

# APARTMENT RENTAL APPLICATION

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## BASIC RENTAL CRITERIA

- All applicants must be at least eighteen (18) years of age or older.
- Applicant must have verifiable current employment or income with a gross monthly income of at least two (2) times the rental rate. In the event that the applicant has been at his or her current job for a period of six (6) months or less, then the applicant must provide verification of prior employment. Should the applicant be self-employed, he or she must then provide a copy of the previous year's tax return.
- Applicant must have a verifiable rental reference of six (6) months or more with a lease term fulfilled and a copy of the thirty (30) day written notice to vacate current or previous address provided. Applicant must not have more than two (2) late payments and/or non-sufficient fund (NSF) checks in one (1) year of residency. Any applicant with questionable rental history or a prior eviction may be subject to denial of application.
- Applicant credit reports must be in good and acceptable standing. Medical collection accounts will be the only exception in determining acceptable credit. Personal bankruptcies shall be allowable as long as the applicant meets all other qualifications and criteria and has re-established a good credit rating.
- Any and all adults must complete a rental application, be listed on the lease as a resident, and have full liability to fulfill all terms and conditions of the lease.
- Roommates must each have a gross monthly income of at least two(2) times the rental rate, and they must each fill out an application and pay an application fee and meet qualification criteria.
- Pets may be permitted upon landlord or management written approval. If approved, there will be a 3 pet per apartment limitation. Applicant shall be required to provide a pet deposit of \$100.00 for one (1) pet and \$200.00 for two (2) pets, of which \$300.00 per pet shall be non-refundable for repair and/or cleaning purposes after the premises are vacated. Our policy may exclude the approval of some breeds.
- **MAXIMUM OCCUPANCY STANDARDS:**
  - 1 Bedroom has a maximum occupancy of two (2) persons
  - 2 Bedroom has a maximum occupancy of four (4) persons
  - 3 Bedroom has a maximum occupancy of six (6) persons
- A family may occupy a rental unit as long as the family does not exceed a maximum of two (2) persons per bedroom plus a child who is less than twelve (12) months old and who sleeps in the same bedroom with the child's parent or guardian. If the applicant is pregnant or has a child less than six (6) months old at the time of moving in and the newborn child reaches twelve (12) months of age during the lease term, the resident may stay in the unit for the duration of the lease term. However, if the number of residents exceeds the maximum per

bedroom limit because the newborn reaches or exceeds the twelve (12) months limitation at the end of the lease term, the applicant must apply for and if accepted move into a larger unit, if available. Under no circumstances can the applicant remain in a unit where occupants exceed the maximum occupancy standards.

I have read and agree to the above rental criteria requirements.

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(Applicant Signature)

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(Dated)

**RENTAL SCREENING APPLICATION**

**LANDLORD INFORMATION**

**Landlord Name:** Jonathan Freedman  
**Landlord Address:** 128 Manning Mill Rd  
**Landlord City, State, ZIP Code:** Hampden, Maine 04444  
**Landlord Email:** jonathanmfreedman@hotmail.com  
**Landlord Telephone:** 2074986395  
**Landlord Fax:** 2074331098

**RENTAL PROPERTY INFORMATION**

**Rental Property Name:** 46 Glenn  
**Property Address:** 46 Glenn St APT 3  
**Landlord City, State, ZIP Code:** Caribou, Maine 04736  
**Number of Bedrooms:** Three (3) Bedroom Unit

**APPLICANT INFORMATION**

**Applicant Name:** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_\_  
**Social Security Number:** \_\_\_\_\_  
**Current Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**How long at current address?** \_\_\_\_\_  
\_\_\_\_\_  
**Current Landlord:** \_\_\_\_\_  
**Landlord Phone Number:** \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT EMPLOYMENT HISTORY**

**Current Employer:** \_\_\_\_\_  
**Current Supervisor Name:** \_\_\_\_\_  
**Current Employer Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Current Employer Telephone:** \_\_\_\_\_  
\_\_\_\_\_

Position Held: \_\_\_\_\_  
Period of Time Employed: \_\_\_\_\_

**FINANCIAL HISTORY**

Applicant Monthly Income: \_\_\_\_\_

Checking Account Bank Name: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_

Saving Account Bank Name: \_\_\_\_\_

Saving Account Number: \_\_\_\_\_

**FAMILY OR ROOMMATE INFORMATION**

Name of Person	Relationship to Applicant
_____	_____
_____	_____
_____	_____
_____	_____

**PET INFORMATION**

Pet Name: \_\_\_\_\_ Pet Gender: \_\_\_\_\_  
Breed: \_\_\_\_\_ Pet Weight: \_\_\_\_\_  
Age: \_\_\_\_\_ Spayed/Neutered: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Pet Gender: \_\_\_\_\_  
Breed: \_\_\_\_\_ Pet Weight: \_\_\_\_\_  
Age: \_\_\_\_\_ Spayed/Neutered: \_\_\_\_\_

Through the signing of this Rental Application, you herein agree to any additional deposit or monthly rent and shall be solely responsible for any damages caused by your pets and to clean up after them every time.

