



**Professional
Property
Services, Ltd.**

P.O. Box 389
Myersville, MD 21773-0389

Office 301-293-3635
Fax 301-293-1615

E-mail info@propropertieservices.com

PROPERTY MANAGEMENT
LEAD PAINT SERVICES

***TO ALL PROSPECTIVE TENANTS *** PLEASE RETURN THIS CHECKLIST
APPLICATION WILL NOT BE PROCESSED WITHOUT THE CORRECT FUNDS AND ALL REQUIRED
INFORMATION, DOCUMENTATION AND SIGNATURES.***

- ___ Real Estate Agency Disclosure (pink form). Completely Read, Sign, & Date, Return
- ___ Rental Credit Application (white form). Completely Read, Fill out, Property Address, Rent, Move in Date, Sign & Date, Return, part 1 and part 2, (3 pages). Please provide full legal names of all Occupants, including birth dates and Social Security #'s, where requested.
- ___ Tenant Information Guide (yellow form). Completely Read, Sign & Date, Return.
- ___ Copy of your last TWO PAY STUBS, Sign, & Date, Return "Employment Verification Form. New Hires – copy of signed letter of intent or confirmation letter; or if SELF-Employed, Provide IRS Form 1040 & Schedule C or Schedule K & form 1099 or W-2
- ___ In addition to the above, submit TWO (2) separate payments payable to "Professional Property Services, Ltd."
- ___ \$25.00 for each adult for the credit/background reports as MONEY ORDER ONLY.
- ___ Money order or check equal to the amount of ONE month's rent for Good Faith/Holding Deposit. This is in consideration of taking the unit off the market and holding it for you.
- ___ Attach TWO (2) Proofs of Identity – Driver's License, SS Card, Passport, Visa, ITIN or other form of Acceptable ID. ONE must be a photo ID.
- ___ If applicable, attach a photo of ALL pet(s) that will be residing in home & vet records for dog breed and Rabies vaccination.
- ___ We will provide copies of all forms and the lease agreement upon approval of your application.
- ___ If you are not approved, the Good Faith/Holding Deposit will be IMMEDIATELY returned.

Thank you for your cooperation,

We look forward to a successful business relationship.



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SCORING YOUR CREDIT - HOW'S YOUR FICO?

In today's increasingly automated society, it should come as no surprise that when you apply to rent a property, your ability to pay can be reduced to a single number. All the years you've been paying your rent, car payments, and credit card bills can be analyzed, sliced, diced, spindled and mutilated into a single indicator of whether you're likely to meet your future obligations.

All three of the major credit reporting agencies (Equifax, Experian and TransUnion) uses a slightly different system to arrive at a score. The best known is called the FICO score, based on a model developed by Fair Isaac and Company (hence the name) and used by Experian. Equifax's model is called BEACON, while TransUnion uses EMPIRICA. While each of the models considers a range of data available in your credit report, the primary factors are:

- ◆ Credit History - How long have you had credit?
- ◆ Payment History - Do you pay your bills on time?
- ◆ Credit Card Balances - How much do you owe on how many accounts?
- ◆ Credit Inquiries - How many times have you had your credit checked?

Each of these, and other items, are assigned a value and a weight. The results are added up and distilled into a single number. FICO scores range from 300 to 850, with higher being better. Typical home buyers and renters likely find their scores falling between 600 and 850. We require a minimum Score of 620 in order to rent with the standard Security Deposit. We will consider renting with a score between 500 and 620 with a maximum Security Deposit. Under 500 is not possible.

FICO scores are used for more than just determining whether or not you qualify for a mortgage to buy or rent a home. Higher scores indicate you are a better credit risk, and thus may qualify for a mortgage or a quality rental property.

What can you do about your FICO score; unfortunately, not much. Since the score is based on a lifetime of credit history, it is difficult to make a significant change in the number with quick fixes. The most important thing is to know your FICO score and to ensure that your credit history is correct. Conveniently, Fair Isaac has created a web site (www.myFICO.com) that let's you do just that. For a reasonable fee, you can quickly get your FICO score from all three reporting agencies, along with your credit report. Also available is some helpful information and tools that help you analyze what actions might have the greatest impact on your FICO score. Each of the credit services offers similar services on their web sites: www.equifax.com, www.experian.com, and www.transunion.com

STATE OF MARYLAND
Real Estate Commission

Understanding Whom Real Estate Agents Represent

At the Time of the First Scheduled Face to Face Contact with You, the Real Estate Licensee Who is Assisting You is Required by Law to Provide this Notice to You. This Notice is Not a Contract or Agreement and Creates No Obligation on Your Part.

Before you decide to sell or buy or rent a home you need to consider the following information:

In this form “seller” includes “landlord”; “buyer” includes “tenant”; and “purchase” or “sale” includes “lease”

Agents Who Represent the Seller/Landlord

Seller’s Agent: A seller’s agent works for the real estate company that lists and markets the property for the sellers, and exclusively represents the sellers. That means that the Seller’s agent may assist the buyer in purchasing the property, but his or her duty of loyalty is only to the sellers.

Cooperating Agent: A cooperating agent works for a real estate company different from the company for which the seller’s agent works. The cooperating agent can assist a buyer in purchasing a property, but his or her duty of loyalty is only to the sellers.

Agents Who Represent the Buyer/Tenant

Presumed Buyer’s Agent (no written agreement): When a person goes to a real estate agent for assistance in finding a home to purchase, the agent is presumed to be representing the buyer and can show the buyer properties that are *NOT* listed by the agent’s real estate company. A presumed buyer’s agent may *not* make or prepare an offer or negotiate a sale for the buyer. The buyer does *not* have an obligation to pay anything to the presumed agent.

If for any reason the buyer does not want the agent to represent him or her as a presumed agent, either *initially* or *at any time*, the buyer can decline or terminate a presumed agency relationship simply by saying so.

Buyer’s Agent (by written agreement): A buyer may enter into a written contract with a real estate agent, which provides that the agent will represent the buyer in locating a property to buy. The agent is then known as the buyer’s agent. That agent assists the buyer in evaluating properties and preparing offers, and negotiates in the best interests of the buyer. If you as a buyer wish to have an agent represent you exclusively, you must enter into a written buyer agency agreement before a contract offer can be prepared.

Dual Agents

The possibility of dual agency arises when the buyer’s agent and the seller’s agent both work for the same real estate company, and the buyer is interested in property listed by that company. The real estate company, or broker’s designee, is called the “dual agent.” Dual agents do not act exclusively in the interests of either the seller or buyer, and therefore cannot give undivided loyalty to either party. There may be a conflict of interest because the interests of the seller and buyer may be different or adverse.

If both seller and buyer agree to dual agency by signing a Consent For Dual Agency form, then the real estate company (the “dual agent”) will assign one agent to represent the seller or landlord (the seller’s “intra-company agent”) and another agent to represent the buyer or tenant (the buyer’s “intra-company agent”). Intra-company agents may provide the same services to their clients as exclusive seller’s or buyer’s agents, including advising their clients as to price and negotiation strategy, provided the clients have both consented to be represented by dual agency.

