

Red Maple Realtors Rental Application, Procedures & Checklist

ONLINE APPLICATION

INCOME REQUIREMENTS: Before applying, please ensure the applicant's verifiable gross annual household income is equal to at least 35 x the monthly rent amount, or the applicant has a current HOC voucher.

Example: (Monthly Rent: \$2,000 x 35 = \$70,000 annual income required)

If you are unsure about the income, please contact Amber: amber.redmaple@gmail.com

All adults living in the home must apply!!

Link: <https://fs17.formsite.com/residentresearch/RedMaple/index.html>

Upload the following for ALL applicants

1. _____ Copy of drivers license or passport
2. _____ Clear copy of the 2 most recent paystubs for each applicant OR offer letter (new jobs)
3. _____ If you have an HOC/ Section 8 voucher please include a copy
4. _____ A full body photo of pet, Pets require an extra deposit, (Usually \$500. per pet)
5. _____ If self-employed, **Signed** copy of most recent tax return, **all pages (email to Salina)**

WE NEED A 5 YEAR HISTORY OF WHERE YOU LIVED

No more than 3 applicants combined income are used to qualify

Incomplete applications will not be processed

Fraudulent applications will cause the application to be declined

Please list any repair requests in your application

Contact for questions: norm@normwalters.com or staff@redmaplerealtors.com

Red Maple Realtors

951 Russell Ave, Ste B, Gaithersburg MD 20879 (near Costco)

Office 301.740.9900

EQUAL HOUSING OPPORTUNITY



Applications take an average of 2-4 Business days to process



Use the online application link, OR the paper application, attached

Red Maple Realtors Rental Application, Procedures & Checklist

PAPER APPLICATION

All adults living in the home must apply!!

1. _____ Gcaar application filled out, (each app is for 2 People)
2. _____ Copy of drivers license or passport
3. _____ Clear copy of the 2 most recent paystubs for each applicant OR offer letter (new jobs)
4. _____ If self-employed, **Signed** copy of most recent tax return, all pages
5. _____ Sign the agency form: Understanding Whom Real Estate Agents Represent
6. _____ If you have an HOC/ Section 8 voucher please include a copy
7. _____ Pets require an extra deposit, (Usually \$500. per pet) Include a full body photo of pet
8. _____ 45.00 Application fee per Adult, **Payable to Red Maple Realtors**
Pay by: Cash, Credit Card, Money Order or Cashiers Check
NO personal checks.

Credit Card # _____ Exp Date _____
Billing zip code _____, CCV _____

PLEASE FILL IN ALL BLANKS ON THE APPLICATION !
WE NEED A 5 YEAR HISTORY OF WHERE YOU LIVED

No more than 3 applicants combined income are used to qualify
Incomplete applications will not be processed
Fraudulent applications will cause the application to be declined
Please list any repair requests in your application

Email apps to: norm@normwalters.com

OR Drop off in a sealed envelope in our mail slot at:
Red Maple Realtors
951 B Russell Ave, Gaithersburg MD 20879 (near Costco)

Office 301.740.9900

EQUAL HOUSING OPPORTUNITY



Applications take an average of 2-4 Business days to process





RENTAL APPLICATION
(For Use in Montgomery County, Maryland)

Applicant's Name: _____ and, if applicable,
Co-Applicant's Name: _____ ("the Applicant")
Application is made to lease property located at _____
for monthly rental of \$ _____ Security Deposit: \$ _____
Lease Term: _____ Move-in Date: _____ Move-out Date: _____

A deposit in the amount of \$ _____ (the "Deposit") is to be held by Landlord/Agent with the clear understanding that this Application, including each prospective occupant, is subject to approval and acceptance by owner or his duly authorized property manager. The Applicant has no leasehold interests in the rental property until there is a fully executed lease. In the case of payment by check, the words "**Deposit**" shall be placed on the check.

Additionally, an Application fee of \$ _____ ("the Application Fee") is to be used by the Landlord/Agent for the credit/consumer check and processing the application with the understanding that this application, including each prospective occupant is subject to Landlord's approval and acceptance. Should the actual cost expended for a credit check or other expenses arising out the Application exceed the amount of the Application fee, a portion of the Deposit shall be applied to pay such excess cost. When so approved and accepted, Applicant agrees 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 three (3) business days after being notified of acceptance and before possession is given.

