

**RENTAL MAINTENANCE CORPORATION
REAL ESTATE ENTERPRISES
541 E. PATAPSCO AVENUE
BALTIMORE, MARYLAND 21225
410-355-9100 PHONE
410-354-3724 FAX**

Dear Future Resident,

Thank you for your interest in REE and RMC properties for your new home. Please fill out the application in full and return it to us with the following items:

- ✱ \$20.00 (Twenty dollar) application fee, in the form of money order only, for each person over the age of 18 (eighteen) who will occupy the apartment.
- ✱ A copy of a State Issued ID, such as a driver's license.
- ✱ Last 4 (four) paycheck stubs if paid weekly, last 2 (two) if paid bi-weekly. If you have been at your job less than six months you may be charged a higher Security Deposit.

Once you have chosen your new home, we require a \$100.00 (one hundred dollar) holding fee (money order only). This will remove the unit from our vacancy list pending your application approval. If your application is denied, you will be refunded the \$100.00 within one week of notification. If you are approved the \$100.00 will be applied toward your 1st months rent.

Once approved, and a move in date set, we require the Security Deposit be paid in full (money order only).

You will be responsible for rent from the lease move in date, regardless of what day you physically move in.

Please make sure we have an accurate phone number for you, if we cannot contact you it may cause you to forfeit your holding fee.

If you have any questions, please feel free to contact us.

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Name of Applicant: _____ **SS#** ____/____/____ **D.O.B.** _____

Co-Applicant: _____ **SS#** ____/____/____ **D.O.B.** _____

Current Address: _____ **Phone #** _____

_____ **How long?** _____

Current Rent Amount: _____

Reason for leaving: _____

Landlord Contact Information

Name: _____ **Phone #** _____

If at the above address less than two years, please provide previous address and landlord information:

Previous Address: _____ **Landlord Name:** _____

_____ **Landlord Phone #** _____

Reason for leaving: _____

Have you rented from us before? ____ Y ____ N If yes, when _____

Have you ever been convicted of a felony? (if yes, explain) _____

Is the applicant a member of the military: YES _____ NO _____

If yes, which branch: _____

Is the co-applicant a member of the military: YES _____ NO _____

If yes, which branch: _____

Unit Information:

How many bedrooms do you require? _____

Type of unit preferred: (check one)

When do you wish to move by? _____

Townhouse _____ **Apt** _____

No preference _____

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Name/s of all persons who will occupy the unit: (other than the applicant and co-applicant)

| | |
|-------|------------|
| _____ | Age: _____ |
| _____ | Age: _____ |
| _____ | Age: _____ |
| _____ | Age: _____ |

EMPLOYMENT INFORMATION

Current Employer

Applicant: _____

How long? _____

Phone #: _____

Gross Weekly/Monthly Pay \$ _____

Name of Supervisor: _____

Co-Applicant: _____

How long? _____

Phone #: _____

Gross Weekly/Monthly Pay \$ _____

Name of Supervisor: _____

Other Income Source

Source: _____

Gross Weekly/Monthly Amount: \$ _____

Name of nearest Relative not living with you: _____ Relation: _____

Address: _____ Phone # _____

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Date: _____ Attn: _____ Re: _____

SSN# _____ Tenant Address: _____

We are requesting verification of residency for the above individual. Please answer the following questions and return via fax 410-354-3724 or email: rentalmaintenance@yahoo.com. Thank you in advance for your prompt attention to this matter.

Date moved in: _____ Amount of rent: _____

Tenant current: _____ Subsidized Unit: _____

Total No. of late notices: _____ Total No. of court notices: _____

Lease in the name(s) of: _____

Lease expiration: _____ Required notice given? _____

Any complaints: _____ Nature of complaints: _____

Any violations: _____ Violation Description: _____

Would you rent to the tenant again: _____ If not why? _____

Was tenant evicted: _____ Balance owed? _____

Upkeep of dwelling: Good _____ Fair _____ Poor _____ Damage to Unit: _____

Nature of damage: _____

Rating as tenant: Excellent _____ Fair _____ Poor _____

Additional comments: _____

Rental verification completed by: _____ Title: _____

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*******TO BE FILLED OUT BY THE EMPLOYER ONLY*******

The following person(s) have applied to rent a property from our company. For this reason we will need to verify present work history. Please fill out the following information and send/fax back to me as soon as possible. Your help is greatly appreciated. Thank you.

Company's Name: _____

Company's Address: _____

Date Employee Began: _____

Earning weekly/biweekly dollar amount: _____

Check one: Permanent Employee _____ Full Time _____ Part Time _____

Are taxes deducted: Yes _____ No _____

Overall evaluation of employee:

Employer's Signature: _____

If there are any questions, please feel free to contact me at either of the above telephone numbers.

I do give authority to release the above information to Real Estate Enterprises/Rental Maintenance Corporation only.

