RENTAL PROCEDURES & POLICIES

Our company is an Equal Housing Opportunity provider and is licensed in Maryland, DC, Virginia, and Pennsylvania.

Thank you for considering us for your housing needs. Please review all information carefully and contact our office for any further assistance you may require.

A. All offers to rent must be made by written application. All applications must be COMPLETED and SIGNED and accompanied by all required fees and deposits prior to consideration for approval. Applicants with rent subsidies must provide all supporting documentation at the time of application.

B. All adults (18 years or older) must complete a credit check through Rent Spree and a rental application. All persons, adults, and children, who will be residing at the property on a regular basis must be indicated on the rental application form.

C. This office utilizes a 3rd party credit reporting agency for credit and criminal background checks. No credit report may be accepted from the applicant in lieu of this office obtaining one.

D. Credit check application must be paid online to Rent Spree. The fee for Rent Spree is $50 – charge is per adult living on the premises.

E. Social Security numbers must be provided on the applicable forms.

F. Applicants are screened on a first-come, first-qualified basis. All applicants are accepted or rejected by the Owner/Landlord.

G. Credit history and income/employment history for a minimum of the preceding 24 months and housing references for the preceding 3 years are required. Satisfactory references are sought in these areas and special circumstances should be explained in writing, in advance, and submitted with the original application whenever possible.

H. All applications must be accompanied by a copy of each applicant's driver's license and proof of income – i.e. recent pay stubs or other supporting financial information. If self-employed, copies of Federal Income Tax Returns for the last 2 years are required. Fraudulent information will cause the application(s) to be declined.

I. Any and all special requirements, clauses, conditions and contingencies which are a basis for whether or not you will sign a lease – must be stated in advance, in writing, and on the application.

J. Applications should NOT be faxed. However, in the event this is unavoidable, the original application(s) and any fees/deposits must be received in the office to protect the priority of placement of the application.

K. Applicants are entitled to review, in advance, the lease which they will be required to sign. Applicants are also entitled to review any Condominium or Homeowners Association documents prior to lease signing. Applicants will acknowledge and sign off on receipt of these documents when applicable.

L. Applicants are required to sign the lease within 2 business days following the application approval notification, or priority of placement will be forfeited.

M. Tenants must obtain a RENTER'S LIABILITY INSURANCE POLICY. Proof must be furnished to Samson Properties prior to move-in.

N. A property offered for Sale and for Rent simultaneously is subject to removal from the rental market upon the acceptance of a sales contract.

O. A property shall be considered available until the lease is signed by all Lessees and shall be understood to be under a contingent contract until such time.

P. If pets are allowed by the Owner/Landlord, an additional deposit shall be required, with the amount determined by the Owner/Landlord.

Q. Leases of more than 12 months may include a rent adjustment in each additional year.

R. All move-in payments shall be in certified funds. A full month's rent is due upon move-in. Any partial month's rent shall be pro-rated based on daily rent of 1/365th of the yearly rent.

Adult Tenant Signatures:

Tenant Date	Tenant Date
Tenant Date	Tenant Date
Tenant Date	Tenant Date

RENTAL APPLICATION
(For Use in Washington, DC)

Applicant's Name: _____ and, if applicable,
Co-Applicant's Name: _____ ("the Applicant")
Application is made to lease property located at _____
for monthly rental of $ _____ Security Deposit: $ _____
Lease Term: _____ Move-in Date: _____ Move-out Date: _____

A deposit in the amount of $ _____ (the "Deposit") is to be held by Landlord/Agent with the clear understanding that this Application, including each prospective occupant, is subject to approval and acceptance by owner or his duly authorized property manager. The Applicant has no leasehold interests in the rental property until there is a fully executed lease. In the case of payment by check, the words "**Deposit**" shall be placed on the check.

Additionally, an Application fee of $ _____ ("the Application Fee") is to be used by the Landlord/Agent for the credit/consumer check and processing the application with the understanding that this application, including each prospective occupant is subject to Landlord's approval and acceptance. Should the actual cost expended for a credit check or other expenses arising out the Application exceed the amount of the Application fee, a portion of the Deposit shall be applied to pay such excess cost. When so approved and accepted, Applicant agrees 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 three (3) business days after being notified of acceptance and before possession is given.