SPECIAL LEASE REQUIREMENTS: Military/Diplomatic Clause: Yes No
Contingencies/Special Equipment: _____

OCCUPANTS: The premises are to be occupied only by the following # of occupants:

Total Number of Occupants: _____
Name: _____ Age: _____
Name: _____ Age: _____
Name: _____ Age: _____
Name: _____ Age: _____
Pets: Dog: Breed: _____ Weight: _____ Total Number of Dogs: _____
 Cat: Total Number of Cats: _____ Other: _____ How many pets total? _____

AUTOMOBILES, MOTORCYCLES, TRUCKS, BOATS, AND TRAILERS:

Total Number of Vehicles: _____
Type/Make: _____ Year: _____ Tag #: _____ State: _____
Type/Make: _____ Year: _____ Tag #: _____ State: _____
Are any of the above commercial vehicles? If so, which ones? _____

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

In compliance with federal fair housing regulations, the Property shall be made available to all persons without regard to race, color, religion, national origin, sex, physical or mental handicaps, familial status or any additional protected classes specified by State of Maryland, District of Columbia or local jurisdiction law.

For Office Use Only: Date _____
Application Received by Agent/Broker: _____

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Please Print Legibly:

Applicant's Name: _____
Birth Date: _____ SS#: _____
Driver's License # or Government-Issued ID #: _____ State: _____
Home Phone: _____ Temporary Local # (if applicable): _____
Office Phone: _____ Mobile Phone: _____
E-mail Address: _____ E-mail Address: _____

Current Address: _____
Street City State Zip

Own Rent From: _____ To: _____ Monthly Rent: \$ _____
Present Landlord/Agent: _____ Phone: _____

Reason for moving: _____
Have you ever paid late? Yes No If yes, Explain _____
Have you ever been evicted? Yes No If yes, Explain _____

List all **previous addresses** 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.)

Previous Address: _____
Street City State Zip

Landlord/Agent's Name: _____ Phone: _____
From (Date): _____ To: _____ Monthly Rent: \$ _____

Previous Address: _____
Street City State Zip

Landlord/Agent's Name: _____ Phone: _____
From (Date): _____ To: _____ Monthly Rent: \$ _____

Current Employer: _____
Position: _____ How Long: _____

Address: _____
Street City State Zip

Supervisor: _____ Supervisor's Phone: _____

CURRENT GROSS ANNUAL INCOME:

Base Pay: \$ _____	Commissions: \$ _____
Overtime: \$ _____	Dividends: \$ _____
Bonuses: \$ _____	Other: \$ _____
	TOTAL: \$ _____

If employed less than one year with current employer, give previous employment information:

Previous Employer: _____
Position: _____ How Long: _____ Gross Income: \$ _____

Address: _____
Street City State Zip

Supervisor: _____ Supervisor's Phone: _____

IF EMPLOYER REFUSES to verify applicant's employment by phone, it shall become the responsibility of the applicant to provide immediate written confirmation of such information. If applicant is self-employed, attach copies for past two years of individual US tax form 1040 and self-employment US tax schedule C.

Please Print Legibly:

Co-Applicant's Name: _____
Birth Date: _____ SS#: _____
Driver's License # or Government-Issued ID #: _____ State: _____
Home Phone: _____ Temporary Local # (if applicable): _____
Office Phone: _____ Mobile Phone: _____
E-mail Address: _____ E-mail Address: _____

Current Address: _____
Street City State Zip

Own Rent From: _____ To: _____ Monthly Rent: \$ _____
Present Landlord/Agent: _____ Phone: _____
Reason for moving: _____
Have you ever paid late? Yes No If yes, Explain _____
Have you ever been evicted? Yes No If yes, Explain _____

List all previous addresses 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.)