If either party does not agree to dual agency, the real estate company may withdraw the agency agreement for that particular property with either the buyer or seller, or both. If the seller’s agreement is terminated, the seller must then either represent him or herself or arrange to be represented by an agent from another real estate company. If the buyer’s agreement is terminated, the buyer or tenant may choose to enter into a written buyer agency agreement with an agent from a different company. Alternatively, the buyer or tenant may choose not to be represented by an agent of his or her own but simply to receive assistance from the seller’s agent, from another agent in that company, or from a cooperating agent from another company.



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**PROPERTY MANAGEMENT
LEAD PAINT SERVICES**

Date _____

In compliance with federal fair housing regulations, the Property shall be made available to all persons without regard to race, color, religion, national origin, sex, physical or mental handicaps, familial status or any additional protected classes specified by State of Maryland or local jurisdiction law.

The truth of the information contained herein is essential, and if the Landlord/Agent determines that any answer or statement contained herein is false or misleading, any lease granted by virtue of this application may be cancelled at the option of the Landlord/Agent. This application shall become part of any lease agreement executed between the Landlord and/or Agent and the applicant(s), and ANY FALSE OR MISLEADING statement shall be considered a SUBSTANTIAL breach of said lease. Please provide proof of identity for each applicant by means of a Driver's license or other acceptable photo ID. After this application has been processed, the Landlord/Owner may be contacted for final approval. The Applicant will be contacted as soon as approval is received or denied, usually within one or two business days.

APPLICATION IS HEREBY MADE to lease premises known as _____

for the monthly rental amount of \$ _____, payable in advance on the first day of each month beginning on: _____

and ending on: _____ Length of Lease: _____ Security Deposit: \$ _____

Pet Deposit: \$ _____ with occupancy to begin the _____ day of _____, 201__

The Lease will be written to terminate on the last day of the month. The prorated rent, if applicable, shall consist of the number of days from the effective day of the lease through the end of the month, times 1/30 of the monthly rent.

A Holding Deposit in the sum of \$ _____ is made herewith (WHICH SHALL BE APPLIED TO THE 1ST MONTH'S RENT UPON SIGNING THE LEASE OR RETURNED TO APPLICANT IN WHOLE OR IN PART AS HEREINAFTER PROVIDED). Additionally, a non-refundable fee of \$25.00, per adult, is to be used in full by Agent/Landlord for the credit/consumer check and processing the application with the understanding that this application, including each prospective occupant, is subject to Landlord's approval and acceptance. When so approved and accepted, the applicant(s) agree(s) to execute a lease and to pay any balance due on the first month's rent and/or security deposit (as required by Landlord) on or before the effective date of the lease and before possession is given. In the event the application is approved, but the applicant(s) REFUSE(S) TO SIGN A LEASE IN ACCORDANCE WITH THE TERMS OF THIS APPLICATION, then the Landlord/Agent SHALL RETAIN THAT PORTION OF THE HEREIN DESCRIBED HOLDING DEPOSIT which represents additional costs, including but not limited to lost rental income, Agent's commission, cost of re-advertising and a reasonable processing fee as liquidated damages. In the event the application is not approved and accepted by Landlord, the Holding Deposit shall be returned in full to the applicant. The applicant(s) hereby waive(s) any claim for damages against Landlord/Agent by reason of non-acceptance of this application.

I/We understand that this APPLICATION DOES NOT CONSTITUTE A COMMITMENT to lease or rent and that a WRITTEN LEASE WILL BE PREPARED if my application is approved. I/We further understand that the lease MUST BE SIGNED BY BOTH THE LANDLORD AND/OR ITS AGENT AND MYSELF TO BE VALID. Should I sign a lease for a dwelling unit managed by Agent/Landlord, I am prepared to deposit with the Agent/Landlord a Security Deposit in an amount not to exceed the maximum security deposit permitted by Maryland Law (which is 2 month's rent) as explained in the lease, and in accordance with the risks to the property involved. I/We understand that my/our failure to sign a lease after approval will result in forfeiture of all or part of the Holding Deposit.

I/We agree to apply for all utility services before taking occupancy of the leased premises and agree to pay for all applicable utilities: electricity, gas, water, sewer, fuel, refuse collection, and will pay deposits therefore, if required.

The applicant(s) hereby authorize Agent/Landlord to order and obtain a credit/consumer report from a credit/consumer reporting agency to be used in conjunction with this transaction when the applicant has made application for tenancy, and the applicant(s) hereby authorize Agent to forward and disclose all or any portion of the information contained in the credit/consumer report to the Landlord, another Broker or other party directly involved. Cost of said credit/consumer report is to be paid for by the applicant at the time of submitting this application.

I/We understand that any or all of the information given here may be used by the Landlord and or its Agent to determine my/our reputation for meeting my/our financial obligations and my/our respect for the property of others. I/We freely give my/our consent to Landlord/Agent to consult with any of the persons named or not named who have direct knowledge of my/our financial reliability. I/We agree to be contacted by telephone at any telephone number associated with our account, should we be approved, including wireless numbers, which could result in charges to us.

I/We, the undersigned applicant(s) affirm under the penalties of perjury that I/we have read and understand Part 1 and Part 2 of this application and that my/our answers to the questions on this application are true and correct to best of my/our personal knowledge, information and belief and I/we have not knowingly withheld any fact or circumstance which would, if disclosed, affect my/our application unfavorably.

APPLICANT(S) SIGNATURE(S): _____

Date _____

Date _____

To be filled out by Professional Property Services

LANDLORD/AGENT: _____ Date _____

RECORD OF ADVANCE DEPOSITS RECEIVED: DATE	DESCRIPTION	CHECK #	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____

CONSUMER/CREDIT REPORT ORDERED: DATE: _____

THIS APPLICATION: Approved _____ Not Approved _____ Date _____ By _____

 Lease offered to Applicant _____ Date _____ Accepted by Applicant _____

COMMENTS: _____

DEPOSIT RETURNED: DATE: _____ AMOUNT: _____ WITHHELD: _____

Maryland Law requires that all applications for leases must contain information regarding the liabilities and rights of applicants. Certain liabilities which the prospective Tenant incurs upon signing this application have been enumerated herein. In addition to these liabilities, there are certain other liabilities and rights which the prospective Tenant has under Maryland Law.

1. If a Landlord/Agent requires from a prospective Tenant any fees other than a security deposit as defined by Section 203(a) of the Maryland Real Property Code, and these fees exceed \$25.00, then the Landlord/Agent shall return the fees, subject to the exceptions below, or be liable for twice the amount of fees in damages. The return shall be made not later than 15 days following the date of occupancy or the written communication by either party to the other of a decision that no tenancy shall occur. The Landlord/Agent may retain only that portion of the fees in excess of \$25.00 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 application.
2. If, within 15 days of the first to occur of occupancy or signing a lease, a tenant decides to terminate the tenancy, the Landlord/Agent may also retain that portion of the fees which represents the loss of rent, if any, resulting from the tenant's action.
3. The provisions of the foregoing paragraphs 1 and 2 do not apply to any Landlord/Agent who offers four or less dwelling units for rent on one parcel of property, or at one location, or to seasonal or condominium rentals.



