

4. Bank References:

Checking Account: Place _____ Account No.: _____

Savings Account: Place _____ Account No.: _____

5. Credit References:

Name: _____ Address: _____

Account No.: _____

Name: _____ Address: _____

Account No.: _____

6. Motor Vehicles Owned by Applicant(s):

Year _____ Make _____ Tag No. _____

Year _____ Make _____ Tag No. _____

7. Persons to occupy apartment in addition to Applicant(s):

Name _____ Relationship _____

Date of Birth: _____

Name _____ Relationship _____

Date of Birth: _____

8. Rent or own present address: _____

Rent or mortgage payment now paid: _____

Present mortgage company or landlord: _____

Telephone number and address: _____

Immediate Prior Residence: _____

9. Closest relative and/or personal reference:

Name: _____ Address: _____

Telephone No.: _____ Relationship: _____

10. How did you hear about this apartment community: _____

11. Do you wish permission to have a pet on the Premises: Yes _____ No _____

If yes, there must be a completed Pet Addendum.

Unless specifically agreed to in writing by the Landlord, no pets of any kind will be allowed on the Premises.

12. Are you, or any anticipated occupant of the Premises, a current illegal abuser or addict of a controlled substance? Yes _____ No _____
13. Have you, or any anticipated occupant of the Premises, been convicted of the illegal possession, manufacture or distribution of a controlled substance? Yes _____ No _____
14. Have you been convicted of a crime other than a minor traffic violation, since the age of 18? Yes _____ No _____

Application Fee: \$ _____

Security Deposit: \$ _____

Total payment with Application: \$ _____

Check () Cash () Money Order ()

Upon execution of Lease first month's rent due.

1. It is understood that the sums deposited herewith as Application Fee are not refundable.
2. The sums deposited herewith as Security Deposit are refundable if this Application is not approved by the owners of the apartment community.
3. If the owners of the apartment community approves this Application, either orally or in writing, Applicant(s) agree that within three (3) days of having been mailed notice of the approval of this Application, to enter into a Lease in conformity with this Application on the owner's standard form of Lease Agreement (a copy of which has been made available for Applicant(s) to review).
4. If the owner of the apartment community approves this Application, and Applicant(s) do not enter into a Lease as aforesaid, the owner may place the rental unit for which Applicant(s) made application, for rental to a third-party.
5. If a Landlord requires from a prospective tenant any fees other than a Security Deposit as defined by Section 8-203(a) of the Real Property Article of the Annotated Code of Maryland, and these fees exceed \$25.00, then the Landlord shall return the fees, subject to the exceptions below, or be liable for twice the amount of the fees in damage. The return shall be made no later than fifteen (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.
6. The Landlord may retain only that portion of the fees actually expended for a credit check or other expenses out of the Application, and shall return that portion of the fees not actually expended on behalf of the tenant making application.
7. Items 5 and 6 of this Lease Application, aforesaid, do not apply to a Landlord who offers four (4) or less dwelling units for rent on one (1) parcel of property or at one (1) location, or to seasonal or condominium rentals.

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 the 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**”.

**A \$49.95 online fee, associated with a one-time online payment of the application, deposit and administration fees, will be reimbursed to all lease applicants upon approval by management and completion of the executed lease. This offer is subject to availability. Applicable one time only.*

I/We have fully read and understand all of the provisions of this Application and acknowledge receipt of a completed copy of same.

APPLICANT

APPLICANT

APPROVED/REJECTED

DATE

RENTAL AGENT

Towson Promenade
SUMMARY OF RENTAL STANDARDS

Initial Lease Term: 6 through 13 month lease terms available. Short term leases (3 to 5 months) are available at \$200.00 above the current market rent.

Renewal Lease Term: 6 through 13 month lease terms available. Month to month extensions are available at \$300.00 above the current market rent.

Application Deposit and Non-refundable Fees:

- A. Application Deposit: \$300.00 (1/1); \$500.00 (2/2); which may or may not be refundable in accordance with the rental application.
- B. Qualifying Deposit for Credit: Low Accept – 1 months rent; Conditional – 2 months rent; which may or may not be refundable in accordance with the rental agreement.