SPECIAL LEASE REQUIREMENTS: Military/Diplomatic Clause: ☐ **Yes** ☐ **No**
Contingencies/Special Equipment: _____
_____

OCCUPANTS: The premises are to be occupied only by the following # of occupants:
Total Number of Occupants: _____
Name: _____ Age: _____
Name: _____ Age: _____
Name: _____ Age: _____
Name: _____ Age: _____
Pets: ☐ **Dog:** Breed: _____ Weight: _____ Total Number of Dogs: _____
☐ **Cat:** Total Number of Cats : _____ ☐ **Other** : _____ How many pets total? _____

AUTOMOBILES, MOTORCYCLES, TRUCKS, BOATS, AND TRAILERS:
Total Number of Vehicles: _____
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.**

In compliance with federal fair housing regulations, the Property shall be made available to all persons without regard to race, color, religion, national origin, sex, physical or mental handicaps, familial status or any additional protected classes specified by State of Maryland, District of Columbia or local jurisdiction law.

For Office Use Only: Date _____
Application Received by Agent/Broker: _____

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Samson Properties, 3919 National Dr, Ste 310 Burtonsville MD 20866 Phone: **3014767700** Fax: **301.681.5094** **2250 11th St NW**
John Burgess
Produced with zipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.zipLogix.com

Please Print Legibly:
Applicant's Name: _____
Birth Date: _____ SS#: _____
Driver's License # or Government-Issued ID #: _____ State: _____
Home Phone: _____ Temporary Local # (if applicable): _____
Office Phone: _____ Mobile Phone: _____
E-mail Address: _____ E-mail Address: _____

Current Address: _____
Street City State Zip

☐ **Own** ☐ **Rent** Years: _____ Rent/Mortgage Payments: $ _____
Present Landlord/Agent: _____ Phone: _____
Reason for moving: _____
Have you ever paid late? ☐ **Yes** ☐ **No If yes, Explain** _____
Have you ever been evicted? ☐ **Yes** ☐ **No If yes, Explain** _____

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.)

Previous Address: _____
Street City State Zip
Landlord/Agent's Name: _____ Phone: _____
From (Date): _____ To: _____ Monthly Rent: $ _____

Previous Address: _____
Street City State Zip
Landlord/Agent's Name: _____ Phone: _____
From (Date): _____ To: _____ Monthly Rent: $ _____

Current Employer: _____
Position: _____ How Long: _____
Address: _____
Street City State Zip
Supervisor: _____ Supervisor's Phone: _____

CURRENT GROSS ANNUAL INCOME:
Base Pay: $ _____
Overtime: $ _____
Bonuses: $ _____
Commissions: $ _____
Dividends: $ _____
Other: $ _____
TOTAL: $ _____

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

Previous Employer: _____
Position: _____ How Long: _____ Gross Income: $ _____
Address: _____
Street City State Zip
Supervisor: _____ Supervisor's Phone: _____

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.

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Please Print Legibly:
Co -Applicant's Name: _____
Birth Date: _____ SS#: _____
Driver's License # or Government-Issued ID #: _____ State: _____
Home Phone: _____ Temporary Local # (if applicable): _____
Office Phone: _____ Mobile Phone: _____
E-mail Address: _____ E-mail Address: _____

Current Address: _____
Street City State Zip

☐ **Own** ☐ **Rent** Years: _____ Rent/Mortgage Payments: $ _____
Present Landlord/Agent: _____ Phone: _____
Reason for moving: _____
Have you ever paid late? ☐ **Yes** ☐ **No If yes, Explain** _____
Have you ever been evicted? ☐ **Yes** ☐ **No If yes, Explain** _____

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.)