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AUTHORIZATION TO RELEASE INFORMATION:

The undersigned applicant(s) affirms under the penalties of perjury that I/we have read and understand Part 1 and Part 2 of this application and that my/our answers to the questions on this application are true and correct to the best of my/our personal knowledge, information and belief and that I/we have not knowingly withheld any fact or circumstance which would, if disclosed, affect my/our application unfavorably.

Upon demand made by the Agent/Landlord, at any time during the applicant's tenancy or thereafter, Agent/Landlord is hereby authorized to release any information contained in this application to any consumer reporting agency, credit bureau, or other investigative agencies.

The applicant(s) hereby authorize at any time before, during or after any tenancy, Agent/Landlord to order and obtain a credit/consumer report from a credit/consumer reporting agency to be used in conjunction with this transaction when the applicant(s) has made Application for tenancy. Cost of said credit/consumer report is to be paid for by the applicant at the time of submitting this Application. I/we hereby authorize the Landlord or Landlord's Agent to whom this Application is made and any credit bureau or other investigative agency used by such Landlord or Landlord's Agent to investigate and to report and disclose to the Landlord and Agent the results of the references herein listed, statements and other data obtained from me or from any other person pertaining to my credit, employment, rental history and financial responsibility. In the event the Agent is acting on behalf of the Landlord, another broker or other party directly or indirectly affected by said transaction, the applicant hereby authorizes the Agent to forward and disclose all or any portion of the information contained in the credit/consumer report to the Landlord, another broker or other party directly or indirectly involved.

I/We understand that any or all of the information given here may be used by the Landlord and or its Agent to determine my/our reputation for meeting my/our financial obligations and my/our respect to the property of others. I/We freely give my/our consent to Landlord/Agent to consult with any of the persons named or not named who have direct knowledge of my/our financial reliability. I/We agree to be contacted by telephone at any telephone number associated with our account, should we be approved, including wireless numbers, which could result in charges to us. The applicant hereby releases Agent/Landlord from any liability whatsoever for rejection of this application due to credit information or any other reason. After this application has been processed, the Landlord/Owner may be contacted for final approval. Applicant will be contacted when approval is received or denied.

I/We understand that this **APPLICATION DOES NOT CONSTITUTE A COMMITMENT** to lease or rent and that a **WRITTEN LEASE WILL BE PREPARED** if my/our application is approved. I further understand that the lease **MUST BE SIGNED BY THE LANDLORD AND/OR ITS AGENT AND MYSELF TO BE VALID.**

PRINT NAME: _____

APPLICANT SIGNATURE: _____

DATE: _____

PRINT NAME: _____

APPLICANT SIGNATURE: _____

DATE: _____

RENTAL APPLICATION: Part 2 - Applicant Information
(Must accompany Part 1 - Disclosure)

Additional applicants after two, need to fill out a separate application. All adults must appear on the lease regardless of income. The dwelling is to be occupied by not more than _____ persons. I understand that occupancy of the premises is limited to the following persons only. I understand that if children are occupants of the premises it is my responsibility to supply adequate supervision at all times.

FIRST APPLICANT

Name: First	Last	MI	Birth date
SSN#			Driver's License St. & No.
Cell Phone w/Area Code#		Work Phone#	E-mail address
Home Phone w/Area Code#			Current Address
From Date:		To Date:	Monthly Rent/Mortgage: \$
Local Address if applicable			Has intention to vacate been given to present Landlord? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Rent <input type="checkbox"/> Own Why leaving?			Landlord/Mortgage Co. Phone#
Move in Date:		Move out date:	If selling current residence, provide Real Estate Co. Name
Agent's Name		Phone #:	Previous Address (If within 2 years) Monthly Rent:
Owner/Agent:		Phone #:	Reason for leaving:

EMPLOYEMENT HISTORY

Your Status: <input type="checkbox"/> Employed Full Time <input type="checkbox"/> Employed Part-Time <input type="checkbox"/> Military <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self Employed			
Employer Name		Supervisor Name	
Human Resources Phone		Fax	
Position		Length of Employment	
Annual Salary		Overtime/Bonuses	
If less than one year please put previous employer below			
Employer Name		Supervisor Name	
Human Resources Phone		Fax	
Position		Length of Employment	
Annual Salary		Overtime/Bonuses	
Additional Income Source:		Amount:	
Are you in the military or reserves? <input type="checkbox"/> yes <input type="checkbox"/> no		Branch	
Commanding Officer		Phone Number	

IF EMPLOYER REFUSES TO VERIFY APPLICANT'S EMPLOYMENT BY PHONE, IT SHALL BECOME THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE IMMEDIATE WRITTEN CONFIRMATION OF SUCH INFORMATION. WE WILL ACCEPT THE LAST TWO PAY STUBS OR THE COMPLETED ENCLOSED EMPLOYMENT VERIFICATION FORM. IF APPLICANT IS SELF-EMPLOYED, ATTACH COPIES OF PAST TWO YEAR INDIVIDUAL US TAX FORM 1040 AND SELF-EMPLOYMENT US TAX SCHEDULE C, OR SOME OTHER ACCEPTABLE FORM OF EMPLOYMENT AND/OR INCOME VERIFICATION. WE CAN FURNISH FORMS IF YOU NEED THEM.

BANK AND CREDIT INFORMATION

Assets	Liabilities	Liabilities
Checking \$	Auto Loan Terms:	Alimony Terms:
Savings \$	R.E. Mortgage Terms:	Child Care/Supt. Terms:
Other \$ Assets	Credit Cards Terms:	Judgments Terms:
Total \$	Bank Loans Terms:	Personal Loans Terms:

Have you ever:

Filed for bankruptcies or been discharged in bankruptcy in the past three (3) years?	<input type="checkbox"/> NO	<input type="checkbox"/> YES (provide Discharges(s) or Debt)
Been sued for non-payment of rent?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Been evicted from tenancy?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Willfully or intentionally refused to pay rent when due?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Are there any judgments, law suits, or bill collection proceedings against you?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Filed suit against a landlord?	<input type="checkbox"/> NO	<input type="checkbox"/> YES

If yes, please give additional information which might help Professional Property Services evaluate this application:

APPLICANT II, SPOUSE OR COSIGNER

Name: First	Last	MI	Birth date
SSN#			Driver's License St. & No.
Cell Phone w/Area Code#		Work Phone#	E-mail address
Home Phone w/Area Code#			Current Address
From Date:		To Date:	Monthly Rent/Mortgage: \$
Local Address if applicable			Has intention to vacate been given to present Landlord? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Rent <input type="checkbox"/> Own Why leaving?		Landlord/Mortgage Co.	Phone#
Move in Date:		Move out date:	If selling current residence, provide Real Estate Co. Name
Agent's Name		Phone #:	Previous Address (If within 2 years) Monthly Rent:
Owner/Agent:		Phone #:	Reason for leaving:

EMPLOYMENT HISTORY

Your Status: <input type="checkbox"/> Employed Full Time <input type="checkbox"/> Employed Part-Time <input type="checkbox"/> Military <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self Employed			
Employer Name		Supervisor Name	
Human Resources Phone		Fax	
Position		Length of Employment	
Annual Salary		Overtime/Bonuses	
If less than one year please put previous employer below			
Employer Name		Supervisor Name	
Human Resources Phone		Fax	
Position		Length of Employment	
Annual Salary		Overtime/Bonuses	
Additional Income Source:		Amount:	
Are you in the military or reserves? <input type="checkbox"/> yes <input type="checkbox"/> no		Branch	
Commanding Officer		Phone Number	

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Assets	Liabilities	Liabilities
Checking \$	Auto Loan Terms:	Alimony Terms:
Savings \$	R.E. Mortgage Terms:	Child Care/Supt. Terms:
Other \$	Credit Cards Terms:	Judgments Terms:
Assets		
Total \$	Bank Loans Terms:	Personal Loans Terms:

Filed for bankruptcies or been discharged in bankruptcy in the past three (3) years? NO YES (provide Discharges(s) or Debt)
 Been sued for non-payment of rent? NO YES
 Been evicted from tenancy? NO YES
 Willfully or intentionally refused to pay rent when due? NO YES
 Are there any judgments, law suits, or bill collection proceedings against you? NO YES
 Filed suit against a landlord? NO YES

If yes, please give additional information which might help Professional Property Services evaluate this application: Use an additional piece of paper if necessary

OTHER OCCUPANTS

Name	Date of Birth	Age	Relationship
Name	Date of Birth	Age	Relationship
Name	Date of Birth	Age	Relationship
Name	Date of Birth	Age	Relationship

SPECIAL LEASE REQUIREMENTS:

LIQUID FILLED FURNITURE (WATERBEDS, ETC), BOATS, CAMPERS/RV'S AND /OR PETS ARE NOT ALLOWED WITHOUT PRIOR WRITTEN AUTHORIZATION

PETS

TYPE	BREED	AGE	WEIGHT	NAME

FOR THOSE PROPERTIES THAT ALLOW PETS, THE COMPANY PET POLICY IS NO MORE THAN TWO PETS WITH AN ADDITIONAL DEPOSIT REQUIRED FOR EACH ONE. WE ALSO ASK THAT YOU SUPPLY A PICTURE OF YOUR PET(S) WITH THIS APPLICATION & VET RECORDS STATING BREED OF DOG, AGE, WEIGHT AND VACCINATION HISTORY OF PET.

AUTOMOBILES, MOTORCYCLES, BOATS & TRAILERS

Year/Make/Model	State/Tag #	Color

Are any of the above commercial vehicles? If so, which ones:

ALL MOTOR VEHICLES OR TRAILERS SHALL HAVE CURRENT LICENSES AND MAY BE PARKED ONLY IN GARAGES, DRIVEWAYS, IF PROVIDED, ON THE STREET (NOT IN FIRE LANES OR ON LAWN), OR AS REQUIRED BY THE CONDOMINIUM OR HOMEOWNERS ASSOCIATION.

PLEASE LIST ANY OTHER ITEMS THAT REQUIRE SPECIAL EXCEPTION BELOW:

Citizen of (Country): _____ Passport#: _____ Visa# _____

Diplomatic Clause required? YES NO Length of stay: _____

Military Transfer Clause required: YES NO

Have you, or any prospective occupant, ever engaged in illegal drug use, manufacture or sale? YES NO If "yes", please explain:

Have you or any prospective occupant, ever been convicted for any drug-related offenses? YES NO If "yes", please explain:

Have you or any prospective occupant, been convicted of a felony in the past 7 years? YES NO If "yes", please explain:

Do you or any prospective occupant smoke? YES NO

Name of Nearest Relative: _____ Relationship: _____
Address: _____ Phone: _____

Name of Nearest Relative (Co-Applicant): _____ Relationship: _____
Address: _____ Phone: _____

LOCAL REFERENCES:

Name: _____ Relationship: _____
Address: _____ Phone: _____

Name: _____ Relationship: _____
Address: _____ Phone: _____

PLEASE FEEL FREE TO ADD ANY ADDITIONAL INFORMATION AND/OR EXPLANATION WHICH WILL HELP LANDLORD/AGENT IN PROCESSING YOUR RENTAL APPLICATION BY ATTACHING A SEPARATE SHEET OF PAPER.

3RD PARTY APPROVAL – If this application or Lease is subject to the approval of any 3rd Party after the applicant(s) has been approved by Management, then the property will continue to be offered for rent until final acceptance from 3rd party. It is to be understood that the terms of the lease are not negotiable after final approval of application.

Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

REQUEST FOR VERIFICATION OF EMPLOYMENT

PART I – REQUEST

1. TO (Name & address of employer) _____ _____ _____ Fax # _____	2. Return to: Professional Property Services, Ltd P.O Box 389 Myersville, MD 21773-0389 or fax to 301-293-1615
--	--

I have applied to rent a home or apartment from Professional Property Services, Ltd and stated that I am employed by you. My signature below authorizes verification of this information. Please complete and return as soon as possible.

- 3. Name of Applicant: _____
- 4. Address of Applicant: _____
- 5. Social Security #: _____
- 6. Signature of Applicant: _____
- 7. Signature and title of person making request: _____
- 8. Date of request: _____

PART II – VERIFICATION

EMPLOYMENT DATA

- 9. Is Applicant Now employed by You? _____ YES _____ NO (If NO complete B&C)
 - A. How long has applicant been employed by you? _____
 - B. Date Applicant Left: _____ C. Reason for Leaving _____
- 10. Present Position: _____ 11. Probability of Continued Employment: _____
- 11. Salary: _____ per _____ Gross Earnings/Base Salary or Wage
 Overtime: _____ Commissions: _____ Bonus: _____
 (Last 12 months)
- 12. Remarks: _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT

- 13. Signature of Employer: _____ Phone _____
- 14. Title: _____ 16. Date: _____



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PROPERTY MANAGEMENT
LEAD PAINT SERVICES

TENANCY GUIDELINES & INFORMATION

ALL PROPERTIES ARE RENTED IN AS-IS CONDITION UNLESS OTHERWISE INDICATED IN WRITING.

FAIR HOUSING:

- ◆ Every prospective tenant is treated fairly and equally. Each is offered an application. Every applicant is subject to the same verification procedure including, but not limited to: credit, rent court and criminal checks, proof of identity, verification of income, and references from both previous and current employers and Landlords. We follow all Federal and State fair housing laws and regulations.
- ◆ Applicable Law: Our leases comply with all laws, statutes, and rules and regulations including Fair Housing, the Maryland Lead Poisoning Prevention Program and the Maryland Landlord - Tenant Laws.

