

Rental Application Processing Cover Sheet

Please complete the following sections. To expedite our processing, please ensure you have included all necessary information. A nonrefundable Processing Fee of \$40 must be submitted for EACH Applicant.

This section for use of RM Properties only. Please do not write.

Owner Name(s):

Phone:

Email:

Property Address or ID:

Applicant Name 1:

Applicant Name 2:

Applicant Name 3:

Applicant Name 4:

Please email or mail all required documents to the following locations.

Email: Applications@RMProp.com

Mail: **RM Properties**

Applications Processing

PO Box 42287

Washington, DC NW 20015

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION:

- Cover Sheet** (Completed)
- Application** (Completed and Signed for EACH Applicant)
- \$40 Processing Fee** for EACH Applicant (Check or Money Order only)
- Income Verification Documents** (*See Application for further Instruction*)



PO Box 42287
Washington, DC NW 20015
DC: (202) 656-2354
MD: (443) 535-1246
info@rmprop.com

RM Properties, LLC Rental Application

_____ (together with all adult occupants as referred to herein, collectively, as "Applicant") hereby enters an application to the rental property landlord/Owner and the Owner's designated agent, RM Properties Management, LLC (herein after referred to as "RM Properties") for the lease of the following Address:

Beginning on (Date): _____ for the monthly rent of \$ _____ payable in advance of the first day of each month. Lease term requested: _____ months.

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. 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 entered for the premises in its CURRENT CONDITION, UNLESS OTHERWISE INDICATED. The truth of the information contained in this Application is essential, and if the landlord/Owner or RM Properties deems any answer or statement to be false or misleading, it shall be considered that any lease granted by virtue of this Application may be cancelled at the option of the landlord/Owner or RM Properties.

A nonrefundable Processing Fee of \$40.00 for EACH adult Applicant is included in this Application. All adult Applicants must be processed and be a party to the lease. These Application Processing Fees are refundable only if the Owner or RM Properties elects not to process the Application. The application process may take up to seven (7) working days to complete after it is received by RM Properties. If this Application is not approved and accepted by the landlord/Owner or RM Properties, the Earnest Money Deposit will be refunded within ten (10) days of the date of receipt of the Earnest money deposit or the date of rejection, whichever is later.

EARNEST MONEY DEPOSIT: An Earnest Money Deposit in the amount of \$ _____, equal to one month's rent, is due to RM Properties within three (3) business days of approval of this Application, otherwise approval for the Property is void. The Earnest Money Deposit is given with the understanding it will not bear interest and, further, the Applicant understands the Earnest Money Deposit provides for no leasehold interests in the rental property, which only take effect when a fully ratified lease between the Applicant and the Owner exists.

1. Occupancy of residences shall conform to applicable zoning laws and/or property owner's association rules and regulations.
2. When Applicant receives notification of approval from the Owner or RM Properties, the Applicant agrees to execute a lease in accordance with the terms of the Application. **The entire Earnest Money Deposit shall be deposited by RM Properties and be credited to the full first month's rent.**
3. The Applicant agrees to execute a lease within three (3) non-business days from notification of acceptance. The Owner or RM Properties reserves the right to continue to market the

property until a lease has been fully ratified between the Applicant and the landlord/Owner.

4. The landlord/Owner or RM Properties reserves the right to rescind an acceptance before a lease has been fully ratified between the Applicant and the landlord/Owner.
5. The Applicant agrees to apply for all utilities and/or services before taking occupancy, and pay all necessary deposit for said utilities and/or services. Should the Applicant fail to execute a lease as specified above, the Earnest Money Deposit shall be returned to the Applicant, and the Application acceptance is rescinded.
6. A SECURITY DEPOSIT equal to a full month's rent (unless otherwise agreed upon) is due and payable to RM Properties, LLC on or before the effective date of the lease.
7. A FEE OF \$50 will assessed for EACH check returned due to insufficient funds (NSF).

The Applicant hereby authorizes RM Properties, and its employees, any credit agency or other investigative agency employed by such firm, to investigate, report, and disclose to the landlord/Owner and RM Properties the results of the references listed herein, statements, and other data obtained from any other person pertaining to credit, employment, rent history, and financial responsibility or criminal record of the Applicant.

DISCLAIMER: RM Properties manages rental properties and arranges leases between Tenants and Owners without regard to race, color, religion, national origin, sex, sexual orientation, marital status, political or religious affiliation, familial status, or handicap.

Applicant Signature

Date

Applicant Name (Please Print)

Applicant Signature

Date

Applicant Name (Please Print)

Applicant Information

EACH adult (18 years or older) must be included on the Lease, must complete a separate Application, and must issue a \$40 nonrefundable Processing Fee to RM Properties.

