



8 East Church Street, Frederick, Maryland 21701

**RENTAL APPLICATION POLICY  
TO ACCOMPANY 4 PAGE RENTAL APPLICATION GCAAR FORM # 1204**

Thank you for applying to I SELL HOUSE REALTY LLC PROPERTY MANAGEMENT for your housing needs. In order to best serve you, we feel that it is imperative that you are made aware of and fully understand our application process and processes. ***Please read this document carefully before signing.***

***It is the policy of this management company that applications must be complete prior to submission for consideration. All completed applications are processed on a first come, first qualified basis as they are received. A complete application must contain;***

1. Signed Agency Disclosure Form
2. Signed Policy Statement
3. Complete Information Required to Process the Rental Application Form
4. One SEPARATE Money Order or Cashier's Check for the Application Fee
5. One SEPARATE Money Order or Cashier's Check for the First Month's Rent
6. Valid Driver's License or other government issued photo ID
7. Documented Proof of Income
8. Applicant to provide a renters certificate of "renters insurance" (**prior to or at lease signing**)
9. If applicable, proof that deposit has been made to the Gas Company (**prior to keys being issued**)
10. Security Deposit – **Due at lease signing** (Certified check or money order only).

I SELL HOUSES REALTY LLC is an equal housing opportunity company. Our staff adheres to a strict code of ethics and to the Federal and State Fair Housing Law.

**CRITERIA FOR APPLICATION APPROVAL**

The following criteria shall be applied equally to all applications for housing applications received. Should the application, in whole or in part, fail to fulfill all of these requirements, the application cannot be accepted.

**Credit History (including Statewide or Multi-State Criminal Report)**

Credit reports obtained shall show no unsatisfied judgments, liens or collections on public record. No conflicting information shall be reflected on the credit report vs. the information provided by the applicant on the application form. Credit responsibilities should be in line with the income.

Credit reports shall show no bankruptcies filed within the previous twelve (12) months.

Credit reports obtained shall reflect no negative payment ratings.

A letter from the credit reporting company must be provided by the applicant for any deficiencies corrected, but which are still reflected on the credit report.

**I SELL HOUSES REALTY LLC PROPERTY MANAGEMENT is under no obligation to continue with the rental, mortgage, employment or salary verification process should the applicant(s) fail to meet the credit history criteria.**

**RENTAL OR MORTGAGE HISTORY**

Previous rental or mortgage payment history shall be provided for the previous three (3) years. Such history must reflect that payment was made in a timely manner, the property was kept in good condition, and that there is no history of complaints from other tenants.

If the applicant is currently under a lease, a satisfactory letter of release must be provided from the current landlord.

**EMPLOYMENT AND SALARY HISTORY**

Employment history shall be provided for the previous two (2) year period. Such history must be favorable, and salary must be verifiable. If self employed, proof of income must be provided for the previous two (2) years.

Rent to income ratio shall not exceed 28%. Without regard to the total number of adults applying, such ratio shall be based on a maximum of two (2) incomes of I SELL HOUSES REALTY LLC PROPERTY MANAGEMENT choice only.

If any one party to the application does not meet the criteria for approval, the application as a whole must be denied. Any party may re-apply once the deficiencies have been corrected, either for the original property if it is still available, or for another property, if they so desire.

**Should we be unable to approve an application, I SELL HOUSES REALTY LLC PROPERTY MANAGEMENT will issue a refund, in the name of all parties applying, or the first month's rent deposit in the form of a corporate business check. Application fees paid are non-refundable. A letter of explanation will be provided to the parties.**

**REQUIRED FEES**

**Application: \$50 per person.** This MUST be submitted as one **MONEY ORDER or CASHIERS CHECK**, separate from the first month's rent deposit. This fee is **non-refundable** if the application is denied. Money order or Cashier's Check is to be made payable to I SELL HOUSES REALTY LLC.

**Deposit:** A sum equal to first month's rent for the unit MUST be submitted as one **MONEY ORDER OR CASHIERS CHECK**, separate from the application fee above. This is **NOT A SECURITY DEPOSIT**, but rather, a deposit paid as consideration for the initiation of the application approval process, and a confirmation of the applicants intent to execute a Lease Agreement for the unit upon approval of the application. Once application has been approved and accepted, this sum shall be applied as payment of the first month's rent.