PUBLIC SAFETY:

- ◆ I understand I may contact the state, county or municipal police departments in which the Property is located or check the "Sex Offender Registry" at the Maryland Department of Public Safety and Correctional Services website in order to ascertain criminal activity in the vicinity of the Property or the presence of registered sexual offenders who live or work within the vicinity of the Property. I acknowledge that I am solely responsible to inquire of such matters before signing the Lease/Contract. I shall have no right to cancel this Contract based upon criminal activity or the presence of registered sexual offenders in the vicinity of the Property. I further acknowledge that Agent/Landlord involved in the lease of the property, whether acting as the agent for Owner or Tenant, has no duty nor assumes any duty or responsibility to ascertain criminal activity or the presence of registered sexual offenders in the vicinity of the Property.

HOUSING AVAILABILITY POLICY:

- ◆ Rental units become available when they are ready to rent. A vacant unit will not be deemed available until it has been cleaned, painted and made ready for a new resident. We update our list of available rental units as each unit becomes available. A rental unit that was unavailable in the morning may become available later that same day. It is the responsibility of the prospective tenant to check on the availability. We do not keep a list and make calls to prospective tenants when a unit becomes available.

QUALIFYING:

1. The Monthly Rent amount should not exceed 35% of the gross monthly income.

- ◆ You must be able to prove at least one year of employment immediately preceding the date of your application. If you have been a full-time student at any time within the past year, we will require you to have your lease guaranteed by a Maryland resident with a credit score above 700. If you are

unemployed, you must provide proof of a source of income. If you are self-employed, you must provide copies of your last two income tax returns.

2. All adults must sign the lease and be responsible singularly and jointly for the rent.
 - ◆ Anyone over the age of eighteen (18) years of age is considered an adult and be required to sign the lease. If any of the applicant's children that are over eighteen (18) years of age and are supported financially by the applicant (i.e.; child attending school) are not required to sign the lease. They should be listed under "other occupants."
 - ◆ We do not lease to Corporations or Companies.
 - ◆ We require a credit score of 620 or better for our standard Security Deposit. If credit score is below 620, but above 500, we may rent to you with a maximum Security Deposit equal to 2 month's rent. If credit score is below 500, we will not rent to you.
 - ◆ We require a favorable landlord reference and rental history. If applicant has no rental history, then a guarantor/co-signer will be required and/or a maximum Security Deposit equal to 2 month's rent.
3. Maximum occupants allowable are based on the size of rental unit and number of bedrooms (usually 2 people per bedroom).
 - ◆ A den with a door to the exterior of the home or a full sized window and features of a bedroom (except the name) may be considered as a bedroom.
 - ◆ Any unfinished areas such as a basement, attic or garage is not considered as a sleeping room and will not be considered rooms in determining maximum occupants.
4. Pets: In some properties the owners may consider allowing pets. Pet approval must be incorporated into the lease agreement by means of a Pet Clause addendum, which describes the pet and requires the tenants to pay additional security deposit, pay for professional cleaning and deodorizing of the carpets and to have the premises professionally de-flead and de-ticked upon termination of the tenancy. Vet records and photos are required with the application for dog breed verification.
 - ◆ In properties where pets are permitted, there are a maximum number of two (2) pets allowed.
 - ◆ Service or emotional support/companion animals will always be accepted, provided documentation is submitted. A pet deposit will not be charged for a service or emotional support/companion animal.
 - ◆ No puppies permitted under one year of age.
 - ◆ Vicious dogs (Dobermans, Pit Bulls/Staffordshire Terriers, Presa Canario, Chows, Rottweiler, Wild dogs, Wolf and/or Wolf- Hybrid or any mixes of these breeds), wild animals, large snakes or lizards, farm animals including pot-bellied pigs and large birds are prohibited.
 - ◆ Additional security deposit will be required of \$400.00 per pet. This is refundable at the end of the lease term, with interest, as long as there are no damages. The tenant accepts total responsibility and liability for the pet and any pet damage. This also includes any water damage from fish aquariums.
 - ◆ All pets and emotional support/companion animals need to pass the criteria set forth through Petscreening.com. There is an additional application fee for pets through this screening service. No fee applies to emotional support animals. Follow this link to apply for pets/emotional support animals <https://pps.petscreening.com>
 - ◆ Baby-sitting or caretaking of other people's animals or pets is prohibited without prior written permission and payment of the Pet Deposit. If an unauthorized animal is found on the premises at any time, there will be an immediate \$200.00 fee charged to tenant, and a fee of \$50.00/day will be charged as additional rent for each day the animal remains in the premises, or until it is made an authorized Pet subject to Landlord's Pet Policy.
5. The following are causes for application rejection:
 - ◆ Reflection on a credit report of any outstanding collections, judgments, any unpaid debts, and other questionable credit history, or a credit score below 500.
 - ◆ Any present or prior landlord references reflecting poor payment history, "Failure to Pay Rent" or lease violation suits, eviction, damage to the premises, illegal activity, or any legal activity with landlord. The Credit Bureau, court and criminal records will be checked.

- ◆ Falsifications of any kind found on the credit application.
 - ◆ Absence of any verifiable credit or rental history or references.
 - ◆ Failure to meet these guidelines.
 - ◆ The property Manager, at her/his sole discretion may consider accepting a maximum Security Deposit equal to two full month's rent, and/or a guarantor, if the credit or rental history does not meet these guidelines. Acceptable reasons and explanations for poor credit history would be required. We will consider extenuating circumstances (temp loss of job, medical reasons.) Exceptions are never made in the case of "Failure to Pay Rent" or lease violation suits, or eviction for any occupant,.
6. Guarantors/co-signers - If you do not meet one or more of the above criteria, you may be able to qualify for a unit if you can get a 3rd party to guarantee your lease. Guarantors are accepted at the manager's discretion only and must pass the same application and screening process that you must pass.
7. Guarantors must reside in the state of Maryland, meet our screening guidelines, have a minimum credit score of 700 or better and agree to be jointly and severally responsible for lessee's financial responsibilities regarding the lease.

