



## Application Procedure Checklist

***All documentation and checks must be given to the Long & Foster Listing Agent Agent/PM***

**Please place a check next to each section to insure you have included all required information. Any deviation from these procedures may result in a delay of processing the application.**

- A completed **Rental Application LF182**
  - Confirm that SSN, telephone numbers, addresses are complete
  - Rental Application needs to be **legible and signed**.
  
- The **Application Processing Fee**
  - **\$45.00** per adult applicant 18 years or older  
(**All applicants 18 yrs. and older must fill out their own rental application**)
  - **\$130.00** if a Small Business Credit Report is requested
  
- **If applicant has subsidized housing a Valid Section Eight /Housing Choice (HOC) Voucher must be included in the package.**
  
- Please include the following for proof of income to be provide directly to the homeowner:**
  - The applicants most recent pay stubs (last 2 pay periods) **or**
  - Most recent W-2 **or**
  - New employee offer letter dated within the last 30 days or relocation letter **or**
  - If military applicant, latest Leave and Earning Statement and relocation orders if this is transfer to new location **or**
  - If self-employed applicants please provide latest filed tax return and Schedule C
  - Any documentation of Social Security, Disability, Public Assistance, or Retirement income.

**\*\*\* Agents: Please do not attempt to obtain verifications of employment and residence.**

**LONG & FOSTER REAL ESTATE, INC.**  
**RENTAL APPLICATION**

\_\_\_\_\_ (Applicant 1) and \_\_\_\_\_ (Applicant 2)  
(together with all adult occupants as referred to herein, collectively, "APPLICANT") hereby makes application to Long & Foster Real Estate, Inc. (hereinafter "Long & Foster") for the lease of Address:

\_\_\_\_\_, \_\_\_\_\_,  
**Street Address, Unit Number, City & State**

Beginning on (Date): \_\_\_\_\_, for the monthly rent of \$ \_\_\_\_\_ payable in advance on 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 MADE FOR THE PREMISES IN ITS PRESENT CONDITION, UNLESS OTHERWISE INDICATED. This Application consists of seven pages, 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.

**Applicant Instructions for Submitting an Application**

1. To submit an application on one of our properties you must have visited the property and have the showing agents contact information. This information will be requested during application process.

**NOTE: There may be multiple applications registered for the property.**

2. Applicants must have a **valid Social Security Number**.
3. All contingencies must be removed or agreed upon before submitting an application. Please contact the listing agent.
4. An application is required for each adult over the age of 18 regardless of whether or not they are employed and/or will be responsible for the lease.
5. The **NON-REFUNDABLE** application fee is \$45 for each adult applicants 18 years or older. Payment of the processing fee is required at the time the application is submitted.

**NOTE: a fee of \$50.00 will be charged for each returned check.**

6. The following are the suggested requirements for application approval:
  - Number of applicants is not to exceed those allowed by city/county/state regulations.
  - Minimum credit score of 600
  - Verifiable source(s) income of 40 times the tenants monthly rent.
  - Verifiable source(s) of income for the 12 month period preceding this application.
  - At the homeowners discretion pets may or may not be accepted. If you have pets, call the listing agent or Property Manager before submitting your application.
  - Satisfactory and verifiable rental history.
  - No evictions within the last 10 years.
  - No occupant with felony criminal convictions in the last 7 years.
  - No occupant with convictions within the last 7 years for crimes relating to violence, property theft, sexual offenses, crimes against minors or any type of crime that would threaten the peaceful living enjoyment of residential premises. No convictions for the possession, distribution, or manufacturing of drugs in the last 7 years.

**Note:** Credit history and criminal background check will also be considered when reviewing an application. If you have any variances from requirements above please be sure to explain these items where space is allotted on the application.

# Broker Relationship Disclosure

Before working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

**IF THE BROKER REPRESENTS THE OWNER/LANDLORD:** The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written - listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

**IF THE BROKER REPRESENTS THE BUYER/TENANT:** The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because a buyer's agent must disclose to the buyer any material information known to the agent.

If you choose to have a broker represent you, you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

**DC Applicants:** You are hereby advised that the homeowner/landlord is making you a conditional offer to rent the above mentioned rental unit to you. However, this offer is contingent upon the following eligibility criteria:

- Credit History
- Rental History
- Verification of income and or Employment
- Pending criminal accusations or criminal conviction history of individuals 18 years of age and older who will reside in the rental unit, that occurred within the last 7 years or less and only the offenses listed in the Fair Criminal Record Screening for Housing Act of 2016.

