

Prince George's County Association of REALTORS®, Inc.  
RENTAL APPLICATION: Part I - Disclosure  
Please print clearly and complete all blanks on Part I and Part II of this Form.



Date \_\_\_\_\_

Application is made to lease premises known as \_\_\_\_\_  
for the total rental of \$ \_\_\_\_\_ payable monthly in advance on the first day of each month on the  
following terms: Monthly Rental: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_  
Lease Term: \_\_\_\_\_ Date Start: \_\_\_\_\_ Date End: \_\_\_\_\_

A deposit in the sum of \_\_\_\_\_  
Dollars (\$ \_\_\_\_\_) is made herewith (WHICH SHALL BE APPLIED TO THE SECURITY DEPOSIT UPON  
SIGNING THE LEASE OR RETURNED TO APPLICANT IN WHOLE OR IN PART AS HEREINAFTER PROVIDED).  
Additionally, a non-refundable fee of \_\_\_\_\_  
Dollars (\$ \_\_\_\_\_) is to be used in full by Listing Broker for the credit/consumer check and processing the  
application with the understanding that this application, including each prospective occupancy, is subject to Landlord's approval and  
acceptance. When so approved and accepted, the applicant(s) agree(s) to execute a lease and to pay any balance due on the security  
deposit and/or the first month's rent (as required by Landlord) within 2 days after being notified of acceptance and before  
possession is given. In the event the application is approved, but the applicant(s) **REFUSE(S) TO SIGN A LEASE WITHIN THE  
TIME PROVIDED HEREIN**, then the Landlord/Agent **SHALL RETAIN THAT PORTION OF THE HEREIN DESCRIBED  
DEPOSIT** actually expended as a result of this application, but only to the extent such expenditures exceed the non-refundable fee set  
forth above. The balance of the deposit, if any, shall be returned to applicant within fifteen (15) days of receipt of written  
communication, by either party to the other, of a decision that no tenancy shall occur. In the event the application is not approved and  
accepted by Landlord, the deposit shall be returned in full to the applicant within fifteen (15) days of such action. The applicant(s)  
hereby waive(s) any claim for damages for reason of non-acceptance of this application.

(Initials: \_\_\_\_\_)

**SPECIAL LEASE REQUIREMENTS:**

Waterbed:  Yes  No Pets:  Yes  No

Special Equipment: \_\_\_\_\_

Other needs and/or requirements: \_\_\_\_\_

I/we, the undersigned applicant(s) affirm under the penalties of perjury that I/we have read and understand Part I and Part II of this  
application and that my/our answers to the questions on this application are true and correct to the best of my/our personal knowledge,  
information and belief and that I/we have not knowingly withheld any fact or circumstance which would, if disclosed, affect my/our  
application unfavorably.

APPLICANT(S)' SIGNATURE(S):

\_\_\_\_\_  
\_\_\_\_\_

Checks: \$ \_\_\_\_\_ \$ \_\_\_\_\_ Cash: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Leasing Broker: **Farone & Associates** Broker Code: **FRAR1**

Address: **4421 Forbes Blvd. Suite P. Lanham, MD 20706** Phone: **(240) 487-0800**

Leasing Agent: \_\_\_\_\_ MRIS #: \_\_\_\_\_ Phone: \_\_\_\_\_

This Recommended Form is property of the Prince George's County Association of REALTORS®, Inc. and is for use by members only.

Previous editions of this Form should be destroyed.

Date Application Received: \_\_\_\_\_ Consumer/Credit Report Ordered: \_\_\_\_\_

Office/Owner Approval: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Deposit Returned: Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Withheld: \$ \_\_\_\_\_

Reason: \_\_\_\_\_

Maryland Law requires that all applications for leases must contain certain information regarding the liabilities and rights of applicants. Certain liabilities which the prospective Tenant incurs upon signing this application will be enumerated herein. In addition to these liabilities, there are certain other liabilities and rights which the prospective Tenant has under Maryland Law.

1. If a Landlord/Agent requires from a prospective Tenant any fees other than a security deposit as defined by Section 8-203(a) of the Maryland Real Property Code, and these fees exceed \$25.00, then the Landlord/Agent shall return the fees, subject to the exceptions below, or be liable for twice the amount of the fees in damages. The return shall be made no later than 15 days following the date of occupancy or the written communication by either party to the other of a decision that no tenancy shall occur. The Landlord/Agent may retain only that portion of the fees actually expended for a credit check or other expenses arising out of the application and shall return that portion of the fees not actually expended on behalf of the Tenant making application.