APPLICATION:

1. There is a NON-REFUNDABLE credit-processing fee in the amount of twenty-five dollars (\$25.00) per adult. The fee is payable by cash or money order. This is required with the submission of the application.
 - ◆ A Good Faith/Holding Deposit equal to the amount of one month's rent is required with the application in consideration of taking the property off the market during the processing and holding it for you. If application is rejected, this amount is immediately refunded. If application is approved, this amount is held and applied toward your first month's rent and/or security deposit. This deposit may be in the form of a personal check if there is enough time for the check to clear the bank before you take possession of the property.
 - ◆ 3rd party approval or ratification. If this application or lease is subject to the approval of any 3rd party after it has been approved by the Management, then the property will continue to be offered for rent until final acceptance from the 3rd party, regardless of a holding deposit. It is understood that the terms of the lease are not negotiable after final approval of this application.
2. Verifications to be supplied by applicant:
 - ◆ Provide: Full legal names, birthdates and social security/tax ID numbers of all applicants and other tenants.
 - ◆ Provide: Two (2) proofs of identity by means of a Photocopy of your Driver's license, social security card and/or other form of acceptable photo ID, i.e. passport. Photo ID must be current.
 - ◆ Proof of income: If you know that your employer, creditor, etc. will not verify anything over the telephone, you should ask such person to write us on their letterhead verifying applicable information. This will speed your processing.
Current pay check stubs showing base income/salary must be furnished to verify income/salary.
NOTE: SIGN permission form attached and include a FAX number, or get it filled out by employer.
 - ◆ If you have been transferred into this area, we will need a letter from your new employer verifying your employment, starting date, starting salary, etc.
 - ◆ Self-employed persons need to submit their two (2) most recent income tax returns (1st two pages) or have a letter sent to us from their accountant on his letterhead confirming yearly income.
 - ◆ Military - we will need a copy of your statement of earnings certificate and transfer orders, if applicable.
We also require the name and contact information for your Commanding Officer.
 - ◆ Residence information for the past two years for each applicant must be furnished and will be verified.
3. Multiple Applications – It is possible that more than one application could be received from unrelated individuals on the same property. If such is the case, we will consider all applications if they are complete and the proper fees and deposits accompany the applications. If fees and deposits do not accompany the application, it will not be considered. After checking all criteria, we will accept what we deem to be the

most qualified application, which does not mean the first application received. In such cases, more than one applicant may be approvable, however only one will be approved. If your application is approvable, but not for the property for which you are applying, you may consider applying for other available properties that we may have, without payment of an additional application fee.

SECURITY DEPOSIT:

1. A Security Deposit will be collected at the time of occupancy. The purpose of the security deposit is to ensure that the property is returned in a clean and undamaged condition acceptable to the Landlord.
2. The Security Deposit is equal to one month's rent plus \$100.00, unless otherwise agreed upon, up to a maximum of two month's rent.
3. The Security Deposit must be paid in the form of certified check or money order. **NO PERSONAL CHECKS WILL BE ACCEPTED FOR SECURITY DEPOSITS.** We will accept personal checks for rent payments after move-in.
4. All Security Deposit funds are deposited into an interest-bearing Security Deposit Escrow account in the state of Maryland and cannot be used for any other purpose including the last month's rent. According to state law, we cannot remove any security deposit from the Security Deposit Escrow account until the tenant has moved out of the property.
5. Refunds at the end of the lease term will conform to current Maryland laws at the time within 45 days after termination of the lease. The security and pet deposit is 100% refundable with simple interest, at the legal rate, providing the property is in the same condition when the tenant vacates as when they moved into the property (normal wear and tear excepted). Move-out inspections do not guarantee that additional items may not be found and deducted from the Security Deposit prior to refund.

UTILITIES:

1. You are responsible for transferring the utilities in your name for billing before moving into the property. Unless otherwise indicated, tenants pay all utilities.
2. Any property with oil heat and some properties with propane will be guided by the appropriate paragraph of the lease regarding heating fuel. If you purchase oil/propane from a company other than the one indicated, you will be responsible for furnace maintenance and all after hour's service.
3. Water & sewer bills must stay in the owner's name and will be sent to tenants by the Management Company to pay. Any billing received for a time period prior to the lease commencement will be pro-rated for the amount you owe.

LEASE:

1. Upon credit approval, we will prepare the lease, which is to be signed by all applicants and returned within 3 business days or the lease will become null and void. If desired, a sample lease is provided for your review on our website: www.propropertyservices.com. All lease terms and conditions must be in writing, verbal representations are non-binding.
2. Our lease is usually for twelve (12) months, unless specifically agreed otherwise, and rent is due on or before the 1st of every month. If you move into the property on any date other than the first (1st), the rent will be pro-rated at 1/30 of the monthly rent per day, and the lease will begin on the 1st of the following month.
3. Keys will be released on the first (1st) day of occupancy as stated in the Lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Management's prior approval.
4. Rent is due on or before the first (1st) day of the month, late on the second (2nd), and delinquent after the fifth (5th) of the month as such time a late fee will be assessed. Rent must be in the office of the property

Management Company no later than the fifth (5th) to avoid late charges. We do not supply any coupon books, envelopes, etc., for mailing in the rent. NO CASH PLEASE. Rental payments for roommates must be paid in a single envelope, if mailing.

MAINTENANCE:

1. Any repair or maintenance problem should be reported to our office in writing by e-mail to angela@propropertieservices.com, mail, or fax at (301) 293-1615 or through your personal tenant portal. For emergencies only, call (240) 818-2573 after hours. If the office staff is unavailable, an answering machine will take your message.
 - ◆ The company will not reimburse you for repairs ordered without prior approval of the Management Company.
 - ◆ Do not expect cosmetic corrections. If it does not affect health, safety or provided services, it may not get corrected.
 - ◆ Maintenance problems must be addressed as soon as they are noticed to avoid more extensive damage.
 - ◆ When completing the online paper form, please make sure that we have your best contact phone numbers to call you to seek more detail about the problems that are occurring at the property. Failure to respond to our calls will simply result in extended delays in someone getting out to the property. Please make sure you give us as much detail as possible.
 - ◆ The Management Company uses sub-contractors for most repairs. We will assign work as soon as a request is received. Although we cannot guarantee how quickly these companies can respond, we assure you that your problem will be taken care of in a timely manner. If arrangements are made for a maintenance call and tenant does not provide access to property during normal business hours, a charge will be made to tenant. In most cases the contractor will contact you directly to schedule a time to meet you at the property. If you do not call him back the work will not get done.
 - ◆ Tenant agrees to cooperate with Landlord/Agent when repairs or maintenance are requested. Tenant will make arrangements with any Vendor to grant access to property for repairs. Landlord/Agent shall not be obligated to supervise Vendors during repairs, if Tenant is not available. All Vendors are licensed and insured and may be granted access to property with Tenant's permission.
2. Many repairs, such as bulb replacement, broken glass, doors, torn or bent screens, lawn and shrub maintenance, blinds, furnace filters, window A/C units, ceiling fans, garage remote control devices, and some appliance and plumbing maintenance are the tenant's total responsibility. Please check your lease to understand the items for which you will be responsible.
 - ◆ F/AC filters are to be changed on a regular basis (every 1-3 months). HVAC Filters will be regularly delivered to your doorstep from "Second Nature" under the Utility & Maintenance Reduction Program. You are responsible to change out the filter when you receive it. If damage is caused to unit by dirty filters or an unnecessary service call, tenant will be charged.
 - ◆ Dishwashers, garbage disposals, refrigerators, and stoves are warranted under the lease; repairs due to normal wear and tear will be made as quickly as possible. Be sure to run the Dishwasher **weekly** to prevent seals from drying out, even if you do not use it regularly. Other appliances such as washers, dryers, 2nd refrigerators, freezers, and microwaves are for tenant's use and convenience. These are tested at move-in and are to be maintained by tenants. Chimneys must be certified as clean & safe at tenant's expense. No appliances may be removed or disposed of without prior consent of management.
 - ◆ Plumbing – Toilets: Do not put any cleaning products, such as blue tablets, in toilet tanks. They destroy the rubber fittings in the tank. **DO NOT** place **flushable wipes** in toilets. Damage or back-up due to any foreign objects in toilets will be charged to tenant.
3. Carpets: Tenants are required to pay for the carpets to be professionally cleaned upon vacating the premises. A licensed company, approved by the management, using a truck mounted steam-cleaning unit must be used. The management will have the carpets cleaned after you move out and deduct the cost from your Security Deposit. Excessive staining that cannot be professionally cleaned, pet stains, colored stains

