



RENTAL APPLICATION

Instructions for Application

STEP 1: Please Complete All Information

Address Requesting to Lease _____

Rent Amount _____

Lease Start Requested _____

Length of Lease Requested _____

STEP 2: Submit the Following Items to DMS Properties

- 1) Each adult needs to complete, sign and submit a **COMPLETED APPLICATION (incomplete applications may not be considered)**
(Exception: Children over the age of 18 living with parents, and are students and not contributing to the household income not required to apply)
- 2) Each applicant must provide their two (2) most recent paystubs
- 3) Each applicant must provide a processing fee (non-refundable) of \$40 in money order form made out to DMS Properties, LLC
- 4) Each application must include your Realtors business card

STEP 2: Process for Submission

- 1) Place applications, paystubs and processing fees in sealed envelope
- 2) Mail or hand deliver to our office: 3200 Crain Hwy, #305, Waldorf, MD 20603

It is understood that the Premises are to be used as a residential dwelling to be occupied by none other than those persons listed in this Application, and that occupancy is subject to possession being delivered by the present occupant. Any and all personal property placed in the Premises shall be at the Applicant’s risk and the Applicant shall insure the same. APPLICATION IS BEING MADE FOR THE PREMISES IN ITS PRESENT CONDITION, UNLESS OTHERWISE INDICATED. The truth of the information contained herein is essential, and if the landlord/owner or owner’s designated 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 cancelled at option of the landlord/owner or owner’s designated agent.

The Applicant(s) hereby authorizes DMS Properties, LLC, its employees and/or agents and any credit bureau or other investigative agency employed by such firm to investigate and to report and disclose to the landlord/owner or owner’s designated agent the results of the references herein listed statements and other data obtained from any other person pertaining to credit, employment, rent history and financial responsibility or criminal record of the Applicant(s). Applicant(s) hereby authorizes the references herein listed to disclose or report any information requested by DMS Properties, LLC and/or its agents.

ATTENTION REALTORS: APPLICATIONS MUST INCLUDE YOUR BUSINESS CARD

Applications will be processed in accordance with all applicable laws, including Fair Housing and ADA



APPLICATION FOR RESIDENCY

Each applicant over the age of 18 must submit a separate application and application fee (\$40)

Applicant's Name _____ Date of Birth _____ SS # _____
First Initial Last

Applicant's State and Drivers License # _____

Applicant's Phone Number _____ Email _____

Other Occupants (under 18) _____ Date of Birth _____
First Initial Last

_____ Date of Birth _____
First Initial Last

_____ Date of Birth _____
First Initial Last

_____ Date of Birth _____
First Initial Last

Resident History 12 Months of Resident History is Required (including dormitory residency if applicable)

Present Address _____
Street Apt # City State Zip

_____ Dates From-To _____ Landlord/Mgr _____ Apt. Comm Name _____ Phone #

_____ Monthly Payment _____ Reason for Moving _____ Home Phone #

Previous Address _____
Street Apt # City State Zip

_____ How Long? _____ Landlord/Mgr _____ Apt. Comm Name _____ Phone #

_____ Monthly Payment _____ Reason for Moving _____ Home Phone #

HAS APPLICANT EVER BEEN EVICTED FROM ANY LEASED PREMISES? _____ If YES, explain _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES _____ NO _____

Employment History 12 Months of Employment History is Required (including dormitory residency if applicable)

Present Employer _____ Position _____

Business Address _____
Street Ste # City State Zip

_____ Supervisor _____ Phone # _____ Employed Since _____

Previous Employer _____ Position _____

Business Address _____
Street Ste # City State Zip

_____ Supervisor _____ Phone # _____ Employed How Long? _____

Initial _____

Misc Information Do you own any pets? _____ If so, how many? _____
 Breed _____ Weight _____ Color _____

Emergency Contact _____
 Name _____ Relationship _____
 Address _____ Phone # _____

LAST 2 PAYSTATEMENTS ARE REQUIRED WITH THE SUBMITTAL OF THIS APPLICATION

* ANNUAL SALARY (INCLUDING FEES, TIPS, COMMISSIONS AND BONUSES) \$ _____
 ** ADDITIONAL ANNUAL INCOME (CHILD SUPPORT, PARENTAL SUPPORT, STOCKS, SAVINGS, ETC) \$ _____
 SOURCE _____

TOTAL ANTICIPATED INCOME	\$ _____
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* If self employed, please furnish your most recent tax return
 ** Proof of additional income may be required

Auto Tag # and State _____ Year/Make _____

Do you own a motorcycle, boat, camper, trailer, etc? If so, please provide type and tag # _____

Has applicant ever filed for Bankruptcy? Yes _____ No _____ Date Filed _____
 Has applicant ever been evicted or had a judgement issued against him/her? Yes _____ No _____
 Are there any outstanding judgments against applicant? Yes _____ No _____
 Has applicant had property foreclosed on? Yes _____ No _____
 Is applicant party to a lawsuit? Yes _____ No _____

If applicant answered "Yes" to any of the above questions, please provide explanation below

By signing below, I am stating that the information I have provided in this Application is true, correct and complete. All persons and firms named in this Application may freely give any information concerning me that is requested, and I waive all rights of action that I may have for any consequence resulting from such information. By signing below, I authorize the manager of this property to release all information contained in the Application on my behalf and for my benefit.

Name _____

Signature _____ Date _____



Initial _____