2. If, within 15 days of the first to occur of occupancy or signing a lease, a Tenant decides to terminate the tenancy, the Landlord/Agent may also retain that portion of the fees which represent a loss of rent, if any, resulting from the Tenant's action.

3. The provisions of the foregoing Paragraphs 1 and 2 do not apply to any Landlord/Agent who offers four or less dwelling units for rent on one parcel of property, or at one location, or to seasonal or condominium rentals.

The applicant(s) hereby authorize Listing Broker/Landlord to order and obtain a credit/consumer report from a credit/consumer reporting agency to be used in conjunction with this transaction when the applicant(s) has made application for tenancy. In the event the Listing Broker is acting on behalf of the Landlord, another broker or other party directly or indirectly affected by said transaction, the applicant(s) hereby authorize the Listing Broker to forward and disclose all or any portion of the information contained in the credit/consumer report to the Landlord, another Broker or other party directly or indirectly involved. Cost of said credit/consumer report is to be paid for by applicant(s) at time of submitting this application.

The truth of the information contained herein is essential, and if the Landlord/Agent determines that any answer or statement contained herein is false or misleading, any lease granted by virtue of this application may be cancelled at the option of the Landlord/Agent. This application shall become part of any lease agreement executed between the Landlord and/or Agent and the applicant(s), and **ANY FALSE OR MISLEADING** statement shall be considered a **SUBSTANTIAL** breach of said lease. After this application has been processed, the Landlord/Owner may be contacted for final approval. Applicant will be contacted when approval is received or denied. If Landlord is out-of-state or overseas, it may take longer to obtain formal approval of tenancy.

I/we 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. I/we further understand that the lease **MUST BE SIGNED BY BOTH THE LANDLORD AND/OR ITS AGENT AND MYSELF TO BE VALID**. Should I sign a lease for a dwelling unit managed by Listing Broker/Landlord, I am prepared to deposit with the Listing Broker/Landlord a security deposit in an amount not to exceed the maximum security deposit permitted by Law and in accordance with the risks to the property involved. I understand that the rate of interest on the security deposit is 4% simple annual interest (required Sec. 13-159 Prince George's County Code) for each six (6) months the money is on deposit. If a security deposit is required, I understand that I may make a written request to the Landlord/Agent within fifteen (15) days of the date of occupancy for a list of all existing damages.

I/we understand that any or all of the information given here may be used by the Landlord and/or its Agent to determine my/our reputation for meeting my/our financial obligations and my/our respect for the property of others. I/we freely give my/our consent to Listing Broker/Landlord to consult with any of the persons named or not named who have direct knowledge of my/our financial reliability.

I/we certify that I/we have received and carefully examined a copy of the Standard Dwelling Lease form and any addendum that may be used in conjunction with the Lease. I/we agree that I/we shall apply for all utilities services before taking occupancy of the leased premises and agree to pay all utilities: **GAS, OIL, ELECTRICITY, WATER, SEWER, REFUSE**, where applicable, and will pay deposits therefor, if required.

This Recommended Form is property of the Prince George's County Association of REALTORS®, Inc. and is for use by members only.

Previous editions of this Form should be destroyed.



**Prince George's County Association of REALTORS®, Inc.**  
**RENTAL APPLICATION: Part II - Applicant Information**  
*Must accompany Part I - Disclosure of Rental Application*

Applicant's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ SS#: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Temporary Local # (if applicable): \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address #1: \_\_\_\_\_ Email Address #2: \_\_\_\_\_

Present Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Own  Rent Years: \_\_\_\_\_ Rent/Mtg. Pymts: \$ \_\_\_\_\_

Present Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

List all previous addresses for the last five years including period of stay in each and the name and telephone number of Landlord/Agent from whom you rented. (Use additional sheet if needed).

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord/Agent's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Landlord/Agent's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ How Long: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

If employed less than one year, give previous employment information:

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

Address: \_\_\_\_\_ How Long: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

**GROSS ANNUAL INCOME:**

Base Pay: \$ _____	Commissions: \$ _____
Overtime: \$ _____	Dividends: \$ _____
Bonuses: \$ _____	Other: \$ _____
	<b>TOTAL: \$ _____</b>

This Recommended Form is property of the Prince George's County Association of REALTORS®, Inc. and is for use by members only.  
 Previous editions of this Form should be destroyed.

