

PATUXENT PROPERTY MANAGEMENT LLC

APPLICATION INFORMATION SHEET

IMPORTANT INFORMATION PLEASE READ COMPLETELY.

In order to process your application for residency, all applicants over the age of 18 or older must complete a lease application. Additionally, we will need the following from each applicant.

- 1) A government **photo ID** for identity verification.
- 2) A completed **Residency Verification Request** form with the Landlord contact information for all places of residency during the last twelve months.
- 3) Each applicants' last two concurrent **pay stubs**. If you are self-employed or retired, you will be required to provide a copy of your Federal Income Tax return.
- 4) A non refundable **application fee** of \$40 per adult in the form of cash or money order.

The items shown above will allow us to qualify your residence based on your income and rental history, and a credit analysis through Tenant Reports. In order to qualify applicants must have verifiable income, a favorable rental history, and an acceptable credit history as determined by Tenant Reports.

Failure to provide any of the items listed above may delay or prevent qualification of your application. Once you have provided all required items, processing your application should take approximately one to five business days.

HOW TO APPLY – Please fill out the application completely. Each adult (18 or older) that will be living at the rental needs to apply. You may drop off the application at the office, if the office is closed, we do have a drop box to the left of the front door, the office address is 8909 Chesapeake Ave. North Beach, across the street from the North Beach Town Hall.

APPLICATION FEE – If you like the rental and would like to make formal application, a non-refundable application fee is to be paid. The application fee is \$40 per adult. The fee needs to be paid in **cash or money order** made out to Patuxent Property Management LLC. The fee applies to all applicants and will not be waived.

IF YOU HAVE BAD CREDIT – Negative credit information in your file needs to be outweighed by positive credit information for you to be considered. If there is a problem with your credit, let us know. You may still be considered. Here are some possibilities: 1) You may be requested to increase your security deposit up to a maximum equal to two times the monthly rent. 2) You may be requested to have a co-signer. A co-signer will be considered if he owns a house in Calvert County. If more than one person owns the house, both owners need to make application, submit the

application fee and sign the lease. The co-signer (s) will be equal on the lease with you, if you don't pay the rent or if you damage the rental the co-signer will be held responsible. Not all of our owners will do a co-signer. 3) You may be requested to prepay a portion of the lease. 4) A month to month lease may be signed instead of one year of longer lease. The Landlord makes the final decision; different landlords have different credit requirements.

RENTAL DUE DATE – The rent is due on the 25th of each month. There is no grace period. At the start of the lease the rent will be prorated from the date of occupancy to the 25th of the month. You pay for the actual days you are in possession of the rental.

SECURITY DEPOSIT – The security deposit varies with each rental and with different landlords. It ranges from a minimum equal to one month's rent to a maximum equal to two month's rent.

CASH NEEDED TO MOVE IN - You will need the security deposit and the first month's rent to move in. The security deposit must be paid by certified check. The rent can be paid by check, payable to the LL on the lease.

PETS – Pets will vary according to the landlord. On the rental list it is specified if pets are allowed for each house.

DISCLOSURE AND ACKNOWLEDGEMENT – The Maryland licensed Real Estate Brokerage offering these rentals are Patuxent Property Management LLC. We owe our legal agency to the landlord, who pays us a fee for our services. At the time of signing the lease, you will be asked to sign a "DISCLOSURE AND ACKNOWLEDGEMENT". Signing this form is required by Maryland law. By signing this form we are disclosing that although we must treat you fairly and honestly, we have "an obligation of absolute fidelity to protect and promote the interest of the landlord" and you are acknowledging that you have been told this information. In some cases the agents may be related to the owners.

EQUAL HOUSING OPPORTUNITY – As REALTORS we abide by the letter and spirit of all Equal Housing Opportunity laws and the Americans with Disabilities Act.

If you would like more information or would like to see a rental, please call us to set up a time.

8909 Chesapeake Ave. North Beach

410-257-9883