Previous Address: _____
Street City State Zip
Landlord/Agent's Name: _____ Phone: _____
From (Date): _____ To: _____ Monthly Rent: \$ _____

Previous Address: _____
Street City State Zip
Landlord/Agent's Name: _____ Phone: _____
From (Date): _____ To: _____ Monthly Rent: \$ _____

Current Employer: _____
Position: _____ How Long: _____
Address: _____
Street City State Zip
Supervisor: _____ Supervisor's Phone: _____

CURRENT GROSS ANNUAL INCOME:
Base Pay: \$ _____
Overtime: \$ _____
Bonuses: \$ _____
Commissions: \$ _____
Dividends: \$ _____
Other: \$ _____
TOTAL: \$ _____

If employed less than one year with current employer, give previous employment information:

Previous Employer: _____
Position: _____ How Long: _____ Gross Income: \$ _____
Address: _____
Street City State Zip
Supervisor: _____ Supervisor's Phone: _____

IF EMPLOYER REFUSES to verify applicant's employment by phone, it shall become the responsibility of the applicant to provide immediate written confirmation of such information. If applicant is self-employed, attach copies for past two years of individual US tax form 1040 and self-employment US tax schedule C.

APPLICANT / CO-APPLICANT:

HOUSING ASSISTANCE PROGRAM:

Are you participating in a Housing Assistance Program? Yes No If yes, please complete info below:

Jurisdiction: _____/_____

Amount: \$ _____/_____

Attach appropriate documentation.

ASSETS:

Checking Account: \$ _____/_____ Bank: _____/_____

Savings Account: \$ _____/_____ Bank: _____/_____

Credit Union: \$ _____/_____ Name: _____/_____

Other Assets: \$ _____/_____ (Specify) _____/_____

TOTAL: \$ _____/_____

LIABILITIES: (Auto Loans, Mortgages, Credit Cards, Bank Loans, Installment Loans, Student Loans, Child Support, Alimony etc.)

<i>Creditor</i>	<i>Total Due</i>	<i>Monthly Terms</i>
_____/_____	\$ _____/_____	\$ _____/_____
_____/_____	\$ _____/_____	\$ _____/_____
_____/_____	\$ _____/_____	\$ _____/_____
_____/_____	\$ _____/_____	\$ _____/_____
_____/_____	\$ _____/_____	\$ _____/_____
_____/_____	\$ _____/_____	\$ _____/_____
_____/_____	\$ _____/_____	\$ _____/_____
_____/_____	\$ _____/_____	\$ _____/_____
_____/_____	\$ _____/_____	\$ _____/_____
TOTAL:	\$ _____/_____	\$ _____/_____

Have you ever filed for bankruptcy? Yes No If yes, Discharge Date: _____

Do you have a suit for judgments against you? Yes No

Are you obligated to **pay** or **receive** child support or **pay** or **receive** alimony?

If so, indicate monthly payment: \$ _____

APPLICANT: Citizen of (Country): _____ Passport #: _____

Emergency Contact: _____ Relationship: _____

Address _____ Phone: _____

CO-APPLICANT: Citizen of (Country): _____ Passport #: _____

Emergency Contact: _____ Relationship: _____

Address _____ Phone: _____

LOCAL REFERENCES:

Name: _____ Relationship: _____

Address: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ Phone: _____

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THE FOLLOWING PARAGRAPHS ARE REQUIRED IN MONTGOMERY COUNTY, MARYLAND:

1. *In the event the Application is approved, but the Applicant **FAILS FOR ANY REASON TO SIGN A LEASE WITHIN THE TIME PROVIDED HEREIN**, then the Landlord/Agent **SHALL BE ENTITLED TO RETAIN ALL OR A PORTION OF THE APPLICATION FEE AND/OR RETAIN A PORTION OF THE DEPOSIT** as specified herein. The balance of the Application Fee and/or Deposit, if any, shall be returned to applicant within fifteen (15) days following the date of occupancy or 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 Application Fee and/or Deposit less that portion of the Application Fee actually expended by Landlord/Agent for a credit check or other expenses arising out of the Application shall be returned to the applicant within fifteen (15) days of such action. If Landlord/Agent requires from an Applicant any fees other than a security deposit in excess of \$25.00, Landlord/Agent shall return the fees subject to the provisions above or Landlord/Agent shall be liable to Applicant for twice the amount of the fees collected.*
2. *The provisions of the foregoing Paragraph 1 do not apply to any Landlord/Agent who offers four or less dwelling units for rent on one parcel of property, or at one location, or to seasonal or condominium rentals.*
3. *I certify that I have received and carefully examined a sample of the lease and any addenda. I agree that I shall apply for all utilities services before taking occupancy of the leased premises and agree to pay all utilities: **GAS, OIL, ELECTRICITY, WATER, SEWER, REFUSE**, where applicable, and will pay deposits therefore, if required. The applicant hereby waives any claim for damages for reason of non-acceptance of this application.*
4. *Should I sign a lease for the above-referenced property managed by Listing Broker/Landlord, I am prepared to deposit with the Listing Broker/Landlord a security deposit in an amount not to exceed the maximum security deposit permitted by law and in accordance with the risks to the property involved. I understand that the rate of interest on the security deposit will be as prescribed by Maryland Law. If a security deposit is required, I understand that I may make a written request to the Landlord/Agent within fifteen (15) days of the date of occupancy a list of all existing damages.*