Last Name: _____ **First Name:** _____

Middle Initial: _____ **Maiden Name:** _____

Social Security Number (SSN): _____ **Date of Birth (DOB):** _____

Primary Phone: _____ **Secondary Phone:** _____

Email: _____

Name of all other occupants (18 years and older) to live on the premises:

Last Name: _____ **First Name:** _____

Relationship: _____ **SSN:** _____

Last Name: _____ **First Name:** _____

Relationship: _____ **SSN:** _____

Last Name: _____ **First Name:** _____

Relationship: _____ **SSN:** _____

Name of all other occupants (under the age of 18 years) to live on the premises:

Last Name: _____ **First Name:** _____

Relationship: _____ **SSN:** _____

Last Name: _____ **First Name:** _____

Relationship: _____ **SSN:** _____

Last Name: _____ **First Name:** _____

Relationship: _____ **SSN:** _____

List all Pets to occupy the premises (dogs, cats, birds, reptiles, rodents, etc):

Type	Size/weight	Number

Past or Last Residence:

Address:

Move-In Date:

Move-Out Date:

Monthly Mortgage or Rental Payment:

Mortgage Company or Landlord Name:

Mortgage/Landlord Phone:

Mortgage/Landlord Email:

Reason for Leaving:

Past or Last Residence (if current residence is less than 4 years):

Address:

Move-In Date:

Move-Out Date:

Monthly Mortgage or Rental Payment:

Mortgage Company or Landlord Name:

Mortgage/Landlord Phone:

Mortgage/Landlord Email:

Reason for Leaving:

Applicant shall provide the following to RM Properties to meet completeness requirements:

SALARIED: Copies of last two pay stubs, copy of latest Form W-2 (if within last 3 months), or copy of Offer Letter and salary assigned therein.

HOURLY/WEEKLY EMPLOYEES: Copies of prior year's Form W-2.

SELF-EMPLOYED: Copy of prior year's tax Form 1040 and Schedule C.

MILITARY: Copy of latest Leave & Earnings Statement and/or Transfer Orders.

Present Employer/Employment:

Employed By:

Start Date:

End Date:

Address:

Position Held:

Hours Per Week:

Salary:

per

Month

Week

Work Code or ID, if applicable:

Contact Name:

Contact Phone:

Contact Email:

If Military:

Rank:

Branch:

Length of Service:

Date of Separation:

Previous Employer/Employment (if present employment is less than 2 years):

Employed By:

Start Date:

End Date:

Address:

Position Held:

Hours Per Week:

Salary:

per

Month

Week

Work Code or ID, if applicable:

Contact Name:

Contact Phone:

Contact Email:

If Military:

Rank:

Branch:

Length of Service:

Date of Separation:

Other Income (only that which Applicant wishes to be considered for Tenancy):

Amount:

per

Month

Week

Source:

Contact Phone:

Amount:

per

Month

Week

Source:

Contact Phone:

Amount:

per

Month

Week

Source:

Contact Phone:

Financial History:

Financial Institution 1:

Account Type:

Account Number:

Current Balance:

Financial Institution 2:

Account Type:

Account Number:

Current Balance:

Financial Institution 3: _____ **Account Type:** _____

Account Number: _____ **Current Balance:** _____

Debt Obligations (only those of greater than 3 months' duration outstanding):

Payee 1: _____ **Payment Purpose:** _____

Balance: _____ **Monthly Payment: \$** _____

Payee 2: _____ **Payment Purpose:** _____

Balance: _____ **Monthly Payment: \$** _____

Payee 3: _____ **Payment Purpose:** _____

Balance: _____ **Monthly Payment: \$** _____

Other Financial Information (check all that apply):

Filed for Bankruptcy **Yes** **No**

If yes, **Date Filed:** _____ **Date Granted:** _____ **Date of Discharge:** _____

Been convicted of a Felony **Yes** **No**

Outstanding Judgements against Applicant **Yes** **No**

Obligated to pay Alimony, Child Support, or Separate Maintenance **Yes** **No**

Co-Maker or Endorser on a Note **Yes** **No**

If Applicant checked "Yes" to any of the above, please provide an explanation below:

Vehicle Information:

Vehicle 1:	Model:	Year:
Color:	License #:	State:
Vehicle 2:	Model:	Year:
Color:	License #:	State:
Vehicle 3:	Model:	Year:
Color:	License #:	State:

Emergency Contact:

Name:

Phone:

Relationship:

Address:

I/we represent that the premises shall not be used for any illegal or restricted purpose(s) and, further, certify that the above information is true and complete to the best of my/our knowledge.

I/we hereby authorize the person or firm to whom the Application is made, any credit bureau, or other investigative agency employed by such person to investigate the information herein listed, or statements or other data obtained from me or from any other person pertaining to my credit and financial responsibility.

If accepted, this Application becomes a part of the lease.

Applicant Signature

Date

Applicant Name (please print)

Applicant Signature

Date

Applicant Name (please print)