IF EMPLOYER REFUSES TO VERIFY APPLICANT'S EMPLOYMENT BY PHONE, IT SHALL BECOME THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE IMMEDIATE WRITTEN CONFIRMATION OF SUCH INFORMATION. IF APPLICANT IS SELF-EMPLOYED, ATTACH COPIES FOR PAST TWO YEARS OF INDIVIDUAL US TAX FORM 1040 AND SELF-EMPLOYMENT US TAX SCHEDULE C.

**ASSETS:**

Checking Account: \$ \_\_\_\_\_ Bank: \_\_\_\_\_ Acct. #: \_\_\_\_\_  
 Savings Account: \$ \_\_\_\_\_ Bank: \_\_\_\_\_ Acct. #: \_\_\_\_\_  
 Credit Union: \$ \_\_\_\_\_ Name: \_\_\_\_\_ Acct. #: \_\_\_\_\_  
 Other Assets: \$ \_\_\_\_\_ (Specify) \_\_\_\_\_  
 TOTAL: \$ \_\_\_\_\_

<i>LIABILITIES:</i>	<i>Creditor</i>	<i>Total Due</i>	<i>Monthly Terms</i>
Auto Loan:	_____	\$ _____	\$ _____
R.E. Mtg.:	_____	\$ _____	\$ _____
Credit Cards:	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
Bank Loans:	_____	\$ _____	\$ _____
Personal Loans:	_____	\$ _____	\$ _____
Alimony:	_____	\$ _____	\$ _____
Child Care/Support:	_____	\$ _____	\$ _____
Suits/Judgments:	_____	\$ _____	\$ _____
	<b>TOTAL:</b>	\$ _____	\$ _____

**OCCUPANTS:** Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Pets: Dog (Breed): \_\_\_\_\_ Cat: \_\_\_\_\_ Other: \_\_\_\_\_

**AUTOMOBILES:**

Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_  
 Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_  
 Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

**MOTORCYCLES, TRUCKS, BOATS, AND TRAILERS:**

Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_  
 Type/Make: \_\_\_\_\_ Year: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_

Are any of the above commercial vehicles? If so, which ones? \_\_\_\_\_

All motor vehicles or trailers shall have current licenses and may be parked **ONLY** in garages, driveways, if provided, on the street (not in fire lanes or on the lawn), **OR AS REQUIRED BY THE CONDOMINIUM OR HOMEOWNER'S ASSOCIATION.**

Citizen of (Country): \_\_\_\_\_ Passport #: \_\_\_\_\_  
 Diplomatic Clause required?  Yes  No Length of Stay: \_\_\_\_\_

Have you ever filed bankruptcy?  Yes  No Date: \_\_\_\_\_ Explanation: \_\_\_\_\_

This Recommended Form is property of the Prince George's County Association of REALTORS®, Inc. and is for use by members only. Previous editions of this Form should be destroyed.

Have you ever been sued for non-payment of rent or been evicted for non-payment?:

Yes  No If "Yes," please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Nearest Relative Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

LOCAL REFERENCES:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I have \_\_\_\_\_ / have not \_\_\_\_\_ given my present Landlord notice of my intention to vacate.

Reason for vacating is: \_\_\_\_\_

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

This Recommended Form is property of the Prince George's County Association of REALTORS®, Inc. and is for use by members only.

Previous editions of this Form should be destroyed.



STATE OF MARYLAND  
REAL ESTATE COMMISSION

## Understanding Whom Real Estate Agents Represent

**At the Time of the First Scheduled Face to Face Contact with You, the Real Estate Licensee Who is Assisting You is Required by Law to Provide this Notice to You. This Notice is Not a Contract or Agreement and Creates No Obligation on Your Part.**

Before you decide to sell or buy or rent a home you need to consider the following information

*In this form "seller" includes "landlord"; "buyer" includes "tenant"; and "purchase" or "sale" includes "lease"*

### Agents Who Represent the Seller

**Seller's Agent:** A seller's agent works for the real estate company that lists and markets the property for the sellers and exclusively represents the sellers. That means that the Seller's agent may assist the buyer in purchasing the property, but his or her duty of loyalty is only to the sellers.

**Cooperating Agent:** A cooperating agent works for a real estate company different from the company for which the seller's agent works. The cooperating agent can assist a buyer in purchasing a property, but his or her duty of loyalty is only to the sellers.

