

# Huseman Property Management LLC

Executive Real Estate Services

PO Box 536

LaPlata MD 20646

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Phone 301-609-9251

Fax 301-609-9252

Email HPM@husemanmanagement.com

www.husemanmanagement.com

The truth of the information contained herein is essential, and if the owner or agent deems any answer or statement herein to be false or misleading, it shall be considered that any lease granted by virtue of this application may be cancelled at their option.

1. It is understood that the premises applied for are to be used as a residential dwelling to be occupied by not more than the number of persons listed in the application, and that occupancy is subject to possession being delivered by the present occupant. Occupancy of single family residences shall conform with applicable zoning laws; and in the case of condominiums, with applicable by-laws, rules and regulations. Any and all personal property placed in subject premises shall be at the applicant's risk.
2. **A separate \$25.00 (cash or money order) application processing fee will accompany this application for each adult applicant, including spouse**, with the clear understanding that this application, including each prospective occupant, is subject to approval and acceptance by owner or his duly authorized property manager. The application fee is non-refundable. The applicant has no leasehold interests in the rental property until accepted, as indicated in Paragraph 4 below. The applicant hereby waives any claim for damages by reason of non-acceptance of this application by the landlord or his duly authorized property manager.
3. Rental property is not held by the receipt or approval of a rental application by the Management Company or owner. Only the ratification of a lease and receipt of first month's rent will hold the property for the Tenant and take it off the market.
4. If not paid at Lease signing, a security deposit equal to a full month's rent (unless otherwise agree upon) is due before occupancy. This security deposit is payable to the owner if he is managing the property, or to HUSEMAN PROPERTY MANAGEMENT LLC (to be held by the owner), if they are managing the property. Please consult with your agent. **Do not provide a security deposit with this application.**
5. If after a Lease Agreement is ratified by all parties, a Tenant should fail to occupy the premises, Tenant agrees that the first month's rent **AND/OR** security deposit will be forfeited. The Tenant further agrees that they are responsible for monthly rent until the property has been re-rented.
6. If you are enlisted active military personnel, proof of Basic Allowance for Housing (BAH) **may be** required when turning in the attached completed application.
7. The applicant(s) 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 and will pay necessary deposits.

The applicant(s) hereby authorize the firm to whom this application is made, and any credit bureau or other investigative agency employed by such firm, to investigate and to report and disclose to the property owner or his duly authorized property manager the results of the references herein listed, statements and other data obtained from any other persons pertaining to credit, employment, rent history and financial responsibility or criminal record of the applicant(s).

Be certain that you have completed the entire application in its entirety. Attach an application processing fee of \$25.00 for each adult applicant included in this application (including spouse) made payable by cash, money order or certified check to HUSEMAN PROPERTY MANAGEMENT LLC.

**APPLICANT'S COPY**

# RENTAL APPLICATION

(This is a legally binding contract. If not understood, seek competent advice before signing.)

This APPLICATION for lease is made to rent premises known as \_\_\_\_\_, under a lease for \_\_\_\_\_ months, beginning on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and terminating on the last day of \_\_\_\_\_, 20\_\_\_\_, for the monthly rental of \$\_\_\_\_\_. Prorated rent, if applicable, shall consist of the number of days from the 31st day of the lease through the end of that month, times 1/30 of the monthly rent.

Each adult to appear on lease, (other than husband and wife), must fill out a SEPARATE application. The dwelling is to be occupied by not more than \_\_\_\_\_ persons.

**ADULT NAMES TO APPEAR ON LEASE.** (Unmarried adults must use separate application. All names must be on Lease.):

	Last Name	Maiden Name	First Name	Initial	Social Security No.
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____

NAMES OF ALL CHILDREN & OTHER OCCUPANTS & THEIR RELATIONSHIP:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

DESCRIPTION OF PETS, IF ANY: \_\_\_\_\_

**PRESENT ADDRESS:** \_\_\_\_\_  
**Street Number & Name** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

Lived there how long? \_\_\_\_\_ Rented? \_\_\_\_\_ Lease ends? \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_ Owned Home? \_\_\_\_\_

Name of Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_

Why moving? \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_  
(If above is less than one year.) **Street Number & Name** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

Lived there how long? \_\_\_\_\_ Rented \_\_\_\_\_ Owned Home? \_\_\_\_\_ Monthly payment \$ \_\_\_\_\_

Name of Landlord or Mortgage Co. \_\_\_\_\_ Telephone \_\_\_\_\_

EMPLOYMENT OF ALL ADULTS TO APPEAR ON LEASE (If employer refuses to verify applicant's employment by phone, it shall become the responsibility of applicant to provide immediate written confirmation of such information.):

1. \_\_\_\_\_  
Applicant - Where Employed? \_\_\_\_\_ How Long? \_\_\_\_\_ Office Phone \_\_\_\_\_  
Business Address \_\_\_\_\_ Personnel/Payroll Dept. Business Phone \_\_\_\_\_  
If active military, name and number of 1<sup>st</sup> Sjt. and Commanding Officer \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_  
Position \_\_\_\_\_ Rank \_\_\_\_\_

2. \_\_\_\_\_  
Co-Applicant - Where Employed? \_\_\_\_\_ How Long? \_\_\_\_\_ Office Phone \_\_\_\_\_  
Business Address \_\_\_\_\_ Personnel/Payroll Dept. Business Phone \_\_\_\_\_  
If active military, name and number of 1<sup>st</sup> Sjt. and Commanding Officer \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ Salary \$ \_\_\_\_\_ per \_\_\_\_\_  
Position \_\_\_\_\_ Rank \_\_\_\_\_

**IF CURRENT EMPLOYMENT IS LESS THAN 1 YEAR FOR APPLICANT OR CO-APPLICANT, COMPLETE THE FOLLOWING FOR FORMER EMPLOYMENT. USE SEPARATE SHEET IF NECESSARY.**

\_\_\_\_\_  
Name Where Employed? How Long?

