

## APPLICATION PROCEDURES AND POLICIES

Foster Spahr Real Estate, LLC is an Equal Housing Opportunity provider and is a real estate brokerage licensed in the State of Maryland. It is our policy to rent our units in full compliance with the Federal Fair Housing Act and all state and local housing laws and guidelines. We do not discriminate against any person because of race, color, ethnic background, religion, sex, age, marital or familial status, physical disabilities, or sexual orientation.

- 1) All offers to rent must be made by written application. All applications must be **COMPLETE AND SIGNED** and **ACCOMPANIED BY ALL FEES AND REQUIRED DEPOSITS** prior to consideration for approval. **Any false or incomplete information may result in the denial of your application.** If discovered after you are approved, we reserve the right to terminate your tenancy. Only the information included on the application and supporting documents submitted with the application will be considered in making a decision to rent.
- 2) All adults (18 years or older) must complete a rental application, pay a **non-refundable application fee of \$35.00** per person in certified funds and sign the lease. All persons, adults and children, that will be residing at the property on a regular basis must be indicated on the application form.
- 3) Applications must be accompanied by a separate check for the **application deposit in the amount of \$300** to be considered complete. **All checks should be made payable to Foster Spahr Real Estate.**
- 4) All applicants must be able to present current photo identification such as a copy of each applicant's driver's license, military/state ID, or passport which will be used to verify your identity and be kept in your tenant file.
- 5) **Proof of income** IE: recent pay stub and/or other supporting financial information must be submitted for the application to be considered complete. If self-employed, copies of Federal Income Tax Returns for the last 2 years are required. Applicants with rent subsidies must provide all supporting documentation at the time of application.
- 6) Any and all special requirements (ie. paint, carpet, etc.), clauses, conditions, and contingencies which are a basis for whether or not you will sign a lease must be stated in advance, in writing, on the application.
- 7) Credit history and income/employment history for a minimum of the preceding 24 months and housing references for the preceding 5 years are required. Satisfactory references are sought in these areas and special circumstances should be explained in writing, in advance, and submitted with the original application whenever possible.
- 8) This office utilizes a Credit Reporting Agency for credit & criminal background checks. Judicial records and criminal background checks may be included in the credit/screening process. Missing information from an application may be a factor in denying an application in conjunction with the findings from a credit report. Decisions to accept/reject may be based in part on opinions received from our third party Credit Reporting Agency.
- 9) All Move-in payments shall be paid in certified funds. Security deposit is required upon execution of a lease. Full month rent is required prior to move-in.
- 10) We reserve the right to make exceptions to the above and accept alternative documentation at the owner/landlord's discretion. Please read application and lease thoroughly prior to signing and consult an attorney if required. Copies of leases and applications can be downloaded from our website at <http://www.fosterspahr.com>.
- 11) All applicants are accepted or rejected on the authority of the Owner/Landlord. We encourage every Owner/Landlord to accept the most qualified applicant.

Applicants Acknowledgement:

(Please initial): \_\_\_\_\_

## APPLICATION INSTRUCTIONS

Fill out application completely and be sure to include:

- Social Security Numbers
- Complete contact information including current and former addresses
- All telephone numbers - yours, your employers, past landlords, etc.

Please provide a copy of the following with your application:

- One (1) month's pay stubs from your current job(s) or other proof of income
- Last (2) month's bank statements or other account statements (to show assets)
- 2 years W-2 forms or prior 2 years tax returns if self-employed
- Copy of Driver's License or government issued ID

**IMPORTANT:** Applications that do not show sufficient funds in the bank for rental amount and security deposit may not be accepted.

Application Fee: \$35.00 per adult

Application Deposit: \$300

Payments **MUST BE CERTIFIED FUNDS** made payable to Foster Spahr Real Estate

Deliver to: Foster Spahr Real Estate  
c/o Dan Spahr  
400 Pershing Drive  
Silver Spring, MD 20910

(Above address is a home office and payments and applications may be dropped in mail slot)

You can reach us at 240-695-2383 or our Broker, Dan Spahr, directly at 240.375.5217

\*If unable to provide all the required documentation listed above please contact us to discuss prior to submitting an application. We reserve the right to make exceptions and accept alternative documentation at the owner/landlord's discretion.