



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

FOR OFFICE USE ONLY	PHOTO ID VERIFIED BY: _____		
Date & Time of Application: _____	Source of Application: _____		
Name of Applicant: _____	First	Middle Initial	Last
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 without regard to race, color, national origin, religion, sex, physical or mental handicap, familial status, sexual preference, marital status, age, occupation, political opinion, and person appearance.

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 approved Applicant agrees to complete Landlord's Pet Agreement and pay the required fees and/or rent as defined in the Pet Agreement.

APPLICANT PLEASE NOTE THE FOLLOWING:

- All Applicants must be 18 years of age, provide a valid Social Security number or Individual Tax Identification 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 or Individual Tax Identification number cannot be verified, this Application will be rejected.
- All copies of the Lease Agreement must be executed by all Applicants before possession will be allowed.
- All rents are due and payable on the first of the month.*
- It is understood that the sums deposited herewith as an Application Fee are not refundable.
- 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.
- 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.
- 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 this sub-title, 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.

- 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. as an additional insured on the policy.
- If the Premises is not habitable due to fire, flood, infestation, casualty, or other causes including a tenant holding over (current tenant remaining in the apartment), Landlord will make reasonable efforts to provide Applicant an alternative apartment of the same size and configuration, if available. If no alternative apartment is available, Applicant has the option of taking possession of the Premises at a later date when the Premises are ready for occupancy, or terminating the Lease Agreement and receiving a refund of any rent and security deposit paid.
- It is Landlord's policy to consider any and all written requests for a reasonable accommodation and/or modification.
- 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 or ITIN _____
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)

IF YOU ARE A MEMBER OF THE ARMED FORCES, 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 _____

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

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

Will you have any pets? No Yes Type _____ Breed _____ Weight _____ Number _____

OCCUPANTS

LIST ALL OCCUPANTS UNDER 18 YEARS OF AGE AND PROVIDE ALL INFORMATION REQUESTED

Name	Maiden & AKA if applicable	Date of birth	Relationship	Social Security #
1.				
2.				
3.				
4.				
5.				

Do all of the above listed Occupants have the legal right to be in the USA? Yes No

CONSUMER REPORT AUTHORIZATION

I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my Application unfavorably. As an inducement to enter into a Lease, I 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, a rental history and verification of my residences, employment and income. I further authorize you and 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 release all concerned from any liability in connection with the information they give. I have also been advised that I have the right, under the federal Fair Credit Reporting Act, Section 606(B) to make a written request of you and the consumer reporting agency, within a reasonable time, for a complete and accurate disclosure of the nature and scope of the investigation. I also consent to, and authorize the use of, any subsequent consumer report(s) under this authorization in connection with the collection of any debt associated with the rental of a residence for which application was made. Finally, I acknowledge receipt of the summary of consumer rights required by Section 609 of the Fair Credit Reporting Act entitled "A Summary of Your Rights Under the Fair Credit Reporting Act".

I have fully read and understand all of the provisions of this Application and hereby acknowledge receipt of a completed copy of this Application and Rental Policy.

Applicant's Signature: _____ Date _____ Time _____

Leasing Professional's Signature: _____ Date _____ Time _____

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Date and time Application was processed _____ Score _____

Decision: Approved Approved with Conditions (Amount of Security Deposit _____) Denied

Date & Time Applicant was notified _____ In Person By Phone Letter Email

By: _____
Leasing Professional's Signature Date

Community Manager's Signature Date

Ivy Club Rental Policy

Allen & Rocks, Inc., agent for Landlord, will rent to qualified Applicants without regard to race, color, national origin, religion, sex, physical or mental handicap, familial status, sexual preference, marital status, age, occupation, political opinion, and personal appearance who fulfills the following requirements:

Applicant(s) must be at least eighteen (18) years of age. With submission of an application, 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.

No cash accepted at anytime.

Co-signers 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.

Applicant(s) must complete the Landlord's Application and Agreement to Rent Apartment (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 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 without reservation.

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, Applicant(s) shall remain liable for Landlord's actual damages, including lost rental incurred by owners as a result thereof.

If the Application and is approved and the Applicant(s) notifies the Landlord orally or in writing within the 5 day period to cancel the Application, the Application will be considered null and void.

A full month's rent is due prior to the date of possession as stated on the Lease Agreement. Prorated rent will be due in accordance with the Lease Agreement.

Rent concessions, if any, may not be applied to the first 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 and Agreement 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 Leaseholders or Occupants who will reside in the apartment during the initial term or any renewal terms, the Leaseholder(s) must comply with the policies set forth by Landlord.

The limitations imposed for occupancy for each type of apartment at The Ivy Club are:

***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 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.