**WELCOME TO MILFORD W. TWILLEY RENTAL MANAGEMENT, INC.**

Enclosed you will find an application, a release form to verify and information that may be needed to process the application, and a form to be filled out by your employer if applicable.

The following information will be needed in order to process your application:

ALL ADULTS MUST HAVE:

* Valid photo ID
* Social security card or statement from SSA
* Proof of all income but not limited to:
  + Completed employment verification form or paystubs
  + SSI & Social security benefit statements
  + Proof of court ordered child support
  + Alimony
  + Retirement benefits
* Birth Certificates for ALL household members
* $25 processing fee for the each adult (cash only)

Applications take anywhere from 2-4 business days to process once we have all of the information requested. They are then kept on file for 90 Days.

**Thank You!**

**\*Milford W. Twilley Rental Management, Inc. does not accept from prospective tenants Reusable Tenant Screening Reports as defined by Maryland Code, Real Property Section 8-218.**

**Rental Application**

Please return this application to Rental Management Inc. Located at 602 N. Salisbury Blvd. Salisbury, MD. Hours of operation: 8-5 Monday- Friday. Fax #: (410)-742-0867 Email: Frontoffice@rentalmanagement.net

Address Applying For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Desired Move-in Date\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Information** *Please do not leave any blanks in this section.*

First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI.\_\_\_\_\_\_\_\_\_\_\_ Last name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_ Driver’s License #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How Many People Will Be Living Here? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Occupants under 18 *(name/age)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Rental History** *Please include* ***all*** *addresses you have lived at for the previous 5 years. Use additional paper if needed.*

**Current Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move-in Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Landlord’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Landlords Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monthly Rent \_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for Moving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move-in Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Move-out Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Landlord’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlords Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly Rent \_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for Moving\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move-in Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Move-out Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Landlord’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landlords Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Monthly Rent \_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for Moving\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Information** *Please include all sources of income. Use additional paper if needed.*

Current Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gross Wages \_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month. Manager/ Supervisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Sources of Income\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questionnaire** *Please answer all the questions truthfully.*

How long will you live here? \_\_\_\_\_\_\_\_\_\_\_ What pets do you have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many evictions have been filed upon you? \_\_\_\_\_\_\_\_\_ How many felonies do you have? \_\_\_\_\_\_\_\_\_ Have you ever broken a lease? \_\_\_\_\_\_\_\_\_\_ Do you smoke? \_\_\_\_\_\_\_\_\_\_\_ Do you have a checking account? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many vehicles do you own? \_\_\_\_\_\_\_\_\_\_\_ Is the total move-in amount available now? \_\_\_\_\_\_\_\_\_\_ What would limit your ability to pay rent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency contact- Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How did you find out about this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Why should we rent to you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information** *Please use this optional space for additional information, comments, or explanations.*

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

***Please read carefully and sign if you agree.***

This application made this date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(owner/agent), hereinafter “Landlord” and the below signed hereafter “Applicant”. The Applicant shall pay to the Landlord a nonrefundable fee to accompany this application to cover the Landlord’s administrative costs and expense to verify the information submitted by the Applicant. Applicant authorizes the Landlord, his or her employees, agents, or representatives to make any and all inquiries to verify necessary information provided herein. This verification includes but not limited to direct contact with Applicants employers, current landlord, previous landlords, neighbors, law enforcement agencies, and all or any other sources of information which the Landlord may deem necessary and appropriate within his or her sole discretion. The Applicant hereby declares that the information provided is true, accurate, and complete to the best of the Applicant’s knowledge. Applicant agrees that any false or incomplete information is grounds for immediate disqualification at the sole discretion of the Landlord. Landlord is not liable to the Applicant, his or her heirs, executors, administrators, or assigns for any damages of any kind, actual or consequential by reason of the verification by the Landlord of the information provided by the Applicant, and Applicant hereby releases the execution or implementation of the agreement provided herein. Upon successful verbal or written approval of the Applicant’s tenancy, a Security Deposit must be paid in full before any rental agreement is signed. Landlord will attempt to contact the Applicant by phone numbers listed on this application and the Applicant has 24 hours from the time of approval to furnish a deposit and sign a Deposit to Hold agreement unless otherwise agreed upon, in writing, by both parties. If Applicant fails to perform within 24 hours of Landlord’s approval, Applicant may be disqualified and Landlord may rent this home to the next qualified Applicant.