and bleach stains are not considered normal wear and tear and tenants will be charged for replacement of these carpets.

4. **Mold Notification:** It is the Owner/Landlord's and Owner's Agent objective to maintain the highest quality living environment for any and all Residents. You are hereby notified that mold can grow if the premises that you rent is not properly maintained and ventilated. If moisture is allowed to accumulate in the dwelling, it can cause mildew and mold to grow. It is important that all Tenants regularly allow air to circulate in the premises. It is also important that tenants keep the interior of the premises clean and that you promptly notify the Agent of any leaks, moisture problems, and/or mold growth. The following are possible causes of indoor moisture problems: Humidifiers, steam from cooking, wet clothes on indoor drying lines, leaky roofs or windows, house plants, shower/bath steam and leaks, splashing water outside tub or shower onto floor, constant running water/plumbing leaks, and backed up sewers, overflows, or flooding.

Tenant is responsible for maintenance of the premises in a manner that prevents the occurrence of the existence of mold or mildew in the tenancy premises. Tenant agrees to uphold this responsibility in part by complying with the following list of responsibilities:

- A. Tenant shall keep the premises including but not limited to all counter and floor surfaces, windows and windowsills, free of dirt and debris that can harbor or foster mold.
 - B. Tenant shall immediately report to Landlord any water intrusions, such as running faucets, roof leaks, plumbing leaks, drips, sweating pipes, or discoloration of walls and/or ceilings. Faucet filters (i.e. PUR) are not allowed to be installed on any faucets.
 - C. Tenant shall immediately notify Landlord of overflows from bathrooms, kitchen, or laundry whether overflow was a result of the condition of the premises or from Tenant accident or misuse.
 - D. Tenant shall immediately report to the Landlord any mold growth whatsoever on any surface inside the premises.
 - E. Tenant shall allow the Landlord to enter the premises to inspect and make necessary and/or agreed upon or desired repairs. Tenant shall use bathroom fans, if available, in their units while showering or bathing, and to report to the Landlord any non-working fan. If a fan is not provided in your bathroom(s) you shall use the window for ventilation of steam during and after showers, bathing, and use of water.
 - F. Tenant shall use exhaust fans whenever cooking, dishwashing, or cleaning. Tenant shall leave on or open the ventilation until all steam, whether in bathroom or other areas of the home, is gone.
 - G. Tenant shall use all reasonable care to close all windows and other openings in the premises to prevent outdoor water (i.e. Rain, sprinklers, etc.) from penetrating into the interior unit.
 - H. Tenant shall clean and immediately dry any visible moisture on the surface of windows and/or window frames as well as on any other surfaces including personal property. As an example, due to weather conditions inside and outside some homes, the interior surface of window and surfaces may "sweat" or become moist due to excessive use of water in the home, laundry being permitted to dry inside, cooking, etc. This water should be removed from the surface of windows immediately such that if the Landlord inspects the premises, no accumulation of the dirt and debris at the bottom of windows and on window sills should ever be seen.
 - I. Tenant shall immediately notify the Landlord of any problems with the air conditioning, if any, or heating system problems that are discovered by Tenant. Further Tenant shall immediately report both verbally and in writing any potential mold causing conditions to the Landlord.
 - J. Any and all houseplants must be placed on top of a waterproof container that will prevent water seepage onto the surfaces below.
 - K. In the event there is an area that is prone to moisture, such as a basement below ground level, Landlord will provide a dehumidifier, and it is the responsibility of the tenant to keep the dehumidifier running and maintain disposing of the water.
5. **Yard Care:** Tenant agrees to keep yards and garbage areas clean. If the property contains lawns and gardens, the Tenant is responsible for the routine care and maintenance of these areas. Routine care and maintenance includes regular mowing, watering, weeding, pruning shrubs and raking. If Tenant does not fulfill responsibilities of yard care as agreed, Agent will, with 10 days written notice to Tenant, hire said

work to be done and the rent will be increased by \$100.00 per month for yard maintenance until termination of this rental agreement or a mutual agreement between Tenant and Agent. Tenant shall inform Agent of any condition which appears to be evidence of disease to lawns, gardens, trees and shrubs.

6. Tenant is responsible for control of minor pest infestations such as ants, flies, moths, spiders, etc., and such other pests as can reasonably be assumed to be the Tenant's importation of responsibility. We will make every effort to give you the property free of pests. It is your responsibility thereafter to keep it that way. We recommend you use a licensed professional, however, self-applied pesticides are usually sufficient. It is your responsibility to deal with squirrels, insects, chipmunks, wasps and bees, ants, bedbugs, roaches and mice.

INSPECTION:

1. We have a "walk-through" inspection of the premises prior to tenant move-in. We do an initial inspection for our records prior to or at the time of occupancy, and you may add any additional items to the Property Condition Report within two weeks after move-in. The premises are also photographed or videotaped at the "walk-thru" and "move-out" inspections. These records will be kept on file for use during your Security Deposit Transmittal.
2. We will also do a routine inspection to determine condition or maintenance and safety issues usually around the anniversary date of the lease. We will inspect the property at other times if requested to do so by the owner, or if there are any complaints or problems that may require a physical inspection.
3. Any changes or alterations to the property whatsoever must be submitted in writing to our office for approval (including painting, installation of cable or satellite TV, or changing the locks. etc.). If tenants do any painting without permission, they will be charged for repainting at move-out. If Tenant installs a satellite dish and does not remove it at the end of tenancy, they will be charged \$250.00 for removal and repair of holes.

INSURANCE:

1. Tenants should have fire/hazard insurance on their personal belongings. The owner's policy will not cover any of the tenant's personal belongings. This insurance will protect you, the tenant, against a disaster, including temporary relocation of your family.
2. Our lease agreement requires tenants to obtain liability insurance of not less than \$100,000.00 coverage. This is commonly known as Renter's Insurance with Liability coverage. We require landlord/owner and tenant to have such coverage in the event of a mishap occurring at the property. A copy of the policy or its binder must be provided to the landlord at the time of legal occupancy.

