



What we need from you in order to process your application:

1. Completed application for everyone over 18
2. Copies of two (2) recent pay stubs or proof on income
3. Copies of your drivers license or other form of ID
4. \$35.00 for each person over 18, payable as certified check or money order
5. Completed Rental Verification.

If you wish us to hold the property you are interested in you will need to provide certified funds equal to one months rent along with your application.

****We can make necessary copies in our office if needed**



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 \$ _____ Fax # _____
 Previous Employer (Business Name and Address) _____ No. of Years _____
 Additional Income & Source* _____

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 \$ _____ Fax # _____
 Previous Employer (Business Name and Type) _____ No. of Years _____
 Additional Income & Source* _____

***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 authorizes 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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This form has been prepared for the sole use of the following Board/Associations of REALTORS® and their members. Each Board/Association, its members and employees, assume no responsibility if this form fails to protect the interests of any party. Each party should secure its own legal, tax, financial or other advice.

The Greater Baltimore Board of REALTORS®, Inc.
Carroll County Association of REALTORS®, Inc.

Harford County Association of REALTORS®, Inc.
Howard County Association of REALTORS®, Inc.

FORM 1510 (REV. 7/08) © 2008 The Greater Baltimore Board of REALTORS®, Inc.





REQUEST FOR RENTAL VERIFICATION

Please fax to our office at your earliest convenience: 410-272-4804

APPLICANT: _____ SS# _____

ADDRESS: _____
STREET CITY STATE ZIP

MOVE IN DATE? _____ MOVE OUT DATE? _____ LEASE END DATE? _____

RENT AMOUNT? _____ NUMBER OF TIMES LATE IN LAST YEAR? _____

WAS PROPER NOTICE GIVEN? _____ OUTSTANDING BALANCE? _____

ANY COURT NOTICES?(EXPLAIN) _____

ANY COMPLAINTS?(EXPLAIN) _____

NUMBER OF PEOPLE IN PROPERTY? _____ WHERE THERE PETS? _____

IS THERE DAMAGE TO PROPERTY DUE TO TENANTS OR PETS? _____

WAS PROPERTY KEPT CLEAN AND TIDY?(EXPLAIN) _____

ARE TENANTS STILL IN PROPERTY? _____ ANY POLICE ACTIVITY? _____

WERE THE CHILDREN A PROBLEM? _____

WAS THERE A LOT OF TRAFFIC IN AND OUT OF THE PROPERTY? _____

WOULD YOU RENT TO THE TENANTS AGAIN? _____

NAME: _____ DATE: _____

TITLE: _____

THANK YOU FOR YOUR TIME!!
TCA Property Management, Inc.

I authorize the release of the above information to TCA Property Management, Inc.

Applicant Date

Applicant Date