Signature Required by Tenant: _____ Date: _____

Signature Required by Tenant: _____ Date: _____

Signature Required by Tenant: _____ Date: _____

Signature Required by Tenant: _____ Date: _____

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CONSUMER AUTHORIZATION TO OBTAIN CONSUMER REPORT

I hereby authorize Real Estate Enterprises/Rental Maintenance Corporation, Inc. to obtain consumer reports. And any other information it deems necessary for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with any update, renewal, extension or collection with respect or in connection with the rental or lease of a residence for which application was made.

I hereby expressly release Real Estate Enterprises, Rental Maintenance Corporation, Inc. and any procedure or furnisher of information, from any liability to what so ever in the use, procurement, of furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.

Signature Required by Tenant: _____ Date: _____

Signature Required by Tenant: _____ Date: _____

Signature Required by Tenant: _____ Date: _____

Signature Required by Tenant: _____ Date: _____

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Attention: Applicants

Below are a few regulations regarding our lease holder guidelines. Please be aware of the following policies with our company:

1. Absolutely no dogs are allowed in or around our properties
2. If you are moving into a single-family unit, you are responsible for the BGE and water utility bills.
3. If you are moving into an apartment, you are responsible for BGE and partial water utility (NO MATTER HOW MANY PEOPLE RESIDE IN THE NEIGHBORING UNIT)
4. You must call BGE immediately to transfer services, as we cancel any services in our name immediately. If you do not have utility services placed in your name immediately you will be responsible for any and all charges that may be accrued for damages that may occur to the property for not having utilities on.
5. You are responsible for obtaining a refrigerator for your unit. If a refrigerator is left behind from the previous tenant (at your request) and it fails to operate, you are responsible for the proper removal and disposal of the refrigerator.
6. You are responsible for the upkeep of the lawn and the surrounding areas of your property. You will be responsible for any fines accrued. If the lawn reaches 4 inches or more, the lawn care service will provide services for a charge of \$100.00 per cut.

These are just a few questions asked by our applicants. If you have any further questions, please feel free to ask our staff.

Thank you,

REE/RMC Staff

I have read and acknowledged for the statement above.

Applicant Date:

Co-Applicant Date:

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Date: _____

Re: Deposit

By signing below, I/We agree to place a deposit in the amount of \$_____ for the property located at

I agree, acknowledge and understand that if I/We decide to not move into said property for any reason, I/We forfeit all monies held for deposit. In addition, I/We agree to move into said property no later then _____. If I/We do not move into said property by the date noted I/We understand that the property will be placed back on the vacancy list and offered to the next applicant in addition, I/We forfeit the daily rent monies in the amount of \$_____ until the unit is rented and or the deposit monies are extinguished.

Name

Name

Signature

Signature

Witness (Rental Agent)

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BY SIGNING BELOW, I/WE AGREE TO THE FOLLOWING:

- ✓ My deposit of \$_____ will hold the unit located at _____ for a period of 48 hours, while my application is being processed. Today's date is: _____. my projected move in date is: _____.
- ✓ Should my application be approved and I change my mind for whatever reason, I/We forfeit My deposit and it will NOT be refunded.
- ✓ Should my application be denied, my deposit will be refunded within a matter of (10) days to the following address: **Checks are disbursed to ALL person(s) on the application.**
- ✓ The Security Deposit is due within (3) days of approval of application. If more time is needed, I/We understand that the unit will continue to be listed and offered to other possible tenants. The rental office reserves the right to extend or deny additional time to hold the unit.
- ✓ The rental office may use the following period to complete any work that needs to be done in the unit. Should any work need to be completed before the move in date, the rental office agrees to hold the unit until the tenant is ready to move in or until the date above, whichever comes first.
- ✓ Should the tenant wish to move in earlier then the above date provided the remainder of the deposit and the first week/month's rent is received and all work is completed, the tenant may move in and the lease date will be adjusted.
- ✓ Any money received from the tenant will be applied toward their security deposit and rent as provided as it is received on or before the move in date.
- ✓ All information given/provided is true and all documents given are original(s) and/or copies of originals. Any documents given that are forged and/or falsified will result in immediate denial and forfeiture of any monies given.

THE RENTAL OFFICE WILL NOT EXTEND THE HOLDING PERIOD MORE THEN ONCE!

Tenant(s) Name: _____
Tenant(s) Name: _____
Tenant(s) Name: _____
Tenant(s) Name: _____

Date: _____
Date: _____
Date: _____
Date: _____

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Date: _____

Re: Deposit

By signing below, I/We agree to place a Holding Fee in the amount of **\$100.00** for the property located at: _____

I/We agree, acknowledge and understand the following:

Upon approval the **\$100.00** will be credited towards the first month's rent for said property.

Upon denial the **\$100.00** will be returned via company check, issued within 10 business days and made payable to all applicants.

If I/We change our mind(s) and decide not to move into said property, I/We understand that the holding fee of \$100.00 is NON refundable.

I declare that all documents submitted are true and accurate. Any documents given that are forged and/or falsified with result in immediate denial and forfeiture of any monies given for deposit or rent(s).

Name

Name

Signature

Signature

Witness (Rental Agent)