laws, who fulfill the following requirements:

Applicant(s) must be at least eighteen (18) years of age and be required to complete and Application. If approved, Applicant agrees to become a Tenant and occupy the apartment. With submission of an Application to Rent Apartment, each Applicant, 18 years or older, must tender a non-refundable Application fee to Landlord to defray the cost of verifying the information contained within the Application.

Except as may be required by law, no cash is accepted at anytime.

Guarantors are not permitted.

Each Applicant will be required to provide a valid Social Security number and must have the legal right to be in the United States.

Each Applicant must complete the Landlord's Application in full and sign it in the presence of an authorized agent of the Landlord. If there are multiple Applicants applying together for the same apartment, each Applicant must complete and sign a separate Application. The collective information of all Applicants will be considered.

Applications containing misrepresentations or Applicants who do not meet Landlord's criminal background criteria will be rejected.

Applicant(s) must authorize and allow Landlord and/or any credit reporting agency employed by the Landlord to investigate, validate and otherwise confirm the acceptability of Applicant's character, credit worthiness, and sufficiency of income.

If the Applicant(s) meet the Landlord's resident screening qualifications, the application will be approved. Approved Applicant(s) must tender the security deposit, then in effect, in the form of a money order or personal check, and sign Landlord's Lease Agreement within five (5) days of Landlord's oral or written notification of acceptance.

No pets will be permitted without the prior written consent of the Landlord.

If the Application is approved and upon notification the Applicant(s) fails to enter into a Lease Agreement as agreed, Landlord may, at Landlord's option, place the apartment for rental to a third party.

Prior to approved Applicant(s) being given a key to the apartment between the first day and the 20th day of a month, Applicant(s) will be required to pay the Landlord the pro rata rent for that month. If possession of a key is given between the 21st day and the last day of a month, Applicant(s) will be required to pay to Landlord the pro rata rent for that month in addition to the entire rent for the first full month of the Lease term.

All rents are due & payable on the first day of each month.

Applicant(s) must agree that only those persons named in the Application to Rent Apartment and/or in the Landlord's Lease Agreement and who are approved for occupancy, shall be allowed to reside in the leased apartment at any time.

If there is a proposed change in the Tenants or Occupants who will reside in the apartment during the initial term or any renewal terms, the Tenant(s) must comply with the policies set forth by Landlord.

The limitations imposed for occupancy for each type of apartment are as follows:

One Bedroom – up to two (2) persons plus 1 infant
Two Bedrooms – up to four (4) persons plus 1 infant
Three Bedrooms – up to six (6) persons plus 1 infant

****infant shall not exceed two (2) years of age.***

If no apartment of the type being applied for is available when the Application to Rent Apartment is submitted nor will such an apartment be available by the intended move-in date, Applicant(s) will be placed on a chronological waiting list and be subject to the Landlord's Waiting List Policy.

If accepted, the Applicant(s) shall be responsible to purchase, at Applicant(s) sole expense prior to taking occupancy, a renter's insurance policy as provided for in the Landlord's Lease Agreement.