After checking your criminal background, the homeowner/landlord will determine whether a withdrawal of this conditional offer is reasonable, and achieves a substantial, legitimate and nondiscriminatory interest. You have the right to provide evidence demonstrating inaccuracies within your criminal record or evidence of rehabilitation or other mitigating factors. This means you have the right to provide, among other things, evidence of errors in your criminal background report, evidence of your good conduct since the conviction or pending accusation occurred, or other information you would like a housing provider to use when evaluating your criminal background.

If we contact you regarding a criminal conviction or pending criminal accusation on your record, our policy is that you have 3 days to provide us with the above evidence before we make a final decision to either withdraw or finalize this conditional offer.

**DE Applicants:** Please review, sign and print. This form must be provided to the listing agent - [Consumer Information Statement \(CIS\) for Consumers Seeking to Rent Residential Property](#)

**MD Applicants:** Please review, sign and print. This form must be provided to the listing agent - [Understandin Whom Real Estate Agents Represent](#)

**NJ Applicants:** Please review the [Truth in Renting Act](#) and [Consumer Information Statement](#)

**The Applicant(s) hereby authorize Long & Foster, 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 owners 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 authorize the references herein listed, to disclose or report any information requested by Long & Foster and/or agents.**

**IF your application is accepted:**

- 1. You must sign your lease within 72 HOURS of acceptance of your application. Failure to sign the lease within 72 hours may result in us immediately moving on to the next application and withdrawing yours. The property will remain listed; continue to show, and be available to the next applicant UNTIL all applicants sign the lease and pay their **FIRST MONTHS RENT**.**
- 2. First month's rent MUST be paid at lease signing via certified funds.**

**If accepted this application becomes a part of the lease.**

**By signing and continuing with the application below, you certify that you agree to and understand the above.**

**If accepted this application becomes a part of the lease.**

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CO-APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

*APPLICANT ACKNOWLEDGES RECEIPT  
OF COPY OF THIS APPLICATION*

*APPLICANT ACKNOWLEDGES RECEIPT  
OF COPY OF THIS APPLICATION*

## Applicant Information

**EACH ADULT TO APPEAR ON THE LEASE MUST FILL OUT A SEPARATE APPLICATION UNLESS ASSETS AND LIABILITES ARE JOINTLY HELD**

	Last Name	First Name	Initial	Maiden Name	Social Security No	Date of Birth
Applicant						
Co-Applicant						
Applicant Email				Co- applicant email		
<b>Names of all other occupants to live in the property</b>						
	Last Name	First Name	Initial	Relationship		
<b>PET(S) Dogs, Cats, Fish, Birds, Reptiles, Rodents etc.</b>						
Total Number: _____						
Name of Pet	Type/Breed	Size/weight	Age	Spayed/neutered?	Declawed?	
	/			yes <input type="checkbox"/> no <input type="checkbox"/>	yes <input type="checkbox"/> no <input type="checkbox"/>	
	/			yes <input type="checkbox"/> no <input type="checkbox"/>	yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>*Present or Last Residence (required)</b>						
*Address		Apt/Unit Number	*City		*State	*Zip Code
Home #	Work #	Cell #				
*Resided From:	*Resided to:	*Monthly Mortgage Payment \$		*Monthly Rental Payment \$		
*Mortgage Company or Name of Landlord			*Landlord's Daytime Phone		*Current lease end date	
Reason for moving:						
<b>*Previous Residence - If current residence is less than 2 years:</b>						
*Address		Apt/Unit Number	*City		*State	*Zip Code
*Resided From:	*Resided to:	*Monthly Mortgage Payment \$		*Monthly Rental Payment \$		
*Mortgage Company or Name of Landlord			*Landlord's Phone		*Current lease end date	
Reason for moving:						
<b>EMPLOYMENT HISTORY</b>						
<p><b>MILITARY:</b> Attach copy of latest Leave &amp; Earnings Statement and/or Transfer Orders; <b>SELF-EMPLOYED:</b> Attach a copy of past year (1 year) U.S. Tax Form 1040 &amp; Schedule C; <b>SALARIED/HOURLY/WEEKLY EMPLOYEES:</b> Attach copies of last year's Form W-2 or most recent paystubs. Applicant(s) shall provide, if necessary, a salary key code if verification is to be obtained via an automated employment and salary verification service. Applicants must provide proof of income to the homeowner.</p>						
<b>PRESENT EMPLOYMENT</b>						
*Employed By:		If Military – Rank/Rate		Branch	Length of Service	
Business Address:			City	State	Zip Code	
Position:	Salary \$	Number of Hours/Week:		Employment Start Date:		
Supervisor Name and Title:			Contact Number:			

