

Instructions for Completing Tenant Application

PART I

- 1 – Print all information so that we can read the application
- 2 – Complete all information
- 3 – Send by fax to 410-836-0772 or scan and email to info@oneillenterprises.com
- 4 - Type and send all additional information or explanations

Note: It is a policy of O'Neill Enterprises Realty that the completed and signed Tenant Application is required prior to showing the property to a prospective tenant.

PART II

A current credit report for all applicants and verification of employment is required only when the Lease negotiation is in process.

There is a \$ 50.00 processing fee if O'Neills is required to obtain the credit report.

Thank you,

O'Neill Enterprises Realty
Property Management
PO Box 394
Forest Hill, MD 21050
410-838-6980 or 410-459-7220
email: info@oneillenterprises.com
fax # 410-836-0772

Aimee O'Neill & Co., Inc.

REAL ESTATE BROKER • AUCTIONEER • APPRAISER • MANAGEMENT & ACCOUNTING SERVICES

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"Serve the Lord with Gladness" Psalm 100:2a

APPLICATION FOR TENANCY

Applicant (Full Name) _____
Date of Birth _____ **Social Security Number** _____
Present Address _____ **City** _____ **State** _____ **Zip Code** _____
How Long at Present Address _____ **Residence Ph. #** _____ **Business Ph. #** _____
Monthly Rental Payment \$ _____ **Landlord** _____ **Phone** _____
Reason for Leaving Present Address _____ **Landlord Fax #** _____
Previous Address _____ **City** _____ **State** _____ **Zip Code** _____
Previous Landlord _____ **Phone #** _____
Marital Status: Married Unmarried Separated **No. of Dependents** _____ **Ages** _____
Driver's License Number _____ **Issued by State of** _____
Employer (Business Name & Type) _____ **No. of Years** _____
Supervisor _____ **Monthly Income \$** _____ **Phone #** _____
Previous Employer (Business Name and Address) _____ **No. of Years** _____
Additional Income & Source* _____

Personal/Professional Reference: Name & Contact info.: _____

Co-Applicant (Full Name) _____
Date of Birth _____ **Social Security Number** _____
Present Address _____ **City** _____ **State** _____ **Zip Code** _____
How Long at Present Address _____ **Residence Ph. #** _____ **Business Ph. #** _____
Monthly Rental Payment \$ _____ **Landlord** _____ **Phone** _____
Reason for Leaving Present Address _____ **Landlord Fax #** _____
Previous Address _____ **City** _____ **State** _____ **Zip Code** _____
Previous Landlord _____ **Phone #** _____
Marital Status: Married Unmarried Separated **No. of Dependents** _____ **Ages** _____
Driver's License Number _____ **Issued by State of** _____
Employer (Business Name & Type) _____ **No. of Years** _____
Supervisor _____ **Monthly Income \$** _____ **Phone #** _____
Previous Employer (Business Name and Type) _____ **No. of Years** _____
Additional Income & Source* _____

Personal/Professional Reference: Name & Contact info: _____

*NOTE: Alimony, child support, or separate maintenance income need not be revealed if the Applicant or Co-applicant does not choose to have it considered as a basis for paying the rent obligation.

ASSETS:

Name and Branch Office Address of All Accounts	Account Number	Current Balance
		\$
		\$
		\$
		\$

Automobiles, Boats, Motorcycles:

Type	Make	Year	License No

Other Assets (describe) _____

LIABILITIES AND ESTABLISHED CREDIT:

List all current debts (if no credit accounts, give references of previous credit). List alimony or child support payments as a debt.

Name and Address of Creditor	Account Number	Monthly Payment	Months Remaining	Approx. Balance
		\$		\$
		\$		\$
		\$		\$
		\$		\$

Do you have outstanding (unpaid) judgements? Yes-if yes, explain below No

In the last 7 years, have you been declared bankrupt? Yes-if yes, explain below No

Other Liabilities (describe)

The following individuals will occupy the property (include ages, if minors):

Do you have any pets? _____ How many? _____ What kind? _____

Weight(s) _____

Do any occupants smoke? _____

Have you or any individual identified above ever been convicted of a felony crime in any federal or state court?
____ Yes ____ No If yes, please attach specific information regarding such felony conviction, including the date of such conviction; the charge for which convicted; the sentence imposed, whether the sentence has been completed and, if the sentence has not been completed, specify the sentence requirements which remain to be completed.

IN CASE OF EMERGENCY please notify _____

Phone: _____ Cell Phone: _____

CONSUMER REPORT AUTHORIZATION:

I(we) authorize you to secure, from a consumer reporting agency, an investigative consumer report. This report may contain, but would not be limited to, a consumer credit report, a criminal history records investigation, verification of my residences, employment and income. I(we) authorize the consumer reporting agency, to verify any and all information contained in this application and to inquire into my character, general reputation, personal characteristics and mode of living, and I(we) release all concerned from any liability in connection with any information they give. I(we) have also been advised that I(we) have the right, under the Federal Fair Credit Reporting Act (FCRA), Section 606 (B), to make a written request of the consumer reporting agency, within a reasonable time, for a complete and accurate disclosure of the nature and scope of the investigation. I(we) acknowledge that I (we) may obtain from a consumer reporting agency, the summary of consumer rights required by Section 609 of the FCRA, entitled: *A Summary of Your Rights Under the Fair Credit Reporting Act.*

A consumer report fee of _____ (per name) is required with this application and is *not* refundable.

I(we) hereby affirm that my answers on this Application for Tenancy are true and correct and that I(we) have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably. Any false information contained in this application, when discovered, shall be deemed cause for rejection of this application and immediate termination of any subsequent lease or rental agreement.

The above information is presented with the understanding that it may be used as a basis for the acceptance of a lease by the property owner or manager. I(we) certify that all information contained herein is true and correct and hereby authorize verification of same. I(we) hereby authorize disclosure of the information contained herein to the property owner, manager or rental agency (if any), and the credit reporting bureau. I(we) hereby authorize disclosure of the information contained in any consumer report obtained to the property owner, manager or rental agency.

Applicant	Date	Co-applicant	Date
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The Greater Baltimore Board of REALTORS®, Inc.
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