

APPLICATION FEES AND GUIDELINES

Coakley Realty is a real estate brokerage licensed in the State of Maryland, DC and Virginia. The broker of the company is acting as agent for the Owner/Landlord and the agents of the company are sub-agents, all of whom are working to protect and promote the interest of the Owner/Landlord.

Please review the following information and contact Coakley Realty with any questions:

1. All offers to rent must be made by written application. All applications must be COMPLETE AND SIGNED and ACCOMPANIED BY ALL FEES AND REQUIRED DEPOSITS prior to consideration for approval. Applicants with rent subsidies must provide all supporting documentation at the time of application.
2. All adults (18 years or older) must complete a rental application; pay a non-refundable application fee of \$40.00 per person. All checks should be made payable to Coakley Realty.
3. All persons, adults and children that will be residing at the property on a regular basis must be indicated on the application form.
4. Applications must also be accompanied by a separate check for the earnest money deposit, equivalent to one month's rent amount. This deposit shall become the first month's rent upon acceptance of the application. All checks should be made payable to Coakley Realty.
5. Applicants are screened on a first-come, first-qualified basis with consideration for the most favorable terms such as the amount of rent, lease commencement date, and length of lease. When qualifying criteria are equal the Owner/Landlord will accept the application that was received first. All applicants are accepted or rejected on the authority of the Owner/Landlord.
6. Credit history and income/employment history for a minimum of the preceding 24 months and housing references for the preceding 5 years are required. Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history. Special circumstances should be explained in writing, in advance, and submitted with the original application whenever possible.
7. All applications must be accompanied by a copy of each applicant's driver's license and proof of income IE: recent pay stub and or other supporting financial information. If self-employed, copies of Federal Income Tax Returns for the last 2 years are required.
8. Fraudulent information will cause the application(s) to be declined.
9. Only two applicants may combine their incomes to qualify. The combined income should not be less than 40 times the rent (annual rent = 30% of gross income).
10. Any and all special requirements (i.e. paint, carpet, etc.), clauses, conditions, and contingencies which are a basis for whether or not you will sign a lease must be stated in advance, in writing, on the

application or Landlord will NOT be required to make such changes/upgrades.

11. Applicants are entitled to review, in advance, the lease which they will be required to sign. Sample leases can be found at www.coakleyrealty.com.

12. Applicants are required to sign the lease within three (3) business days following the application approval notification, or priority of placement will be forfeited. A property shall be considered available until the lease is signed by all the lessees and shall be understood to be under a "contingent contract" until such time.

13. Tenants must obtain a RENTER'S LIABILITY INSURANCE POLICY prior to move-in.

14. This office utilizes a Credit Reporting Agency for credit & criminal background checks. No credit report may be accepted from the applicant in lieu of this office obtaining one.

15. If pets are allowed by the Owner/Landlord, additional security deposit shall be negotiated between Applicant and Landlord.

16. Leases of more than twelve months may include a rent adjustment for each additional year.

17. The security deposit negotiated in the lease is due upon lease signing. Any partial month's rent will be pro-rated based on a daily rent of 1/30 of the total monthly rent. Pro-rata rent for 7 days or less is due upon lease signing.

Applicant's Acknowledgment:

Print Name: _____

Signature Date

Print Name: _____

Signature Date

Revised 1/31/03

RENTAL APPLICATION

This Rental Application ("Application") is an offer to rent. The Lease is a legally binding contract.

It is unlawful to discriminate on the basis of race, color, religion, national origin, sex, elderliness, familial status, or handicap. It is also unlawful to discriminate against all classes protected by the laws of any applicable local jurisdictions and the REALTOR® Code of Ethics. This application will be processed in accordance with occupancy laws.

BROKERAGE DISCLOSURE

Applicants acknowledge by their initials that in this real estate leasing transaction Listing Broker, _____, represents Landlord and that Leasing Broker, _____, represents Landlord OR Tenant. (If Broker is acting as a dual or designated representative, then the appropriate disclosure form is attached to and made a part of this Application).

Applicant(s) Initials _____ / _____

Leasing Agent must attach a business card.

Applicant(s) Identification Type & Expiration Date: _____.

OFFER TO RENT

_____ ("Applicant 1") and _____ ("Applicant 2") offer to lease the property known as _____ (the "Premises"), for _____ years/months beginning _____, for the monthly rent of \$ _____ payable in advance on the first day of each month.

CONDITIONS

A NON-REFUNDABLE PROCESSING FEE OF \$ _____ per Applicant is included with this Application. Processing may take up to five (5) business days to complete. **AN EARNEST MONEY DEPOSIT** of \$ _____ (the "Deposit") is included and will be held by _____. If this Application is accepted and a lease is signed, the Deposit will be credited to amounts owed to Landlord. If this Application is not accepted, the Deposit will be returned to Applicant(s) less any additional documented processing charges. Funds held by an escrow agent will be deposited no later than five (5) business banking days after Application has been approved.