DELINQUENT RENT:

1. You are considered delinquent on the sixth (6th) day of the month and 5% of the rent late fee will be imposed as additional rent. Late fees will be charged promptly at 9:00 AM on the 6th of the month regardless of weekends, holidays, pay periods or acts of God. We offer automatic withdraw services and a 24 hour drop box to allow rent payments to be on time.
2. Delinquent tenants are filed against in the District Court of Maryland for landlord/tenant action on the fifteenth (15th) day of the month. If Agent goes to court, there will be an additional service charge to the tenant of \$50.00 in addition to the late fees and court costs to compensate for agent's time and expenses. If an attorney is retained for delinquency and collection, tenant is responsible for all actual attorney fees and collection costs (\$100-\$200). All monies due, including rent, late fees, court costs, NSF (Bad Check) fees, and utilities are considered rent and are collectible as such. Any payment made is applied first to outstanding fees and charges, and the balance to unpaid rent.
3. If rent check is returned by Bank for NSF or any other reason, there will be a charge of \$35.00 in addition to the 5% late fee and it will be grounds for eviction if rent (including all fees) is not paid in full immediately.

If two (2) checks are returned within one year, we will not accept personal checks from you.

4. CREDIT REPORTING. The tenant understands and acknowledges that if the tenants fail to fulfill the terms of their obligations within the lease, a negative credit report reflecting the tenant's credit may be submitted to a credit-reporting agency.
5. You agree, in order for us to service your account or to collect any amounts you may owe, we may contact you by telephone at any telephone number associated with your account, including wireless telephone numbers, which could result in charges to you. We may also contact you by sending text messages or e-mails, using any e-mail address you provide to us. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable.

I/We have read this disclosure and agree that Professional Property Services, or their agents may contact me/us as described above.

Customer Signature

Date

Customer Signature

Date

NOTICES:

All notices to vacate premises must be in writing and received by management at least a full rental period prior to the date of termination, i.e. BEFORE the 1st day of the month for termination at the end of the month. Notices received at any other time during the month are effective as of the 1st of the month following receipt of the notice to the end of the month.

MOVE OUT CHECKLIST:

- ◆ Remove ALL personal items and trash from the premises.
- ◆ ALL appliances must be thoroughly cleaned and in working order. Clean the sides, under and behind. Clean or replace stove burner drip pans. Clean the kitchen sink, and inside cabinets and drawers.
- ◆ Floors to be vacuumed, vinyl floors scrubbed, removing dirt and marks. Wood floors should be cleaned and buffed with appropriate wood care products.
- ◆ Bathrooms must be thoroughly cleaned, polished and disinfected. Re-caulk tubs and showers. Remove shower curtains and hooks.
- ◆ Wash walls where possible, especially areas around light switches, doorframes and hallways. DO NOT fill picture hanger holes on walls unless the holes are large and gaping. DO NOT PAINT over holes.
- ◆ Vacuum/dust or clean heating and air vents and returns, radiators, windows, sills and baseboards.
- ◆ Replace ALL burned out light bulbs. Decorative bulbs must match. Clean and make sure all light fixtures are intact.
- ◆ Secure all screens, windows, and blinds or rods and make needed repairs. Dust all mini blinds. Wash windows, if necessary.
- ◆ Clean up any trash and debris in yard, mow, weed flowerbeds, and trim shrubbery. Clean up any pet droppings (if applicable).
- ◆ Clean area around furnace and check filter, clean or change if necessary.
- ◆ Clean out fireplace (if applicable). The chimney will be professionally cleaned.
- ◆ Sweep/vacuum basement and garage (if applicable). Clean area around and under washer and dryer and wipe down appliances.
- ◆ Check all door and window locks/latches and make sure they are operating properly. Return all keys, including mailbox keys and auto garage door openers to office by midnight of last day of tenancy.
- ◆ Check all fixtures, railings, cabinet doors, drawers, etc. If loose, tighten or repair them.
- ◆ Check plumbing, electrical, heating/AC (replace filter/s) and appliances to make sure they are operating properly. If not, notify management.

- ◆ Vacuum all carpets; they will be professionally shampooed.
- ◆ Notify utility companies and arrange for final readings on the last day of tenancy. Do not disconnect heat, electricity or gas and have them switch the name to Professional Property Services.
- ◆ Remove any Satellite Dish that you had installed during your tenancy and repair any holes or damage that was caused from the installation and/or removal. If we have to remove it, you will be charged \$250.

Additional Rules & Regulations regarding your rental unit are listed in your “Tenant Handbook” which you will receive at Move-in.

EMERGENCY CALLS:

“FIRE” - “FLOOD” - “BLOOD” Call 911 Immediately and report to us after the situation is under control.

1. Emergency calls should be made to the management office. If no one is there, call our answering/pager service, 240-818-2573 and leave a message if no one answers. The message will reach us immediately or you will be given instructions on whom to call. We will also check messages periodically on weekends and holidays. Examples of Emergency calls are:

- ◆ GAS LEAK OR SMELL - LEAVE THE HOUSE AND CALL GAS COMPANY
- ◆ NO HEAT (Winter) – CHECK BREAKER OR FOR DIRTY FILTER – when outside temp is below 45
- ◆ NO A/C (Summer) – CHECK BREAKER & FILTER - when outside temp is above 90
- ◆ MAJOR WATER LEAK OR BROKEN PIPE (TURN OFF MAIN WATER SHUT-OFF VALVE)
- ◆ SEWER BACKUP
- ◆ REFRIGERATOR COMPLETELY OFF – CHECK PLUG, THEN BREAKER
- ◆ LIGHTNING STRIKE
- ◆ FALLEN TREE ON HOUSE
- ◆ ANY SITUATION THAT COULD CAUSE SERIOUS INJURY OR DAMAGE TO PERSONS OR THE PROPERTY.

2. If you claim you have an emergency and we discover that one never existed, you will be charged for the service call.

ALL OTHER ITEMS SHOULD BE PHONED, FAXED, MAILED OR E-MAILED DURING REGULAR OFFICE HOURS, OR A MESSAGE LEFT ON OUR 24-HOUR VOICE MAIL. WE WILL BE CALLING SUB-CONTRACTORS WHO HAVE 24-HOUR EMERGENCY SERVICE. THEIR RESPONSE TIME WILL DEPEND UPON THE TIME AND THE NUMBER OF CALLS THEY MAY BE RECEIVING. WE HAVE NO CONTROL OVER RESPONSE TIME, BUT WE ASSURE YOU THAT IT WILL BE AS QUICKLY AS YOU COULD GET YOURSELF.

I HAVE READ AND FULLY UNDERSTAND THE INFORMATION CONTAINED IN THIS TENANT GUIDE.

IF APPROVED, THESE GUIDELINES SHALL BECOME A PART OF MY RENTAL LEASE AGREEMENT.

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____