Application Fee: \$25.00 non-refundable fee required for all applicants. \$50.00 non-refundable fee if applying jointly, as a married couple. Payment indicated above is used for processing the rental application with regard to include, but not limited to credit history report(s) and any other pertinent background information. All occupants 18 years of age and older must meet our residential leasing criteria.

Form of Payment: No cash accepted. Payment can be made by check, cashier's check, or money order. For your convenience, payment can also be made by the form of Visa, Mastercard, or Discover Card through a 3rd party service, E-Rent Payment. A convenience fee of \$49.95 will be charged to you by the 3rd party service company, E-Rent Payment each time you utilize a credit card for method of payment up to \$4,050.00. Each additional increment up to \$4,050.00 will be charged an additional \$49.95 fee.

Applicants who pay monies owed for application deposits, administrative fees, and/or application fees understand and agree that all criteria must be met as stated herein. Should application be declined for any reason, a refund will be issued for the application deposit only. If deposit was paid by a credit card, a credit will be issued. All other forms of deposit payments will be refunded within 30 days of non-approval.

Residents may also pay any late fees by the means listed above. Late fees will be assessed in accordance with the Lease Contract to any rent payment made on the 6th of the month and any day thereafter.

Should the approval require an additional qualifying deposit, we require this additional deposit be paid in full within 72 hours from the date of notification. Should the applicant cancel the application, we may keep the deposit as liquidated damages in accordance to the application, but the additional qualifying deposit paid will be refunded.

Income: The Applicants monthly gross income must be greater than three (3) times the monthly rent. In a roommate situation, each roommate's income must cover 70% of three (3) times the monthly rent. Lease guarantor's income must equal five (5) times the monthly rent, based on gross annual income.

- If Alimony/Child Support is used as income, notarized or court awarded documentation indicating amount and frequency of payment must be provided.
- If Social Security is used as income, official documentation from the Social Security Administration indicating the amount and frequency of payment must be provided.
- If Disability is used as income, official documentation from payment source indicating the amount and frequency of payment must be provided.
- If Savings Accounts are used as income, bank statements from the past three consecutive months demonstrating (1) sufficient balance (per property minimum income requirement) to cover entire lease term, must be provided and (2) balance has been maintained over three month period with no major fluctuations, must be provided.
- If Retirement/Trust Fund is used as income, official documentation from company managing the fund, indicating amount and frequency of payment. Verification of full retirement fund balance, which must cover rent for the entire lease term (per property minimum income requirements).
- If Military, a letter verifying income from military or pay stubs covering past 30 days are required. Or, notarized documentation of military housing allowance is required.

Employment: Applicant(s) must be gainfully employed for at least six months in present position or if newly employed, a letter must be provided on company letterhead and signed by an officer of the company that states employment agreement, income and date that employment will commence, which must be within 30 days of the lease start date.

If applicant(s) is self-employed, personal tax records showing reported income and paid taxes are required. Business tax records and/or letters from CPA's or other such organizations will not be considered. A Federal Tax ID number is required.

Applicants From Foreign Countries: Applicant(s) must provide proof of foreign citizenship and proof of employment/income.

Credit: Credit history is one of the most important elements to qualifying applicant(s). An unsatisfactory credit history can disqualify an applicant(s) from renting an apartment at the community. An unsatisfactory credit history is one that reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies (new credit must have been established with a clean record when reviewing bankruptcy).

If an applicant(s) is rejected for poor credit history, the applicant(s) will be given the name, address, and telephone number of the credit-reporting agency that provided the credit information, as required by the FCRA. No credit information will be released from management. An applicant(s) rejected for unsatisfactory credit is encouraged to obtain a copy of their credit report from the credit-reporting agency, correct any erroneous information that may be on the report, and resubmit an application to this community.

Criminal History: A criminal background check will be conducted for each applicant(s). The criminal search will be ran on all addresses at which the applicant(s) has resided over the previous 24 months. The application will be rejected for any of the following reported criminal acts that have occurred within the last 10-years period to the application date:

- Any felony conviction
- Any terrorist conviction
- Any illegal drug conviction
- Any prostitution related conviction
- Any cruelty against animals convictions
- Misdemeanor convictions involving crime against a person or property
- Any of the above related charges resulting in "adjudication withheld" and/or "deferred adjudication".

