



MONTGOMERY COUNTY, MD LEASE APPLICATION

Each applicant, co-applicant and occupant 18 years and older must submit a separate application

(Please Print)

Property: Date:

INFO.	Applicant Name: _____		Date of Birth: _____	
	Social Security #: _____		Driver's License #: _____	
	Passport/Alien/Other #: _____		State: _____	
	Email Address: _____		Cell Phone #: _____	
	How did you hear about us? _____			
EMPLOYMENT HISTORY	Current Employer: _____		Phone: _____	
	Address: _____		Time Employed: _____	
	Position: _____		Annual Salary: _____	
	Supervisor's Name: _____		Supervisor's Name: _____	
	Previous Employer: _____		Phone: _____	
	Address: _____		Time Employed: _____	
	Position: _____		Annual Salary: _____	
	Supervisor's Name: _____		Supervisor's Name: _____	
RESIDENCE HISTORY	Current Address: _____		Phone: _____	
	(If military, home of record) _____		Monthly Payment: _____	
	Dates of Residency From: _____		To: _____	
	Landlord/Mortgagee: _____		Phone: _____	
	Previous Address: _____		Phone: _____	
BANK	Checking Account #: _____		Savings Account #: _____	
	Bank: _____		Bank: _____	
	Branch: _____		Branch: _____	
	# Automobiles _____			
	Make: _____ Model: _____ Year: _____ Tag/State: _____			
OTHER INFORMATION	Make: _____ Model: _____ Year: _____ Tag/State: _____			
	# Occupants (including self) _____ All occupants 18 years of age of older must complete an application.			
	Other Occupants Name: _____		DOB: _____ Relation: _____	
	Name: _____		DOB: _____ Relation: _____	
	Name: _____		DOB: _____ Relation: _____	
	Name: _____		DOB: _____ Relation: _____	
	Will you or any occupant have any pets? Yes: _____ No: _____			
	# Pets _____ Description (breed, size, color, weight) _____			
	Description (breed, size, color, weight) _____			
	Emergency Contact Information			
	Name: _____		Address: _____	
	Phone #: _____		Alternate Phone #: _____	
	Have you or any occupant of your household at any time or in any place ever been evicted or vacated prior to the end of your lease term? Yes _____ or No _____			
	If the answer to the previous question is yes, please explain: _____			
	Initials required and apply to all 6 noted sections:	1: I (we) hereby submit this application to lease apartment number _____ at _____ for the term of _____ months and _____ days beginning _____ 20_____ for the rental amount of \$ _____ per month in advance and deposit here with the sum of \$ _____ as security deposit plus \$ _____ to cover the actual cost of a credit report. The security deposit is to be refunded to me unless this application is accepted within a reasonable time from the date thereof. It is understood that the credit report fee is non-refundable. As an inducement to the owner of the property to accept this application, I warrant that all statements above set forth are true. Pursuant to the MD Code, Real Property, Sec. 8-213, if a landlord required any fees other than a security deposit, and those fees exceed \$25.00, then the Landlord shall return the fees or be liable for up to twice the amount of the fees in damages. The fees shall be returned within 15 days from the date of occupancy or the written communication from either party, of a decision that no tenancy shall occur. The landlord may retain the fees actually expended for a credit check or processing the application, and return any portion of the fees not actually expended processing 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.		
2: If you accept this application and deliver a lease to me (us) for execution on the above terms, in the form as inspected and read by me (us) in your office prior to executing this application, I (we) shall within seven (7) days thereafter execute and deliver the same to you and deposit with you simultaneously a sum equal to the first full month's rent. If I (we) fail or refuse to execute and deliver the said lease to you within the seven (7) day period, then you shall be entitled to withhold from my (our) security deposit all actual damages and loss of rent suffered by you as a result of my (our) failure to execute said lease.				
3: I (We), upon written request made within fifteen (15) days of my (our) occupancy, shall be provided with a written list of all existing damages in the rental unit.				
4: I (We) have the right to be present when the landlord or his agent inspects the premises to determine if any damage was done to the premises upon our vacating, if I (we) notify you by certified mail, fifteen (15) days prior to the date of moving, of our intention to move, the date of moving and my (our) new address; that upon receipt of notice you shall notify me (us) by certified mail of the time and date when the premises are to be inspected by you, which shall occur within five (5) days after the date of our moving, as designated in our notice.				
5: All applicable provision of Maryland law as set forth in the aforementioned lease agreement which you have reviewed are incorporated by reference herein.				
6: This application shall not be binding upon the owner until accepted in writing. The delivery of a lease to the undersigned for signature shall not be construed as an acceptance of this application nor shall such lease be binding upon the owner until it has been executed on the owner's behalf and delivered to the undersigned.				
I understand and acknowledge that The Donaldson Group hereby discloses that this Montgomery County property uses Credit Risk ranges to determine credit worthiness. If my credit screening score is _____ or BELOW, I will receive a Conditional Offer. This Conditional Offer will become an Approved application if a limited Criminal Record Check does not show any evidence of sex crime accusations or convictions, or certain felony convictions, or misdemeanor convictions less than 2 years old. The Donaldson Group does NOT screen for arrests without convictions or for minor offenses as prohibited by the Montgomery County Housing Justice Act of July 1, 2021. I understand that I can access a full breakdown of The Donaldson Group's criminal screening criteria by asking my Leasing Agent or by e-mailing customerservice@donaldsonmgt.com. If Donaldson intends to rescind a Conditional Offer based on the results of a Criminal Record Check, I have seven (7) days to contest the results of said Criminal Record Check. If I do not contest the report or provide sufficient evidence to override the results of the report within seven (7) days, The Donaldson Group has the right to rescind the Conditional Offer.				
I hereby authorize The Donaldson Group to obtain any and all credit reports, credit records, credit applications, financial records and any and all other records relating to my past credit history, including any and all information contained in said records. This Authorization shall permit the obtaining and disclosure of any and all reports or records or information developed or reported to or by credit reporting agencies, credit providers, and any other person or entity who collects, keeps or disseminates credit or financial or personal information, including but not limited to Equifax International, Inc., TRW or CBI.				
In addition, should my Credit Risk range meet the property's requirements, I hereby authorize The Donaldson Group to subsequently obtain any and all criminal history reports, criminal conviction records, criminal arrest records and any and all other records relating to my past or present history regarding any alleged or actual criminal activity or absence thereof within the guidelines of Montgomery County's Housing Justice Act of July 1, 2021. This Authorization shall also permit disclosure of any and all records relating to any past or present history regarding any alleged or actual criminal activity including arrests, summonses, charges, indictments, convictions, acquittals or the absence thereof by any criminal record reporting company and any other person or entity who collects, keeps or disseminates said criminal history information, including but not limited to CoreLogic or Resident Check, Donaldson's third-party screening vendors within the guidelines of Montgomery County's Housing Justice Act of July 1, 2021.				
Photocopies or reproductions of sufficient quality to be deemed the substantial equivalent of the originals of the above-described information shall be disclosed, at their request, to The Donaldson Group's agents and representatives.				

Applicant's Signature: Date:

Please do not write below this line - for office use only

Date/Time Recv'd: _____ / _____	Processed: _____		
Agent Name: _____	Approved/Denied: _____		
Specials: _____	Notified: _____		
Standard Deposit: _____	Additional Deposit: _____		
Earnest Money Dep. Paid: _____	Check #: _____	Other: _____	Date: _____
Application Fee Paid: _____	Check #: _____	Other: _____	Date: _____
Apartment # Reserved: _____	Rent Amt. _____	Unit Type: _____	Move In: _____