

American Management
2612 Maryland Ave #2
Baltimore, MD 21218
Office: 410-366-2100
Fax: 410-662-8944
www.americanmanage.com

APPLICATION

Applicant gives American Management permission to contact any of the persons or companies listed in this application. Proper consideration of the applicant can only be given in the event the application is completed in full. This application will be rejected if any of the information is found to be false. American Management adheres to all laws pertaining to fair housing. *American Management does not permit the use of reusable screening reports.

APPLICATION FEES

In order to be processed, a \$45.00 fee must accompany this application. Checks are made to American Management. Checks or money orders only, please.

The landlord 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 the application. This section does not apply to any landlord 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 \$45 fee for credit check and expenses arising out of the application are allocated as follows:

- (a) \$22 for reimbursement for cost of credit report and
- (b) \$23 for administrative fee for application/credit report/rental verification review.

NOTICE: American Management is committed to ensuring equitable access to housing. Applicants with a felony conviction may be eligible for a waiver of application fees. If you believe you qualify for a waiver, you are required to submit a paper application.

APPLICATION

This application is for one person only. *All adult residents of the dwelling must fill out separate applications.*

Unit Applied For: _____

Monthly Rent of unit applied for: _____ **Date of Occupancy:** _____

Full Name: _____

Date of Birth: _____ **Social Security Number:** _____

Driver's License Number/ State: _____

Present Address including Zip Code: _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Email Address: _____

How Long at Present Address: _____ **Monthly Fee at Present:** _____

Your Lease Expires: _____ **Landlord's Name, Address and Phone:** _____

Your Previous Address + Zip: _____

Previous Landlord's Name, Address, Zip + Phone: _____

Other Persons that will occupy the dwelling unit to which you are applying:

Name: _____ **Relationship:** _____ **Age** _____

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Name: _____ **Relationship:** _____ **Age** _____

Name: _____ **Relationship:** _____ **Age** _____

You Are Employed By: _____

Since: _____

Address of Employment, Zip: _____

Salary: _____ **Position:** _____

Name and Phone of Person to Verify Employment: _____

Monthly Net Income, after taxes (take home pay): _____

Monthly Expenses:

Rent or Mortgage _____

Utilities _____

Car Loan _____

Credit Cards _____
Student Loans _____
Child Support _____
Other Expenses _____
Total Monthly Expenses _____
Other Sources of Income _____ Monthly Amount _____

Will You Have Pets? Yes _____ No _____
If Yes, please describe. List Type, Number, Weight of Pets: _____

(Separate pet addendum will also be incorporated into lease.)

Active Military Duty? Yes _____ No _____

In Case of Emergency, Notify: _____

Relationship to You: _____

Their Phone: _____

Their Address: _____

Vehicle Information:

Make _____	Model _____	Color _____	Year _____
Make _____	Model _____	Color _____	Year _____
Make _____	Model _____	Color _____	Year _____

Have you or any other resident ever filed bankruptcy: _____ yes _____ no.

Have you or any other resident ever been evicted from tenancy: _____ yes _____ no.

Failure to sign the lease after being notified of acceptance shall cause the applicant's rental deposit to be forfeited as liquidated damages. However, if the applicant's application is not approved, the rental deposit will be refunded. The application fee is not refundable.

If landlord, at his discretion, decides to refund the security deposit of an applicant that has been accepted but does not move in, a charge of \$75.00 will be subtracted from the applicant's security deposit for administrative expense to the landlord.

By signing the application, you are giving permission to American Management to secure a credit report in which will be detailed information on your credit history.

Signature _____ **(Seal) Date** _____

For Office Use:

Fee _____ Deposit _____ Credit Report _____ Accepted _____ Lease Mailed _____

**AMERICAN MANAGEMENT II, LLC
RENTAL APPLICATION CRITERIA**

*American Management does not permit the use of reusable tenant screening/credit reports.

Applicants will be evaluated on an individual basis for credit & income worthiness.

In addition to this rental application, you will also be required to provide a copy of a valid form of identification, proof of income, and 3 years of residential history as well as contact information for your rental references.

Income is demonstrated with recent pay stubs, bank statements showing deposits of stated income, SSA, recent tax returns, housing vouchers, and other verifiable means of income.

Each resident over the age of 18 must submit a separate rental application. Applications must be complete with full legal name, current address, date of birth, social security number, residential history, current income/employment history, etc. Incomplete applications will not be processed.

American Management is committed to ensuring equitable access to housing. Applicants with a felony conviction may be eligible for a waiver of application fees. If you believe you qualify for a waiver, you are required to submit a paper application. If you have a felony conviction and would like to request a waiver, please email leasing@americanmanage.com and request a paper application. Paper applications can also be found on our website, www.americanmanage.com, under the "Tenant Services" tab. Completed applications and waiver requests should be emailed to leasing@americanmanage.com.

The application fee is not refundable.

If applicants are asked to provide a co-signer, the co-signer must also submit an application via our website and provide a valid photo ID plus recent pay stubs or other supporting financial documents.

With approved applications and a signed lease, security deposits are not refundable until 45-days after the lease agreement end date.

We do not offer month to month leases

Email notifications are sent upon review of rental applications (2 to 3 business days). Please track email for updates about application status.

Pet Policy

American Management is a 3rd party, scattered site property management company. We have a standard pet policy that most of the property owners use as their pet policy for their given properties. Some owners, though, have varying pet policies. Each market ad for a given house or apartment that is available will list the pet policy for that address.

American Management standard pet policy is as follows unless the pet(s) is an Emotional Support Animal (ESA) OR Service Animal as protected under the Fair Housing Act or the Americans with Disabilities Act respectively.

- Small dogs (35lbs or under)/cats okay
- Breed Restrictions

List of Restricted Breeds: Akita, Alaskan Malamute, American Bulldog and American Bulldog Mixes, American Pit Bull Terrier and American Pit Bull Terrier Mixes, American Staffordshire Terrier and American Staffordshire Mixes, Bullmastiff, Chow Chow, Doberman, German Shepherd, Great Dane, Presa Canario, Rottweiler, Siberian Husky, Staffordshire Bull Terrier and Any Wolf Hybrid

- \$35/month pet rent per pet unless an ESA or service animal
- \$200 nonrefundable pet fee per pet unless an ESA or service animal
- All pet owners must sign a pet addendum for their pet(s) per our rental agreement

For requested move-ins within 10 days of application approval, we require all funds whether for the security deposit OR rent be paid with certified funds such as a certified bank check or money order no exceptions.