

# Lease Application Procedures & Instructions

## Application Checklist

- 1) Fill out Lease Application Form **COMPLETELY & LEGIBLY**
- 2) Pay your Application Fee(s) when submitting your application.
- 3) Include proof of income: 2 most recent pay stubs and/or most recent W2, if Military - Leave & Earning Statement
- 4) Copy of Drivers License or picture ID

## Submitting the Application & Lease Application Fee

Submit the application to Accurate Management & Sales LLC via:

- 1) Email at: [office@accuratellc.com](mailto:office@accuratellc.com)
- 2) Fax at: 1(800) 815-1431
- 3) In person: either by dropping it off to any staff at our office, or by dropping the application off in our secure dropbox. The dropbox is located on the outside of our building and is marked with our logo

There is a one time non-refundable application fee of **\$35 per applicant/occupant over 18**. The fee can be paid as follows:

- 1) In person through either a cashiers check, cash or a money order. Personal checks will NOT be accepted.
- 2) Online on our website. Go to: <https://accuratemgmt.managebuilding.com/Resident/rental-application> From there you can pay via Paypal (NOTE: You do NOT need a Paypal account to make payments online; you have the option to use a credit card for a one-time payment)

## Qualification Guide Lines

- 1) Documented gross monthly income must be 3 times the amount of the monthly rent.
- 2) Verifiable income for 12 months preceding this application.
- 3) Minimum credit score of 600
- 4) No criminal convictions for any occupant in the last 7 years.

## Application & Approval Process

Applications are not considered complete until: application is submitted, application fee is paid, and proof of income is submitted. We may receive multiple applications and reserve the right to accept the most qualified application. Once an application is approved the applicant(s) must come in and sign and commit to a lease. They also must bring in a minimum of the 1st months rent in certified funds. Until the lease is signed and monies paid the property will continued to be shown. If another applicant comes in you may lose the property if you delay.

We the applicant(s) have read through the Lease Application Procedures & Instructions and understand that this **APPLICATION DOES NOT CONSTITUTE A COMMITMENT** to lease or rent and that a written lease will be prepared if my application is approved. We further understand that the application cannot be run until the management company has

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Continue to Application**





Note: This is an editable PDF! Just click on the blank lines to start typing!

**Lease Application** for Rental Address: \_\_\_\_\_

Date Property Desired: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Showing Agent's Name: \_\_\_\_\_ Agent's Phone: \_\_\_\_\_

Agent's Broker: \_\_\_\_\_ Agent's Email: \_\_\_\_\_

**Applicant**

**Co-Applciant**

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
Social Security Number Date of Birth

\_\_\_\_\_  
Social Security Number Date of Birth

\_\_\_\_\_  
Best Phone # To Reach You Email Address

\_\_\_\_\_  
Best Phone # To Reach You Email Address

**Current Address:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

Time at current address: \_\_\_\_\_ Rent Amount \_\_\_\_\_

Time at current address: \_\_\_\_\_ Rent Amount \_\_\_\_\_

\_\_\_\_\_  
Landlord Name Landlord Contact Number

\_\_\_\_\_  
Landlord Name Landlord Contact Number

**Current Employer:** \_\_\_\_\_

**Current Employer:** \_\_\_\_\_

\_\_\_\_\_  
Employer Address

\_\_\_\_\_  
Employer Address

Supervisor: \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Your Position \_\_\_\_\_ Start Date : \_\_\_\_\_

Your Position \_\_\_\_\_ Start Date : \_\_\_\_\_

**GROSS Monthly Income:** \_\_\_\_\_

**GROSS Monthly Income:** \_\_\_\_\_

\_\_\_\_\_  
Additional Income:

\_\_\_\_\_  
Additional Income:

\_\_\_\_\_  
Additional Income:

\_\_\_\_\_  
Additional Income:

Previous Employer: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**GROSS Monthly Income:** \_\_\_\_\_

**GROSS Monthly Income:** \_\_\_\_\_

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- A. Do you have any outstanding unpaid judgments? \_\_\_\_ No \_\_\_\_ Yes
- B. In the last 7 years, have you declared bankruptcy? \_\_\_\_ No \_\_\_\_ Yes
- C. Are you a party in a lawsuit? \_\_\_\_ No \_\_\_\_ Yes
- D. Have you ever been evicted? \_\_\_\_ No \_\_\_\_ Yes
- E. Have you ever been convicted of a crime? \_\_\_\_ No \_\_\_\_ Yes
- F. Do you smoke? \_\_\_\_ No \_\_\_\_ Yes
- G. Do you own a waterbed or plan to purchase one? \_\_\_\_ No \_\_\_\_ Yes
- H. Do you have any pets? \_\_\_\_ No \_\_\_\_ Yes  
If yes, what Kind/Weight? \_\_\_\_\_

**Additional Occupants**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Applicant(s) may contact the state, county or municipal police departments in which the Property is located or check the "Sex Offender Registry" at the Maryland Department of Public Safety and Correctional Services website in order to ascertain criminal activity in the vicinity of the Property or the presence of registered sexual offenders who live or work within the vicinity of the Property. Applicant(s) acknowledge that the Applicant is solely responsible to inquire of such matters before signing a lease.

Applicant(s) acknowledge that the property may be in a flood risk area. Applicant(s) can check the Maryland Flood Maps here: <http://www.mdfloodmaps.net/home.html> to determine the susceptibility of the property to flooding.

**CERTIFICATION & REMEDY:** I certify that all information provided herein is true and correct and that none of the funds listed are proceeds of illegal activities. I understand that my lease or rental agreement may be terminated and the entire application fee and security deposit shall be forfeited as liquidated damages, without recourse, if I have made any false, incomplete or misleading statement in this application.

**AUTHORIZATION:** Applicant(s) represent that all information & statements above are true & hereby authorize the verification of these statements & references. The Applicant(s) further authorize the release of this information to all Parties Necessary In Order To Determine If The Applicant(s) are Acceptable. This Application Is Offered Without Respect To race, creed, religion, physical Or mental handicap, color, sex, national origin, age, occupation, personal appearance, political affiliation, sexual orientation or martial status.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