**Security:** A security deposit in the amount of \$ \_\_\_\_\_, presented in the form of a **CASHIERS CHECK OR MONEY ORDER**, shall be due and payable on the effective date of the lease. This amount is payable to I SELL HOUSES REALTY LLC if they are the management agent of the property, or to the Owner if he/she is utilizing I SELL HOUSES REALTY LLC for

leasing services only. The total amount due must be paid IN FULL on the effective date of the lease.

I SELL HOUSES REALTY LLC and/or the Property Owner reserves the right to limit the number of persons residing in a unit to prevent undue stress to the structure and systems. The premises applied for is to be used **STRICTLY** as a **RESIDENTIAL** dwelling by **NO MORE THAN THE NUMBER OF PERSONS INDICATED ON THIS APPLICATION**. Occupancy is subject to possession being delivered by the present occupant.

I SELL HOUSES REALTY LLC requires **all adults** (18 years or older) who will reside in the unit to complete an application for approval and acceptance, submit the required fees, and sign the lease.

I SELL HOUSES REALTY LLC will notify applicants once the application has been completely processed and approved, which typically takes **three (3) to five (5) business days**. I SELL HOUSES REALTY LLC is not responsible for delays experienced in attempting to verify information through outside parties.

The property will continue to remain available during the application approval process and any back up applications will be taken on a first come, first qualified basis to be considered in order received should this application be denied or applicant fails to execute a lease if approved.

**If, after approval and acceptance of the application, applicant fails to execute a lease in accordance with the terms of this application, the deposit shall be considered forfeited as liquidated damages to the owner and/or agent for expenses arising out of the application, including, but not limited to, lost rental income, agent commission, cost of re-advertising, and processing fees.**

I SELL HOUSES REALTY LLC will prepare a lease and schedule an appointment with approved applicants. It is important that applicants understand that the **lease is a legal document and is binding on all parties**. It is imperative that the applicants read the documents carefully and thoroughly understand all its terms and provisions. The agent will be happy to answer any questions to clarify any provisions of the lease for the applications.

#### **CREDIT REPORT AND BACKGROUND CHECK**

I SELL HOUSES REALTY LLC is hereby authorized by the applicant(s) to obtain a Consumer Credit Report from a Credit Reporting Agency as chosen by I SELL HOUSES REALTY LLC, including a statewide or multi-state criminal report, as part of the application review and approval process. I SELL HOUSES REALTY LLC does not accept credit cards submitted by applicant(s) from their own sources in lieu of obtaining a credit report from the agency utilized by I SELL HOUSES REALTY LLC for all their applications. Applicant(s) authorize I SELL HOUSES REALTY LLC to disclose any information obtained during the application review and approval process, including a copy of the applicant(s) Consumer Credit Report, to the owner of the property, if so requested by the owner.

**The truth of the information contained in the application is essential**, and the application deposit is made with the clear understanding that each prospective applicant is subject to approval and acceptance by the owner and/or agent. If the owner and/or 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 canceled at the owner and/or agent option.

**Applicant(s) certify that the information given on the application is true** to the best of the applicant(s) knowledge, and that the applicant(s) have not knowingly withheld any fact or circumstance that would, if disclosed, affect this application unfavorably. **Applicant(s) authorizes release of information, regarding rental history, employment, and finances.**

**Applicant(s) hereby certify that the policies contained herein are fully recognized and understood.**

\_\_\_\_\_  
Signature of Applicant 1

\_\_\_\_\_  
Printed Name of Applicant 1

\_\_\_\_\_  
Signature of Applicant 2

\_\_\_\_\_  
Printed Name of Applicant 2

\_\_\_\_\_  
Signature of Applicant 3

\_\_\_\_\_  
Printed Name of Applicant 3

\_\_\_\_\_  
Signature of Applicant 4

\_\_\_\_\_  
Printed Name of Applicant 4



8 East Church Street, Frederick, Maryland 21701

**FEES & DEPOSITS RECEIVED BY:**

\_\_\_\_\_ I SELL HOUSES REALTY LLC

\$ \_\_\_\_\_ Application Fee

\$ \_\_\_\_\_ Application Deposit

Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