Previous Address: _____
Street City State Zip
Landlord/Agent's Name: _____ Phone: _____
From (Date): _____ To: _____ Monthly Rent: $ _____

Previous Address: _____
Street City State Zip
Landlord/Agent's Name: _____ Phone: _____
From (Date): _____ To: _____ Monthly Rent: $ _____

Current Employer: _____
Position: _____ How Long: _____
Address: _____
Street City State Zip
Supervisor: _____ Supervisor's Phone: _____

CURRENT GROSS ANNUAL INCOME:

Base Pay: $ _____
Overtime: $ _____
Bonuses: $ _____
Commissions: $ _____
Dividends: $ _____
Other: $ _____
TOTAL: $ _____

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

Previous Employer: _____
Position: _____ How Long: _____ Gross Income: $ _____
Address: _____
Street City State Zip
Supervisor: _____ Supervisor's Phone: _____

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.

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APPLICANT / CO-APPLICANT:

HOUSING ASSISTANCE PROGRAM:
Are you participating in a Housing Assistance Program? ☐ **Yes** ☐ **No** If yes, please complete info below:
Jurisdiction: _____ / _____
Amount: $ _____ / _____
Attach appropriate documentation.

ASSETS:
Checking Account: $ _____/ _____ Bank: _____/ _____
Savings Account: $ _____/ _____ Bank: _____/ _____
Credit Union: $ _____/ _____ Name: _____/ _____
Other Assets: $ _____/ _____ (Specify) _____/ _____
TOTAL: $ _____/ _____

LIABILITIES: *(Auto Loans, Mortgages, Credit Cards, Bank Loans, Installment Loans, Student Loans, Child Support, Alimony etc.)*

Creditor	*Total Due*	*Monthly Terms*
_____/ _____	$ _____/ _____	$ _____/ _____
_____/ _____	$ _____/ _____	$ _____/ _____
_____/ _____	$ _____/ _____	$ _____/ _____
_____/ _____	$ _____/ _____	$ _____/ _____
_____/ _____	$ _____/ _____	$ _____/ _____
_____/ _____	$ _____/ _____	$ _____/ _____
_____/ _____	$ _____/ _____	$ _____/ _____
TOTAL:	$ _____/ _____	$ _____/ _____

Have you ever filed for bankruptcy? ☐ **Yes** ☐ **No** If yes, Discharge Date: _____
Do you have a suit for judgments against you? ☐ **Yes** ☐ **No**
Are you obligated to **pay** ☐ or **receive** ☐ child support or **pay** ☐ or **receive** ☐ alimony?
If so, indicate monthly payment: $ _____

APPLICANT: Citizen of (Country): _____ Passport # : _____

Emergency Contact: _____ Relationship: _____
Address _____ Phone: _____

CO-APPLICANT: Citizen of (Country): _____ Passport #: _____

Emergency Contact: _____ Relationship: _____
Address _____ Phone: _____

LOCAL REFERENCES:
Name: _____ Relationship: _____
Address: _____ Phone: _____

Name: _____ Relationship: _____
Address: _____ Phone: _____

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THE FOLLOWING DISCLOSURES ARE REQUIRED BY THE DISTRICT OF COLUMBIA:

1. The housing accommodation is ☐ **rent-controlled** ☒ **exempt from rent control.**
2. A copy of the current business license is attached.
3. The undersigned acknowledge(s) having been shown the Registration/Claim of Exemption form and having been offered a copy of the form for the under signed.
4. The housing accommodation is registered as - (check as applicable) ☒ **condominium** ☐ **cooperative** ☐ is **converting** to a condominium or cooperative or non-housing use.
5. The owner of the housing accommodation is **Erin Boyland**
6. The amount of the non-refundable application fee is $ **60.00** . The amount of the initial security deposit is $ **6,000.00** . The amount of the security deposit cannot exceed the first full-month of rent. For any tenancy of twelve months or longer, interest on the security deposit shall accrue at the passbook rate prevailing in the DC financial institution in which the funds are held, which rate is re-set every six months (1st of January and 1st of July). Within forty five days after the termination of the tenancy, the housing provider will either (a) return the security deposit plus any interest to the tenant or (b) notify the tenant of the intent to withhold the deposit for defraying expenses incurred pursuant to the lease. If the housing provider intends to withhold the deposit, then within thirty days after notice to that effect the housing provider will give the tenant an itemized statement of the expenses to which the deposit was applied and refund any remaining balance to the tenant.
7. The applicable rent for the unit at the date of this disclosure is $ **6,000.00** .
8. The undersigned acknowledge(s) having been shown all Housing Violation Notices issued by the Department of Consumer and Regulatory Affairs within the last twelve months and any Notices issued earlier but still outstanding, and having been offered copies.
9. The following petitions or proceedings are pending that could affect the rental unit, whether the rent charged, the services and facilities provided or other matters: Case Number _____ Type of Petition/Proceeding _____
10. The following surcharges (rent increases that will subsequently be rescinded) are in effect for the rental unit:

Case Number	Type of Surcharge	Amount of Surcharge	Date of Rescission

11. Except for a rent increase upon vacancy, the rent charged a rental unit under rent control may be increased no more frequently than once every twelve months.
12. The undersigned acknowledge(s) having been shown the most recent Notice of Change Form filed pursuant to section 205(g)(1)(C) of the Act, relating to change of ownership, management, or services and facilities, and having been offered a copy.
13. The undersigned acknowledge(s) receipt of a pamphlet published by the Rent Administrator explaining the Act and any regulations under the Act as they relate to implementation of rent increases and petitions permitted to be filed by housing providers and tenants.
14. DC's Fair Criminal Record Screening for Housing Act of 2016 prevents unlawful screening of a housing applicant's criminal background. All information on requirements, including model forms, available at https://ohr.dc.gov/page/returningcitizens/housing .

The undersigned acknowledge(s) receipt of this disclosure form, the attachment and the pamphlet published by the Rent Administrator (http://newsroom.dc.gov/file.aspx/release/9439/Rent%20Control%20Pamphlet%208.04.06.pdf) . The under signed acknowledge(s) having been shown the other documents, having been offered copies of those documents and having received any copies of documents requested by the undersigned as set forth above.

Initials: _____ / _____

ELECTRONIC SIGNATURES: In accordance with the Uniform Electronic Transactions Act (UETA) and the Electronic Signatures in Global and National Commerce Act, or E-Sign (the Act), and other applicable local or state legislation regarding Electronic Signatures and Transactions, the applicant(s) do hereby expressly authorize and agree to the use of electronic signatures as an additional method of signing and/or initialing this application and/or any future contracts or addenda. The applicants hereby agree that either party may sign electronically by utilizing a digital signature service.

Applicant: _____ / _____ **Co-applicant:** _____ / _____

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AUTHORIZATION TO RELEASE INFORMATION:
The undersigned applicant affirms under the penalties of perjury that I have read and understand pages 1 through 6 of this application and that my answers to the questions on this application are true and correct to the best of my personal knowledge, information and belief and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.

Upon demand made by Listing Broker/Landlord, at any time during the applicant's tenancy or thereafter, Listing Broker/Landlord is hereby authorized to release any information contained in this application to any consumer reporting agency, credit bureau, or other investigative agencies.

The Applicant hereby authorizes Listing Broker/Landlord to order and obtain a credit/consumer report. I hereby authorize the owner or owner's agent to whom this Application is made and any credit bureau or other investigative agency used by such owner or owner's agent to investigate and to report and disclose to the owner and the owner's agent the results of the references herein listed, statements and other data obtained from me or from any other person pertaining to **my credit, employment, rent history and financial responsibility.** 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 hereby authorizes 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. The applicant hereby releases Listing Broker/Landlord from any liability whatever for rejection of this application due to credit information or any other reason. 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.

I 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 further understand that the lease **MUST BE SIGNED BY BOTH THE LANDLORD AND/OR ITS AGENT AND MYSELF TO BE VALID.**

PRINT NAME: _____

APPLICANT SIGNATURE: _____ **Date:** _____

PRINT NAME: _____

CO-APPLICANT SIGNATURE: _____ **Date:** _____

Date: _____ Check: $ _____ Cash: $ _____

Leasing Broker: _____ Broker Code: _____
Address: _____ Phone: _____

Leasing Agent: _____ Phone: _____

License #/State: _____ / _____ MRIS # _____

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