ELECTRONIC SIGNATURES: In accordance with the Uniform Electronic Transactions Act (UETA) and the Electronic Signatures in Global and National Commerce Act, or E-Sign (the Act), and other applicable local or state legislation regarding Electronic Signatures and Transactions, the applicant(s) do hereby expressly authorize and agree to the use of electronic signatures as an additional method of signing and/or initialing this application and/or any future contracts or addenda. The applicants hereby agree that either party may sign electronically by utilizing a digital signature service.

Applicant: _____ / _____ Co-applicant: _____ / _____

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AUTHORIZATION TO RELEASE INFORMATION:

The undersigned applicant affirms under the penalties of perjury that I have read and understand pages 1 through 6 of this application and that my answers to the questions on this application are true and correct to the best of my personal knowledge, information and belief and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

Upon demand made by Listing Broker/Landlord, at any time during the applicant's tenancy or thereafter, Listing Broker/Landlord is hereby authorized to release any information contained in this application to any consumer reporting agency, credit bureau, or other investigative agencies.

The Applicant hereby authorizes Listing Broker/Landlord to order and obtain a credit/consumer report. I hereby authorize the owner or owner's agent to whom this Application is made and any credit bureau or other investigative agency used by such owner or owner's agent to investigate and to report and disclose to the owner and the owner's agent the results of the references herein listed, statements and other data obtained from me or from any other person pertaining to **my credit, employment, rent history and financial responsibility**. In the event the Listing Broker is acting on behalf of the Landlord, another broker or other party directly or indirectly affected by said transaction, the applicant hereby authorizes the Listing Broker to forward and disclose all or any portion of the information contained in the credit/consumer report to the Landlord, another Broker or other party directly or indirectly involved. The applicant hereby releases Listing Broker/Landlord from any liability whatever for rejection of this application due to credit information or any other reason." After this application has been processed, the Landlord/Owner may be contacted for final approval. Applicant will be contacted when approval is received or denied.

I understand that this **APPLICATION DOES NOT CONSTITUTE A COMMITMENT** to lease or rent and that a **WRITTEN LEASE WILL BE PREPARED** if my application is approved. I further understand that the lease **MUST BE SIGNED BY THE LANDLORD AND/OR ITS AGENT AND MYSELF TO BE VALID**.

PRINT NAME: _____

APPLICANT SIGNATURE: _____ **Date:** _____

PRINT NAME: _____

CO-APPLICANT SIGNATURE: _____ **Date:** _____

Date: _____ Check: \$ _____ Cash: \$ _____

Leasing Broker: _____ Broker Code: _____

Address: _____ Phone: _____

Leasing Agent: _____ Phone: _____

License #/State: _____ / _____ MRIS # _____

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STATE OF MARYLAND
REAL ESTATE COMMISSION

Understanding Whom Real Estate Agents Represent

THIS NOTICE IS NOT A CONTRACT

In this form "seller" includes "landlord"; "buyer" includes "tenant"; and "purchase" or "sale" includes "lease"

Agents Who Represent the Seller

Seller's Agent: A seller's agent works for the real estate company that lists and markets the property for the sellers and exclusively represents the sellers. A Seller's agent may assist the buyer in purchasing the property, but his or her duty of loyalty is only to the seller.