CreditRetriever: Applicant(s) hereby consents to allow Towson Promenade, through its designated agents and employees, to obtain a consumer report and criminal record information on each applicant and to obtain and verify each applicant's credit and employment information for the purpose of determining whether to lease an apartment to such applicants. Applicant(s) also agree and understand that owner and its agents and employees may obtain additional consumer reports and criminal record reports on each applicant and/or occupant in the future to update or review our account. Upon applicant and/or occupant request, owner will tell applicant and/or occupant whether consumer reports or criminal record reports were requested and the names and addresses of any consumer reporting agency that provided such reports. By signing below, you acknowledge your receipt of this disclosure and you hereby consent to allow us, independently or through its designated agents and employees of Towson Promenade may require an additional application deposit of up to two (2) months rent based on credit history, debt ratio or other information obtained through our designated agent.

Rental: All applicants must complete rental and/or mortgage history for a minimum of six months. Any previous NSF check written is deemed grounds for an automatic rejection for residency. Other reasons for denial may include a skip or eviction, balance owed to prior landlord, collections, and/or breach of lease. Resident history will be verified on applicants who receive a Low Accept, Conditional Accept, or Refer recommendation from tenant screening company.

Animals: Pets may be permitted with an additional fee; dogs are restricted by breed. Dog breeds not permitted are Pit Bull/American Staffordshire Terrier, Dobermans, Rottweillers and Chow Chows, and any mixes thereof. Pets weighing 25 pounds or under require a \$300.00 refundable pet deposit along with a \$35 per month pet rent. Pets weighing over 25 pounds will require a \$500.00 refundable pet deposit along with a \$70 per month pet rent. Owner must sign a separate Pet Addendum and provide a copy of the pet's veterinarian records, including weight, must be provided to Management, as well as a picture of the pet, prior to approval. No more than two pets allowed per apartment however, only one pet over 25 pounds will be allowed. Pet fees and deposits are on a per pet basis. Pet policies and guidelines are strictly enforced. See Animal Addendum for details.

Renter's Insurance: Renter's Insurance is required as part of your Residential Lease Agreement. You must provide proof of your Renter's Insurance on or before your move-in date. Insurance obtained must include \$100,000.00 in Liability, \$5,000.00 in Medical, \$25,000.00 in Personal Contents and a maximum deductible of \$1000.00.

Occupancy: One bedroom: Two persons per apartment; Two bedrooms: Four persons per apartment.

Anyone occupying the apartment 18 years of age or older must be listed as a Leaseholder and are required to execute the Lease Contract and meet all rental qualifications. Lease Guarantors are accepted.

"I certify that all information provided is true and accurate and can be verified."

Applicant(s) Signature

Owner's Representative

Applicant(s) Signature

Date

April, 2009

**Privacy Policy for Personal Information
of Rental Applicants and Residents**

We are dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers. We have adopted a privacy policy to help ensure that your information is kept secure. We follow all federal and state laws regarding the protection of your personal information.

How information is collected. You will be furnishing some of your personal information (such as your Social Security or other governmental identification numbers) at the time you apply to rent from us. This information will be on the rental application form or other document that you provide to us or to an apartment locator service, either on paper or electronically.

How and when information is used. We may use this information in the process of verifying statements made on your rental application, such as your rental, credit and employment history. We may use the information when reviewing any lease renewal. We may also use it to assist us in obtaining payment from you for any money you may owe us in the future.

How the information is protected and who has access. In our company, only authorized persons have access to your Social Security or other governmental identification number. We keep all documents containing this information in a secure area, accessible only by authorized persons. We limit access to electronic version of the information to authorized persons only.

How the information is disposed of. After we no longer need your Social Security or other governmental identification numbers, we will store or destroy the information in a manner that ensures that no unauthorized person will have access to it. Our disposal method may include physical destruction or obliteration of paper documents or electronic files containing such information.

Locator Services. If you found us through a locator service, please be aware that locator services are independent contractors and are not our employees-even though they may initially process rental applications and fill out lease forms. You should require any locator services you use to furnish you their privacy policies, as well.

Applicant(s) Signature

Date

Owner's Representative

Date