Occupancy is subject to possession being delivered by the present occupant. **The Premises are accepted "As-Is" unless otherwise noted below or by attachment.**

CONTACT INFORMATION:

APPLICANT 1

C: _____

H: _____

W: _____

Email: _____

APPLICANT 2

C: _____

H: _____

W: _____

Email: _____

OFFICE USE ONLY

Application Received Date _____ Time _____

Application Reviewed By _____

Approved Rejected Withdrawn Applicant or Agent notified Date _____ Time _____

APPLICANTS AGREE AND UNDERSTAND THAT:

1. This Application, each occupant and each pet are subject to acceptance and approval by Landlord.
2. Listing Broker is obligated to present all Applications to Landlord until a lease is signed.
3. Landlord and Listing Broker may rescind acceptance and resume marketing the Premises at any time until a lease is signed.
4. Proof of current income is required. For example:
 - a. Latest Pay Statements/Stubs
 - b. Last 2 years' Form W-2 for hourly or weekly pay persons
 - c. Last 2 years' Form 1040 and Schedule C (if applicable) of self-employed or persons with tip income
 - d. Copy of LES and orders for military
5. This Application consists of four (4) pages which must be completed in full. Incomplete or missing information will result in delay of a decision. Willful misrepresentation may be grounds for invalidating a lease.
6. A draft of the proposed lease may be reviewed through Listing Broker. If Landlord and Applicant(s) cannot agree on terms, the Deposit will be returned.
7. Applicant(s) must present valid photo identification or two (2) forms of ID before signing the lease.
8. Applicant(s) is responsible for obtaining property and liability insurance (Renter's Insurance) and assuming utility accounts where required before occupying the Premises.
9. Any move-in fees and utility deposits are the responsibility of Applicant(s).
10. Only those persons listed in Application are to live in the Premises.
11. The Premises are not to be used for business except with full knowledge and consent of Landlord and in conformity with all applicable laws and regulations.
12. Applicant(s) has no lease hold interest until a lease is signed.

I/we agree to the above conditions and authorize the firm processing this Application to verify any information contained herein and to perform any credit or investigative inquiries necessary to properly evaluate this Application, and any renewal. If any information is found to be false or misleading, the Application may be rejected.

Applicant 1 Signature Date

Applicant 2 Signature Date

APPLICANT 1

Full Name

Date of Birth SSN/TIN

Current Street Address

City State Zip

From: _____ To: _____ \$
Dates of Occupancy Rent Mortgage

Landlord/Management/Mortgage Co. Name

Phone # Email

Reason for Moving

APPLICANT 2

Full Name

Date of Birth SSN/TIN

Current Street Address

City State Zip

From: _____ To: _____ \$
Dates of Occupancy Rent Mortgage

Landlord/Management/Mortgage Co. Name

Phone # Email

Reason for Moving

APPLICANT 1

APPLICANT 2

Previous Street Address

Previous Street Address

City State Zip

City State Zip

From: _____ To: _____ \$ _____
Dates of Occupancy Rent Mortgage

From: _____ To: _____ \$ _____
Dates of Occupancy Rent Mortgage

Landlord/Management/Mortgage Co. Name

Landlord/Management/Mortgage Co. Name

Phone # Email

Phone # Email

Reason for Moving

Reason for Moving Reason for Moving

EMPLOYMENT

EMPLOYMENT

1. _____
Current Company Name

1. _____
Current Company Name

From: _____ To: _____
Location Dates of Employment

From: _____ To: _____
Location Dates of Employment

\$ _____ /year
Position/Rank Income

\$ _____ /year
Position/Rank Income

Supervisor Name Phone

Supervisor Name Phone

2. _____
Previous Company Name

2. _____
Previous Company Name

From: _____ To: _____
Location Dates of Employment

From: _____ To: _____
Location Dates of Employment

\$ _____ /year
Position/Rank Income

\$ _____ /year
Position/Rank Income

Supervisor Name Phone

Supervisor Name Phone

ADDITIONAL INCOME

ADDITIONAL INCOME

\$ _____ /year
Source Amount

\$ _____ /year
Source Amount

DEBTS (List major loans or credit card debt)

Type of Loan	Creditor	Balance	Monthly Payment
1. _____	_____	_____	_____
2. _____	_____	_____	_____

ASSETS (Submit supporting documentation if necessary for qualification)

Type of Asset	Value
1. _____	_____
2. _____	_____

ADDITIONAL INFORMATION

Do you plan to bring a waterbed or large aquarium into the Premises?
 Do you intend to smoke or permit smoking in the Premises?

Yes No
 Yes No

PLEASE ANSWER

	<u>Applicant 1</u>	<u>Applicant 2</u>	<u>Explanation*</u>
1. Have you ever filed for bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
2. Have you ever been evicted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
3. Do you have any judgments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
4. Have you had a foreclosure?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
5. Are you party to a lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
6. Do you pay alimony or child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
7. Are you a co-signer for a loan or another lease?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
8. Have you ever had a rental application rejected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
9. Will you require a visual smoke detector?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
10. Are you entitled to diplomatic immunity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
11. How would you rate your credit?	_____	_____	_____

*Attach separate sheet if necessary.

Do you have any animals? LIABILITY COVERAGE IS REQUIRED FOR DOGS.

TYPE	BREED	AGE	WEIGHT	M/F	NEUTURED/DECLAWED
					/
					/
					/

Do you have any vehicles?

VEHICLE: TYPE, MAKE, MODEL	STATE	VEHICLE: TYPE, MAKE, MODEL	STATE

OTHER OCCUPANTS OF THE PREMISES

(Occupants over 18 must submit separate applications)

LAST NAME	FIRST NAME AND M.I.	M/F	D.O.B.	RELATIONSHIP

DESIGNATED CONTACTS (Someone who knows how to reach you) OR NEXT-OF-KIN

1. _____
 Name Relationship Email

Telephone Address City State Zip

2. _____
 Name Relationship Email

Telephone Address City State Zip