Subagent: A Subagent means a licensed real estate broker, licensed associate real estate broker, or licensed real estate salesperson who is not affiliated with or acting as the listing real estate broker for a property, is not a buyer's agent, has an agency relationship with the seller, and assists a prospective buyer in the acquisition of real estate for sale in a non-agency capacity. The subagent works for a real estate company different from the company for which the seller's agent works. The subagent can assist a buyer in purchasing a property, but his or her duty of loyalty is only to the seller.

If you are viewing a property listed by the company with whom the agent accompanying you is affiliated, and you have not signed a Buyer Agency Agreement and a "Consent for Dual Agency" form, that agent is representing the seller.

Agents Who Represent the Buyer

Buyer's Agent: A buyer may enter into a written contract with a real estate broker which provides that the broker will represent the buyer in locating a property to buy. The agent from that broker's company is then known as the buyer's agent. The buyer's agent assists the buyer in evaluating properties and preparing offers and developing negotiation strategies and works in the best interest of the buyer. The agent's fee is paid according to the written agreement between the broker and the buyer. If you as a buyer wish to have an agent represent you, you must enter into a written buyer agency agreement.

Dual Agents

The possibility of **dual agency** arises when the buyer's agent and the seller's agent both work for the same real estate company, and the buyer is interested in property listed by that company. The real estate broker or the broker's designee, is called the "dual agent." Dual agents do not act exclusively in the interests of either the seller or buyer, and therefore cannot give undivided loyalty to either party. There may be a conflict of interest because the interests of the seller and buyer may be different or adverse.

If both seller and buyer agree to dual agency by signing a Consent For Dual Agency form, the "dual agent" (the broker or the broker's designee) shall assign one agent to represent the seller (the seller's "intra-company agent") and another agent to represent the buyer (the buyer's "intra-company agent"). Intra-company agents are required to provide the same services to their clients that agents provide in transactions not involving dual agency, including advising their clients as to price and negotiation strategies.

If either party does not agree to dual agency, the real estate company must withdraw the agency agreement for that particular property with either the buyer or seller, or both. If the seller's agreement is terminated, the seller must then either represent him or herself or arrange to be represented by an agent from another real estate broker/company. If the buyer's agreement is terminated, the buyer may choose to enter into a written buyer agency agreement with a different broker/company. Alternatively, the buyer may choose not to be represented by an agent of his or her own but simply to receive assistance from the seller's agent, from another agent in that company, or from a subagent from another company.

No matter what type of agent you choose to work with, you have the following rights and responsibilities in selling or buying property:

>Real estate agents are obligated by law to treat all parties to a real estate transaction honestly and fairly. They must exercise reasonable care and diligence and maintain the confidentiality of clients. They must not discriminate in the offering of properties; they must promptly present each written offer or counteroffer to the other party; and they must answer questions truthfully.

>Real estate agents must disclose all material facts that they know or should know relating to a property. An agent's duty to maintain confidentiality does not apply to the disclosure of material facts about a property.

>All agreements with real estate brokers and agents must be in writing and explain the duties and obligations of both the broker and the agent. The agreement must explain how the broker and agent will be paid and any fee-sharing agreements with other brokers.

>You have the responsibility to protect your own interests. You should carefully read all agreements to make sure they accurately reflect your understanding. A real estate licensee is qualified to advise you on real estate matters only. If you need legal or tax advice, it is your responsibility to consult a licensed attorney or accountant.

Any complaints about a real estate licensee may be filed with the Real Estate Commission at 500 North Calvert Street, Baltimore, MD 21202. (410) 230-6205

We, the Sellers/Landlord Buyers/Tenants acknowledge receipt of a copy of this disclosure and that Red Maple Realtors (firm name) and Norman K. Walters (salesperson) are working as:

(You may check more than one box but not more than two)

- seller/landlord's agent
- subagent of the Seller
- buyer's/tenant's agent

Signature (Date) Signature (Date)

* * * * *

I certify that on this date I made the required agency disclosure to the individuals identified below and they were **unable or unwilling** to acknowledge receipt of a copy of this disclosure statement.

Name of Individual to whom disclosure made

Name of Individual to whom disclosure made

Agent's Signature

(Date)