**VEHICLE INFORMATION**

**Vehicle Make:** \_\_\_\_\_ **Vehicle Model:** \_\_\_\_\_

**Year:** \_\_\_\_\_ **License Plate:** \_\_\_\_\_ **State:** \_\_\_\_\_

**PERSONAL HISTORY**

**Do you smoke?** Yes No

**Have you ever been evicted?** Yes No

If answered yes, please describe when and what happened:

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

**Have you ever declared bankruptcy?** Yes No

If answered yes, please describe when and what happened:

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

**Have you ever been convicted of a crime?** Yes No

If answered yes, please describe when and what happened:

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

**EMERGENCY CONTACT**

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

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

Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT CERTIFICATION**

I, \_\_\_\_\_, certify that the information provide in this Rental Application is true and correct to the best of my knowledge as of the date set forth below. I acknowledge that the Landlord shall rely on the information contained herein and I authorize the Landlord to verify any or all information provided.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Dated)

**FAIR HOUSING DISCLOSURE**

The Fair Housing Act of 1968, as amended by the Fair Housing Act Amendments of 1988, prohibits discrimination in housing based on race, color, national origin, religion, sexual orientation, handicap, or familial status. Except as permitted by the Housing for Older Persons Act of 1955, we are committed to complying with the letter and spirit of the laws which administers compliance with the fair housing laws in the United States Department of Housing and Urban Development.

## **Rental Application State Requirements**

### **CALIFORNIA:**

(Cal. Civ. Code § 1950.6.) Here are key provisions of the California law:

- Landlords may charge a maximum screening fee of \$35 per applicant. This figure may be updated annually by changes in the Consumer Price Index for the nearest metropolitan area.
- This screening fee may be used for "actual out-of-pocket costs" of obtaining a credit report, plus "the reasonable value of time spent" by a landlord in obtaining a consumer credit report or checking personal references and background information on a rental applicant.
- A landlord who uses the screening fee to obtain the applicant's credit report must give the applicant a copy of the report upon his or her request.
- If you spend less (for the credit report and your time) than the screening fee you collected, you must refund the difference. A landlord who never gets a credit report or checks references on an applicant must refund the entire screening fee.
- Unless the applicant agrees in writing, a landlord may not charge a screening fee if no rental unit is available. However, if a unit will be available within a reasonable period of time, a landlord may charge the fee without obtaining the applicant's written permission.

### **DELAWARE:**

Landlords can only charge the greater of one month's rent or \$50 for an application fee.

### **FLORIDA:**

Under Florida rental application laws, a military service member must be informed of the approval or non-approval of their rental application within seven days after it has been given.

### **MARYLAND:**

If the landlord rents more than five units in one location, the actual rental application form must specify the applicants' obligations and rights surrounding the application fee. In addition:

- Every application fee must stay separate from every security deposit.
- Maryland doesn't place any limits on how much a landlord can charge for the application fee
- Application fees are non-refundable

### **MASSACHUSETTS:**

As of August 2014 landlords may NOT collect application fees from applicants.

### **MINNESOTA:**

The landlord should not charge more than what the screening service charges any extra funds must be refunded back to the applicant.

### **NEW YORK:**

Landlord must disclose that the data may be used to access a tenant screening report and specify the reporting agencies used.

If the housing provider makes a decision that leads to adverse action (denial) against the potential tenant, they must inform them in writing. Those adversely impacted have a right to access and review the reported data at no cost and dispute any information deemed as inaccurate.

Application fees on apartments are limited to \$20, even if they include a background check.

**VERMONT:**

Landlords can NOT charge an application fee.

**VIRGINIA:**

A landlord can charge up to \$50 for an application fee that is used to pay for screening services. The landlord may charge a separate application deposit that must be refunded within 20 days to any tenants denied the rental.

**WASHINGTON:**

(RCW 59.18.257) Here are key provisions of Washington State laws:

Prior to obtaining any information about a prospective tenant, the prospective landlord must first notify the prospective tenant in writing of the following:

(i) What types of information will be accessed to conduct the tenant screening;

(ii) What criteria may result in denial of the application;

(iii) If a consumer report is used, the name and address of the consumer reporting agency and the prospective tenant's rights to obtain a free copy of the consumer report in the event of a denial or other adverse action, and to dispute the accuracy of information appearing in the consumer report; and

(iv) Whether or not the landlord will accept a comprehensive reusable tenant screening report made available to the landlord by a consumer reporting agency.

The amount charged as application fee may not exceed the customary costs charged by a screening service in the general area. The prospective landlord's actual costs may include costs incurred for long distance phone calls and for time spent calling landlords, employers, and financial institutions. Otherwise, the application fee must be the exact amount of the background check and the landlord must show a receipt to show the actual cost of that background check.

Also, if a prospective landlord takes an adverse action, the prospective landlord shall provide a written notice of the adverse action to the prospective tenant that states the reasons for the adverse action. The adverse action notice must contain the following information in a substantially similar format:

**ADVERSE ACTION NOTICE**

Name

Address

City/State/Zip Code

This notice is to inform you that your application has been:

..... Rejected

..... Approved with conditions:

..... Residency requires an increased deposit

..... Residency requires a qualified guarantor

..... Residency requires last month's rent

..... Residency requires an increased monthly rent of \$.....

..... Other:

Adverse action on your application was based on the following:

..... Information contained in a consumer report (The prospective landlord must include the name, address, and phone number of the consumer reporting agency that furnished the consumer report that contributed to the adverse action.)

..... The consumer credit report did not contain sufficient information

..... Information received from previous rental history or reference

..... Information received in a criminal record

..... Information received in a civil record

..... Information received from an employment verification

Dated this ..... day of ....., ....(year)

Agent/Owner Signature"

**WISCONSIN:**

The landlord cannot charge more than \$20 for an application fee and must give a copy of the background report to the tenant.