**If you are viewing a property listed by the company with whom the agent accompanying you is affiliated, and you have not signed a "Consent for Dual Agency" form, that agent is representing the seller.**

### Agents Who Represent the Buyer

**Presumed Buyer's Agent (no written agreement):** When a person goes to a real estate agent for assistance in finding a home to purchase, the agent is presumed to be representing the buyer and can show the buyer properties that are *NOT* listed by the agent's real estate company. A presumed buyer's agent may *not* make or prepare an offer or negotiate a sale for the buyer. The buyer does *not* have an obligation to pay anything to the presumed agent.

If for any reason the buyer does not want the agent to represent him or her as a presumed agent, either *initially* or *at any time*, the buyer can decline or terminate a presumed agency relationship simply by saying so.

**Buyer's Agent (by written agreement):** A buyer may enter into a written contract with a real estate agent which provides that the agent will represent the buyer in locating a property to buy. The agent is then known as the buyer's agent. That agent assists the buyer in evaluating properties and preparing offers, and negotiates in the best interests of the buyer. The agent's fee is paid according to the written agreement between the agent and the buyer. If you as a buyer wish to have an agent represent you, you must enter into a written buyer agency agreement before a contract offer can be prepared.

### Dual Agents

The possibility of **dual agency** arises when the buyer's agent and the seller's agent both work for the same real estate company, and the buyer is interested in property listed by that company. The real estate broker or the broker's designee, is called the "dual agent." Dual agents do not act exclusively in the interests of either the seller or buyer, and therefore cannot give undivided loyalty to either party. There may be a conflict of interest because the interests of the seller and buyer may be different or adverse.

**If both seller and buyer agree to dual agency** by signing a Consent For Dual Agency form, then the "dual agent" (the broker or the broker's designee) will assign one agent to represent the seller (the seller's "intra-company agent") and another agent to represent the buyer (the buyer's "intra-company agent"). Intra-company agents may provide the same services to their clients as exclusive seller's or buyer's agents, including advising their clients as to price and negotiation strategy, provided the clients have both consented to be represented by dual agency.

**If either party does not agree to dual agency**, the real estate company must withdraw the agency agreement for that particular property with either the buyer or seller, or both. If the seller's agreement is terminated, the seller must then either represent him or herself or arrange to be represented by an agent from another real estate company. If the buyer's agreement is terminated, the buyer may choose to enter into a written buyer agency agreement with an agent from a different company. Alternatively, the buyer may choose not to be represented by an agent of his or her own but simply to receive assistance from the seller's agent, from another agent in that company, or from a cooperating agent from another company.

No matter what type of agent you choose to work with, you have the following rights and responsibilities in selling or buying property:

>Real estate agents are obligated by law to treat all parties to a real estate transaction honestly and fairly. They must exercise reasonable care and diligence and maintain the confidentiality of clients. They must not discriminate in the offering of properties; they must promptly present each written offer or counteroffer to the other party; and they must answer questions truthfully.

>Real estate agents must disclose all material facts that they know or should know relating to a property. An agent's duty to maintain confidentiality does not apply to the disclosure of material facts about a property.

>All agreements with real estate brokers and agents should be in writing and should explain the duties and obligations of both the broker and the agent. The agreement should explain how the broker and agent will be paid and any fee-sharing agreements with other brokers and agents.

>You have the responsibility to protect your own interests. You should carefully read all agreements to make sure they accurately reflect your understanding. A real estate agent is qualified to advise you on real estate matters only. If you need legal or tax advice, it is your responsibility to consult a licensed attorney or accountant.

Any complaints about a real estate agent may be filed with the Real Estate Commission at 500 North Calvert Street, Baltimore, MD 21202. (410) 230-6206.

We, the  Sellers/Landlord  Buyers/Tenants acknowledge receipt of a copy of this disclosure and

that Farone & Associates Realtor, LLC (firm name)

and \_\_\_\_\_ (salesperson) are working as:

**(You may check more than one box but not more than two)**

- seller/landlord's agent
- co-operating agent (representing seller/landlord)
- buyer's/tenant's agent
- intra-company agent/dual agent **(CHECK BOX ONLY IF CONSENT FOR DUAL AGENCY FORM HAS BEEN SIGNED)**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\* \* \* \* \*

I certify that on this date I made the required agency disclosure to the individuals identified below and they were **unable or unwilling** to acknowledge receipt of a copy of this disclosure statement

\_\_\_\_\_  
Name of Individual to whom disclosure made

\_\_\_\_\_  
Name of Individual to whom disclosure made

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
(Date)