



**NOAHS' Frederick Management Corporation, 421 West Patrick Street  
Frederick, MD 21701 (301) 663-4442 Fax (301) 620-0728**

## **Rental Application**

Thank you for applying to Frederick Management Corporation for your housing needs. In order to best serve you, we feel it is imperative that you are made aware of, and fully understand our application policies and processes. ***Please read this document carefully before signing.***

***It is policy of this management company that applications must be complete prior to submission for consideration. All completed applications are processed on a first - come / first qualified basis as they are received. A complete application must contain:***

1. Signed Agency Disclosure Form
2. Signed Policy Statement
3. Complete Information Required to Process the Rental Application Form
4. **One SEPARATE Money Order or Cashier's Check for the Application Fee**
5. **One SEPARATE Money Order or Cashier's Check for the First Month's Rent**
6. Valid Driver's License or other photo ID
7. Documented Proof of Income
8. Applicant to provide a renters certificate of insurance (**prior to or at lease signing**)
9. If applicable, proof that deposit has been made to Gas Co. (**prior to keys being issued**)
10. Security Deposit – **Due at Lease Signing** (Certified check or money order only)
11. If applicable, include a picture of your Pet(s) and veterinary papers.

*FMC is an Equal Housing Opportunity company.  
Our staff members adhere to a strict Code of Ethics, and to the Federal Fair Housing Law.*

### **Criteria For Application Approval**

The following criteria shall be applied equally to all applications for housing received. Should the application, in whole or in part, fail to fulfill all of these requirements, the application cannot be accepted:

#### **Credit History (Including Statewide or Multi-State Criminal Report)**

Credit reports obtained shall show no unsatisfied judgments, liens, or collections on public record. No conflicting information shall be reflected on the credit report vs. the information provided by the applicant on the application form. Credit responsibilities should be in line with income.

Credit reports obtained shall show no bankruptcies filed within the previous twelve (12) month period.

Credit reports obtained shall reflect no negative payment ratings.

A letter from the credit reporting company must be provided by the applicant for any deficiencies corrected, but which are still reflected, on a credit report.

**FMC is under no obligation to continue with the rental, mortgage, employment or salary verification process should the applicant(s) fail to meet the credit history criteria.**

#### **Rental or Mortgage History:**

Previous rental or mortgage payment history shall be provided for the previous three (3) year period. Such history must reflect that rent was paid in a timely manner, the property was kept in good condition, and that there is no history of complaints from other tenants.

If an applicant is currently under a lease, a letter of release must be provided from the current landlord.

#### **Employment/Salary History:**

Employment history shall be provided for the previous two (2) year period. Such history must be favorable, and salary must be verifiable. Proof of income must be provided for the previous two (2) year period if self-employed.

Rent to income ratio shall not exceed 28%. Without regard to the total number of adults applying, such ratio shall be based on a maximum of two (2) incomes of FMC's choice only.

If any one party to the application does not meet the criteria for approval, the application as a whole must be denied. Any party may re-apply once the deficiencies have been corrected, either for the original property if it is still available, or for another property, if they so desire.

**Should we be unable to approve an application, FMC will issue a refund, in the name of all parties applying, or the first month's rent deposit in the form of a corporate business check. Application fees paid are non-refundable. A letter of explanation will be provided to the parties.**

**Required Fees**

**Application:** \$37.00 per person. MUST be submitted as one **MONEY ORDER OR CASHIER’S CHECK**, separate from the first month’s rent deposit. This fee is non-refundable if the application is denied.

**Deposit:** A sum equal to first month’s rent for the unit **MUST** be submitted as one **MONEY ORDER OR CASHIER’S CHECK**, separate from the application fee. This is **NOT A SECURITY DEPOSIT**, but rather, a deposit paid as consideration for the initiation of the application approval process, and a confirmation of the applicant(s) intent to execute a Lease Agreement for the unit upon approval of the application. Once application has been approved and accepted, this sum shall be applied as payment of the first month’s rent.

**Security:** A security deposit in the amount of \$ \_\_\_\_\_, presented in the form of a **CASHIER’S CHECK OR MONEY ORDER**, shall be due and payable on the effective date of the Lease. This amount is payable to FMC if they are managing the property, or to the Owner if he/she is utilizing FMC for leasing services only. The total amount due must be paid **IN FULL** on the effective date of the Lease.

FMC and/or the Property Owner reserves the right to limit the number of persons residing in a unit to prevent undue stress to the structure and systems. The premises applied for is to be used **STRICTLY** as a **RESIDENTIAL** dwelling by **NO MORE THAN THE NUMBER OF PERSONS INDICATED ON THIS APPLICATION**. Occupancy is subject to possession being delivered by the present occupant.

FMC requires **all adults** (18 years or older) who will reside in the unit to complete an application for approval and acceptance, submit the required fees, and sign the Lease.

FMC will notify applicants once the application has been completely processed and approved, which typically takes **three (3) to five (5) business days**. FMC is not responsible for delays experienced in attempting to verify information through outside parties.

The property will continue to remain available during the application approval process. Note that FMC will continue to market a property until a lease has been signed. Any back up applications will be taken on a first come, first qualified basis to be considered in the order received should this application be denied or applicant fails to execute a Lease if approved.