**PREVIOUS EMPLOYMENT (if with present employer less than (1) year.)**

*Employed By:		If Military – Rank/Rate	Branch	Length of Service
Business Address:		City	State	Zip Code
Position:	Salary \$	Number of Hours/Week:	Employment Start Date:	
Supervisor Name and Title:		Contact Number:		

**CO-APPLICANT PRESENT EMPLOYMENT:**

*Employed By:		If Military – Rank/Rate	Branch	Length of Service
Business Address:		City	State	Zip Code
Position:	Salary \$	Number of Hours/Week:	Employment Start Date:	
Supervisor Name and Title:		Contact Number:		

**CO-APPLICANT PREVIOUS EMPLOYMENT (if with present employer less than (1) year.)**

*Employed By:		If Military – Rank/Rate	Branch	Length of Service
Business Address:		City	State	Zip Code
Position:	Salary \$	Number of Hours/Week:	Employment Start Date:	
Supervisor Name and Title:		Contact Number:		

**ADDITIONAL INCOME**

Applicant need not disclose alimony, child support or separate maintenance income or its source, unless applicant wishes it to be considered for the purpose of the application for tenancy.

	\$ Amount	Source	Per
Applicant			
Co-Applicant			

**FINANCIAL HISTORY**

FINANCIAL INSTITUTION	TYPE OF ACCOUNT	CURRENT BALANCE

**MONTHLY PAYMENTS**

Payment of 3 mos. or more duration, e.g., Auto, Mortgage, Alimony, Dependent Support, Taxes, Garnishment, Etc.

Payments Made To	Purpose of Payment	Balance	Monthly Pmt. \$ Amount

## OTHER FINANCIAL INFORMATION

1. Have you ever filed for Bankruptcy?  Yes  No
2. Have you ever been evicted, or had a judgment issued against you?  Yes  No
3. Do you have any outstanding judgments?  Yes  No
4. Have you had a property foreclosed upon or given title or deed in lieu thereof in the past seven(7) years?  Yes  No
5. Do you pay alimony or child support?  Yes  No
6. Are you a co-maker or endorser on a note?  Yes  No

**\*\*\* If Applicant answered "YES" to any of the above questions, please attach explanation.**

## VEHICLES (Number and descriptions of Autos, Motorcycles, Vans, Trucks, Trailers, Campers, RVs, Boats, Commercial Vehicles, etc.)

Make/Model	Year	Color	License Plate/State
_____	_____	_____	_____
_____	_____	_____	_____

## OTHER INFORMATION

Do you own or Plan to Purchase a Waterbed? YES  NO

**\*Requires owner approval and waterbed insurance.**

## EMERGENCY CONTACT INFORMATION (whom does not reside with you)

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_

## CONTINGENCIES (If there are contingencies they must be agreed to or removed prior to submitting the application for screening.)

RENTING ASSOCIATE	<u>Terrence</u> <u>Rasul</u>
COMPANY/OFFICE	<u>Sterling/Potomac Falls</u>
OFFICE Tel#	<u>(703) 430-1000</u>
Please attach business card.	
<b>AGENCY DISCLOSURE FORM MUST BE ATTACHED</b>	

ALL APPLICATIONS  
WILL BE  
PROCESSED  
IN ACCORDANCE  
WITH ALL  
APPLICABLE LAWS,  
INCLUDING FAIR  
HOUSING AND ADA

<b>AGENCY DISCLOSURE: *NOT APPLICABLE IN MARYLAND</b> Parties acknowledge that Long & Foster is the listing broker for the Owner/Landlord. Applicants may wish to retain their own agent, which may include another Long & Foster agent but in any event, Applicants should understand that Rental Listing Agent represents the Owner/Landlord and not the Applicants. Long & Foster offers rental properties without regard to the applicant's race, color, religion, national origin, sex, handicap or familial status. PLEASE INITIAL _____/_____
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