



## **REQUIREMENTS FOR RESERVING AN APARTMENT**

**PERSONAL CHECKS ARE NOT ACCEPTED FOR APPLICATION FEES, RESERVATION/SECURITY DEPOSIT, OR FIRST MONTH'S RENT**

- **ALL APPLICANTS AND ANY COSIGNERS SIGN ONE LEASE** and are equally and individually responsible for the lease terms and agreement.
- **APPLICANTS AND COSIGNERS** are **REQUIRED** to complete the application process outlined below.

### **Required Paperwork:**

- Application** for each new resident; ss# must be provided.
- Application** for each COSIGNER; ss# must be provided
- Income Verification** for applicant who intends on meeting income requirements (3.25x annual rent) and passing credit check. Credit check run through First Advantage Safe Rent.
- Pet addendum, if applicable**
- Once all applications & paperwork are approved, a lease will be generated and then must be signed and returned within 7 days.**

### **Required Deposits and Fees:**

**Make money orders/cashiers check payable to: Rodgers Forge Holding, LLC**

- \$35 nonrefundable** administrative fee **per applicant and cosigner**; (money order or cashier's check only) Application fees may be combined.
- Security deposit (equal to one month's rent) in ONE payment**; must be separate from app fees.  
(money order or cashier's check only)
  - After your lease terms are complete, **the deposit will be returned (minus damages) in ONE check.**
- First Month's Rent** is due on or before your move in date in **ONE** certified funds payment. Monthly rent is due as one payment only; personal checks may be used starting the second rent payment, but entire payment must be received in one envelope. Partial payments are not accepted.
- \$250 Pet Fee - non refundable, per pet**; due upon move in.  
(Two pet max, some breed restrictions apply but there is no weight limit)

**IF YOU BREAK YOUR LEASE:** You will be required to pay a minimum of \$500 in administrative costs, and you must continue to pay rent on your apartment until it is re-rented or your lease ends. Roommates can be released and added (please see leasing/management for paperwork)

Resident is responsible for cable & internet (Comcast), electric & gas (BG&E).  
Landlord is responsible for water & sewer. Parking is free.

**Rodgers Forge Apartments**  
**\*6809 Bellona Ave, Apt. B, Baltimore, MD 21212 \***  
**410-377-2172 leasing \* 410-377-2171 fax**  
**410-377-6700 management**  
[www.rodgersforgebaltimore.com](http://www.rodgersforgebaltimore.com)



## **ACCEPTED FORMS OF INCOME VERIFICATION**

Please fax or email income verification or schedule appointment to drop off paperwork.

### **Income requirements:**

**Residents:** 3.25x annual rent: combined income of all residents/roommates

Examples: \$1000 (monthly rent) x 12 months (lease term) x 3.25 = \$39,000  
\$1250 (monthly rent) x 12 months (lease term) x 3.25 = \$48,750

**Cosigners:** 4x annual rent: combined income of all cosigners will be used  
Cosigners are used for applicants with no income or credit, i.e. students.

Income requirements and credit check must be approved before a lease will be generated.

## **ONLY ONE FORM OF INCOME VERIFICATION NEEDS TO PROVIDED**

- Letter from the applicant/cosigner's CPA, on letterhead stating that the minimum income requirements are met **or**
- Two most recent consecutive pay stubs **or**
- Most recent tax return (assuming same employer or self employed)
  - First one or two pages only, showing adjusted gross income **or**
- Most recent W-2 or 1099 (assuming same employer) **or**
- New Hire Letter on letterhead stating applicant meets minimum income requirements **or**
- Two consecutive (non foreign) financial statements showing the required annual income.
  - Savings account
  - Money Market
  - Checking account
  - Stocks & Mutual Funds

If applicant is a student but does not want a cosigner, they must show proof of income in one of the above forms or show proof that they have borrowed enough funds to cover tuition and one year's rent. We will need to confirm what the tuition amount is.



**8. List All Other Persons Who Will Be Occupying Apartment:**

Occupants Name(s):	Date of Birth:	Relationship:	Social Security Number:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**9. Pets:**

Breed	Name	Weight	Color	Breed	Name	Weight	Color
_____	_____	_____	_____	_____	_____	_____	_____

*Article II. A separate Pet Addendum must be completed prior to move in and all pet fees must be paid.*

**10. Emergency Contacts: (not living with applicant)**

Name	Address	Phone Number	Relationship
_____	_____	_____	_____

In event of serious injury or death of Applicant, this person    may    may not enter apartment.

**12. Has Applicant Listed Herein Ever: (if any of the answers below are "yes", please explain)**

- a. Been convicted of and/or pled "guilty" or "no contest" to any felony offense? \_\_\_\_\_
- b. Been evicted from a rental dwelling, received a notice to vacate, or broken a rental agreement? \_\_\_\_\_
- c. Have you ever broken a rental agreement? \_\_\_\_\_
- d. Have you ever declared bankruptcy? \_\_\_\_\_

**APPLICANT'S CONSENT: Upon execution of Lease first full month's rent due.**

1. It is understood that the sums deposited herewith as Application Fee are not refundable.
2. The sums deposited herewith as Security Deposit are refundable if this Application is not approved by the owner of the apartment community.
3. If the owner of the apartment community approves this Application, either orally or in writing, Applicant(s) agree that within seven (7) days of having been mailed notice of the approval of this Application, to enter into a Lease in conformity with this Application on the owner's standard form of Lease Agreement (a copy of which has been made available for Applicant(s) to review).
4. **If the owner of the apartment community approves this Application, and Applicant(s) do not enter into a Lease as aforesaid, the owner may place the rental unit for which Applicant(s) made application, for rental to a third-party.**
5. If a Landlord requires from a prospective tenant any fees other than a Security Deposit as defined by Section 8-203(a) of the Real Property Article of the Annotated Code of Maryland, and these fees exceed \$25.00, then the Landlord shall return the fees, subject to the exceptions below, or be liable for twice the amount of the fees in damage. The return shall be made no later than fifteen (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.
6. The Landlord may retain only that portion of the fees actually expended for a credit check or other expenses out of the Application, and shall return that portion of the fees not actually expended on behalf of the tenant making application.
7. Items 5 and 6 of this Lease Application, aforesaid, do not apply to a Landlord who offers four (4) or less dwelling units for rent on one (1) parcel of property or at one (1) location, or to seasonal or condominium rentals.

I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my Application unfavorably. As an inducement to enter into the Lease, I authorize you to secure from a consumer reporting agency an investigative consumer report. This report may contain, but would not be limited to, a consumer credit report, a rental history and verification of my residences, employment and income. I further authorize you and the consumer reporting agency to verify any and all information contained in this Application and to inquire into my character, general reputation, personal characteristics and mode of living, and I release all concerned from any liability in connection with the information they give. I have also been advised that I have the right, under the federal Fair Credit Reporting Act, Section 606(B) to make a written request of you and the consumer reporting agency, within a reasonable time, for a complete and accurate disclosure of the nature and scope of the investigation. I also consent to, and authorize the use of, any subsequent consumer report(s) under this authorization in connection with the collection of any debt associated with the rental of a residence for which application was made. Finally, I acknowledge receipt of the summary of consumer rights required by Section 609 of the Fair Credit Reporting Act entitled "A Summary of Your Rights Under the Fair Credit Reporting Act".

I/We have fully read and understand all of the provisions of this Application and acknowledge receipt of a completed copy of same.

Applicant's Signature

Date