\_\_\_\_\_  
Business Address Personnel/Payroll Dept. Business Phone

\_\_\_\_\_  
Position / Rank Salary \$ \_\_\_\_\_ per \_\_\_\_\_

**LIST FULL ADDRESSES(S) OF ANY PROPERTY THAT YOU CURRENTLY OWN:**

\_\_\_\_\_  
Street City State Zip Code

\_\_\_\_\_  
Street City State Zip Code

**IN ORDER TO PROCESS THIS APPLICATION, WE NEED:**

\_\_\_\_\_ PLEASE ATTACH **COPIES** OF YOUR 2 MOST RECENT PAYSTUBS. ORIGINALS WILL NOT BE RETURNED.

\_\_\_\_\_ IF ENLISTED ACIVE MILITARY PERSONNEL, PLEASE ATTACH YOUR MOST RECENT LES. IF AN ALLOTMENT IS REQUIRED, YOU AGREE TO PROVIDE THE NAME AND NUMBER OF YOUR COMMANDING OFFICER AND AUTHORIZE OUR COMPANY TO CONTACT YOUR FINANCE DEPT. FOR VERIFICATION, IF NEEDED.

\_\_\_\_\_ IF SELF-EMPLOYED, PLEASE ATTACH COPIES (LAST 2 YEARS FILED) OF U.S. TAX FORM 1040, PAGE 1 AND SCHEDULE C.

**ADDITIONAL INCOME:** Amount \$ \_\_\_\_\_ per \_\_\_\_\_ Source: \_\_\_\_\_  
If child support or alimony, who can verify: \_\_\_\_\_

**Declared Bankruptcy?** \_\_\_\_\_ Yes \_\_\_\_\_ No  
**Any Judgements?** \_\_\_\_\_ Yes \_\_\_\_\_ No  
**Criminal Record?** \_\_\_\_\_ Yes \_\_\_\_\_ No

NUMBER AND DESCRIPTION OF AUTOMOBILES or other vehicles: # \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

**Whom should we contact in case of a personal emergency?**

\_\_\_\_\_  
**Name Street City State Zip**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
CONTINGENCIES: \_\_\_\_\_

I/We hereby certify that the information given in this application is true to the best of my knowledge, and I/We have not knowingly withheld any fact or circumstances which would, if disclosed, affect my/our application unfavorably.

**AGENCY DISCLOSURE:**

Parties acknowledge that the Realtor is the agent of the Landlord, not the applicant. The Realtors' fiduciary duties of loyalty and faithfulness are owed to the Landlord who is their client. Realtors must offer rental properties without regard to the applicant's race, color, religion, national origin, sex, handicap or familial status.

I/We hereby authorize Huseman Property Mgmt. LLC to obtain a consumer credit report on me/us through US Real Estate Investors Association.

\_\_\_\_\_  
**Applicant's Signature Date**

\_\_\_\_\_  
**Applicant's Signature Date**

\_\_\_\_\_  
**Name and Number of Applicant's Agent**

**CELL PHONE NUMBERS AND EMAIL ADDRESSES FOR APPLICANTS:**

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**DO NOT FILL THIS OUT/ONLY SIGN BELOW & RETURN TO MGMT.**

## RENTAL VERIFICATON

DATE: \_\_\_\_\_

ATTN: \_\_\_\_\_

RE: \_\_\_\_\_

This is a request for rental verification on your above tenant(s). Please fill in the following information and fax back to us at the above number. Thank you.

1. Length of Lease: \_\_\_\_\_
  2. Monthly Amount: \_\_\_\_\_
  3. # Times Late: \_\_\_\_\_
  4. Insufficient Funds: \_\_\_\_\_
  5. Condition of Property: \_\_\_\_\_
- 

I hereby give permission to release the information above to Huseman Property Management LLC.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## **Directions to our Office**

1. Head South on Rt. 301 into La Plata, MD  
(DO NOT TURN ON ST.CHARLES ST. IN WALDORF)
2. Turn Left on Charles Street (Starbucks on your right, Baldus Building on your left).
3. Go through flashing lights that are in front of the La Plata rescue squad.
4. Go through 2 lights, slow down and put your right turn signal on just after the 2<sup>nd</sup> light.
5. Turn Right on Somerset Street. Start up the hill and the office is a white house on your right (pull in the driveway and you will see the green Huseman Property Management sign by the door):  
  
1 Somerset Street  
La Plata, MD 20646  
White House w/Black Shutters
6. We have a mail slot on the main door (open storm door) for after hours.