**If, after approval and acceptance of the application, applicant fails to execute a Lease in accordance with the terms of this application, the deposit shall be considered forfeit as liquidated damages to the Owner and/or Agent for expenses arising out of the application, including, but not limited to, lost rental income, Agent commission, cost of re-advertising, and processing fees.**

FMC will prepare a Lease and schedule an appointment with approved applicants. It is important that applicants understand that the *Lease is a legal document, and is binding on all parties*. It is imperative the applicants read the document carefully and thoroughly understand all of its terms and provisions. The Agent will be happy to answer any questions or clarify any provisions of the Lease for the applicants.

FMC is hereby authorized by the applicant(s) to obtain a Consumer Credit Report from the Consumer Reporting Agency of FMC’s choice, including a statewide or multi-state criminal report, as part of the application review and approval process. FMC does not accept credit reports submitted by applicant(s) from their own sources in lieu of obtaining a credit report from the Agency utilized by FMC for all applications. Applicant(s) authorized FMC to disclose any information obtained during the application review and approval process, including a copy of the applicant(s) Consumer Credit Report, to the Owner of the property, if so requested by the Owner.

**The truth of the information contained in the application is essential**, and the application deposit is made with the clear understanding that each prospective applicant is subject to approval and acceptance by the Owner and/or Agent. If the Owner and/or Agent deems any answer or statement herein to be false or misleading, it shall be considered that any lease granted by virtue of this application may be canceled at the Owner and/or Agent option.

**Applicant(s) certify that the information given on the application is true** to the best of the applicant(s) knowledge, and that applicant(s) have not knowingly withheld any fact or circumstance that would, if disclosed, affect this application unfavorably. *Applicant(s) authorizes release of information regarding rental history, employment, and finances.*

**Applicant(s) hereby certify that the policies contained herein are fully recognized and understood:**

\_\_\_\_\_  
Signature of Applicant #1

\_\_\_\_\_  
Signature of Applicant #2

\_\_\_\_\_  
Signature of Applicant #3

Si

\_\_\_\_\_  
Signature of Applicant #4

**FEEs AND DEPOSITS RECEIVED BY:** \_\_\_\_\_, Noahs’ FMC.

**\$** \_\_\_\_\_ **Application Fee** \$ \_\_\_\_\_ **Application Deposit** **Date & Time Received:** \_\_\_\_\_

Rental Application Part 2

Property Address: Monthly Rental Rate \$

1 One Year Term Starting: Early Occupancy Date:

Agent who showed you the property:

All adults (over the age of 18) residing in the unit must complete an application, submit the required fees, and sign the Lease Agreement if approved. All applicants are required to complete SEPARATE forms.

Rent for early occupancy shall be computed on the daily rental rate (based on a 30 day, calendar month) multiplied by the number of days possession is taken prior to lease term commencement date. All terms and conditions of the Lease Agreement shall apply for that period in which the new tenant(s) is/are in early possession of the property.

APPLICANT Last Name First Name M.I. Birth Date Social Security #

Names & Ages of Minor Occupants:

Rented from FMC before? If so, when? Type(s) of Pets?

Pets subject to owner approval; additional deposits may be required: \$500.00 per dog/\$500.00 per cat Pet Addendum Required and \$25.00 per month additional rent per pet may be required

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Rental/Mortgage History - Provide Current Information Here

If less than 3 years, provide additional previous references in the "Additional References" section of this form for at least 1 year immediately preceding your current rental/mortgage.

Current Address: zip

Current Home Phone: Current Work Phone:

Cell Phone: E-Mail Address:

How long have you lived there? Rent or Own? Monthly Payment: \$

Current Landlord/Mortgage Company:

Phone Number: Fax Number:

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Employment/Salary History - Provide Current Information Here

If less than 2 years, provide additional previous references in the "Additional References" section of this form for at least 1 year immediately preceding your current employment/salary.

\* If Self Employed, acceptable proof of income must be attached.

Current Employer and Address:

Position: Date of Employment: Salary: \$ PER MONTH

Current Supervisor Name and Phone #

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Bank Accounts:

Checking Account Number Bank Branch City

Savings Account Number Bank Branch City

Credit References - Loans, credit cards, etc. (do not include gas cards):

Name and Location of Company Type of Loan/Debt Account Number

Name and Location of Company Type of Loan/Debt Account Number

Person to Contact in Case of Emergency: Name: Phone #

Relationship



**RENTAL APPLICATION**

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**PETS**

| Type | Breed | Sex | License No. | Age | Weight | Name |
|------|-------|-----|-------------|-----|--------|------|
|      |       |     |             |     |        |      |
|      |       |     |             |     |        |      |

**Pet Reference**

VETERINARIAN

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ADDRESS

**Renter's Insurance**

AGENCY

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ADDRESS

PHONE

**Have you or co-applicant(s) ever:**

- **Filed for Bankruptcy in the past three years?** No \_\_\_\_\_ Yes \_\_\_\_\_
- **Been sued for non-payment of rent?** No \_\_\_\_\_ Yes \_\_\_\_\_
- **Been evicted from a property you were renting?** No \_\_\_\_\_ Yes \_\_\_\_\_

**I (we) learned of FMC from:**

- \_\_\_ **Frederick News/Post**      \_\_\_ **"For Rent" Sign**      \_\_\_ **Yellow Pages**  
\_\_\_ **Current/Previous Tenant**      \_\_\_ **FMC Website**      \_\_\_ **MRIS**  
\_\_\_ **Other**

**ARE YOU OR ANY MEMBER OF YOUR FAMILY IN THE MILITARY SERVICE?**

**If so, name:** \_\_\_\_\_