**Our Required Standards for Qualifying to Rent A Home Are**

* It is the policy of Rental Management, Inc., as agent for the Landlord, to treat all Applicants, residents, and any visitors at any properties it manages fairly and consistently without regard to race, color, religion, sex, national origin, disability or familial status. Rental Management, Inc. and its employees shall comply with the provisions of Title VIII of the Civil Rights Act of 1968, The Fair Housing Amendments Act of 1988 and, to the extent applicable, The Americans With Disabilities Act. Further we shall comply with the state and local Fair Housing Regulations of the jurisdictions in which the properties are located. A person must be 18 years of age or older to be a lease holder.
* Each adult occupant must submit a separate application.
* We limit the number of occupants to 2 per bedroom.
* Your gross monthly income must equal 3 times or more the monthly rent.
* You must have favorable credit history.
* You must be employed and/or be able to furnish acceptable proof of the required income.
* You must have good housekeeping, payment, and maintenance references from all previous Landlords.
* Compensating factors can include additional requirements such as double deposit.
* A criminal background investigation report will be obtained on all household members who are 18 years of age or older. Applicants who have been convicted of any criminal acts including controlled substances, felony, violent acts, sexual offenses, and destruction of property may not be accepted.

**The Applicant authorizes release of all information to Landlord and agrees that the information provided in this rental agreement is true and correct.**

**Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYMENT VERIFICATION TO BE FILLED OUT BY THE EMPLOYER**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gross Earnings:

Current average number of hours per workweek: Straight time: \_\_\_\_\_\_\_\_\_\_\_\_\_ Overtime: \_\_\_\_\_\_\_\_\_\_

Current base pay rate $\_\_\_\_\_\_\_\_\_\_per \_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_

Expected change in rate of pay $\_\_\_\_\_\_\_\_\_\_\_\_ New Rate: \_\_\_\_\_\_\_\_\_\_\_\_

Overtime base pay rate $\_\_\_\_\_\_\_\_\_

Amount of bonus, incentive pay, commission, and/or tips $\_\_\_\_\_\_\_\_per \_\_\_\_\_\_\_\_\_\_

If seasonal or sporadic employment, give lay-off period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount deducted for medical/hospital insurance: $\_\_\_\_\_\_\_\_\_\_\_per \_\_\_\_\_\_\_\_\_week/month

Original or Rehire Date Termination Employee’s Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm or Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Position of Person Completing this Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE RETURN TO THE EMPLOYEE  
OR  
FAX TO 410-742-0867**

**INFORMATION RELEASE FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We understand that the above information is being collected to determine My/Our eligibility for residency. I/We certify that I/We have revealed all assets currently held or previously disposed of and that I/We have no other assets than those listed on this form (other than personal property). I/We further certify that the statements made in this application/certification are true and complete to the best of My/Our knowledge and belief and are aware that false statements are punishable under federal law. I/We also authorize you to obtain My/Our consumer credit report from your credit reporting agency which will happen as an inquiry on My/Our file. I/We further authorize you to perform a criminal background check from your reporting agency.

Applicant consent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Co-Applicant consent signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Landlord’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This will authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of present or previous**

**landlord) to release information requested below regarding my rental history.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant**

**Landlord Reference**

**Address Rented \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Length of Residency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount of Monthly Rent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Promptness in Paying Rent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rent Owed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Housekeeping Habits \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship with Neighbors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Compliance to Rules & Regulations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tenant Damages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Would you rent to them again? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Present / Previous Landlord Date**

**YOUR PROMPT RETURN OF THIS FORM IS GREATLY APPRECIATED**