

Application Process 2010

Applicant (Student)

1. **Apartment Application**: Complete the application in detail and sign both applicant signature lines.
2. **Landlord Verification**: Complete top portion if you are living anywhere other than parents, have most recent landlord complete bottom.
3. **Identification**: Provide a copy of a driver's license or state issued identification.

Co-Applicant (Parent)

1. **Employment Verification**: Complete top portion, have employer complete bottom portion.
2. **The Guaranty**: Complete front page. **"Notarize"** signature, or sign in our office.

FAQ

#1 When is the paperwork and security deposit due?

We request that all forms be returned to the office within five days to assure you that the room you have rented will be assigned to you. The security deposit holds the room for you so that no one else can rent it.

#2 Why do my parents have to have the Addendum notarized?

The Addendum to Lease Agreement is a legal document that must be signed in person at the rental office or notarized as proof of identity. This is for both your protection and ours.

#3 Can I have the forms faxed to my parents?

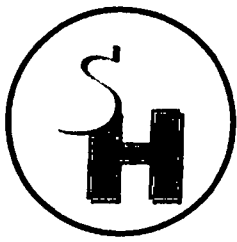
We will fax all documents to your co-signer if needed. The forms must be returned with the original signatures and notary stamps. Our fax number is (410) 546-5960

#4 When do I sign the lease?

The lease should be signed as soon as the approval process is completed. Parents are welcome but not required to attend.

Have more questions? We are here to help! Call us at 410.749.0010, fax to 410.546.5960 or email Stawes@SalisburyHousing.com or Mthomason@SalisburyHousing.com

Salisbury Housing
PO Box 1007
Salisbury, Maryland, 21803



Application Fee: **\$25.00**

Leasing Specialist: _____

Preferred Contact: Home Phone Cell Phone Work Fax E-mail

APARTMENT APPLICATION

ANY FRAUDULENT INFORMATION OR INCOMPLETE APPLICATIONS WILL BE REJECTED. RENTAL APPLICATION IS SUBJECT TO SATISFACTORY EMPLOYMENT, CREDIT AND RENTAL REFERENCES AND MINIMUM ANNUAL INCOME. APPLICANTS WILL NOT HOLD LANDLORD RESPONSIBLE FOR ANY INCORRECT INFORMATION RECEIVED.

1. APPLICANT'S NAME: _____
FIRST MIDDLE LAST

REFERRED BY: _____

APPLICATION DATE _____ NUMBER OF BEDROOMS _____

DATE OF OCCUPANCY _____ LENGTH OF OCCUPANCY _____

2. Applicant's Social Security No.: _____ Date of Birth: _____

3. Applicant's Driver's License No.: _____ Copy Received: yes _____ no _____

4. Vehicle Tag No.: _____ Make _____ Model _____ Year _____ Color _____

5. Current Address: _____ City/State _____ Zip Code _____

Lived Here _____ Years _____ Months Own: _____ Rent: _____ Live with Parents: _____

Home Phone No.: _____ Cellular Phone/Pager No.: _____

E-mail Address _____

6. Landlord or Mortgage Holder: _____ Phone No.: _____

Landlord or Mortgage Address: _____

Reason for Moving? _____

7. Pets: (Type) _____ Weight: _____

8. Names of all persons to occupy the apartment (other than yourself, spouse/co-applicant), even if temporary:

Name: _____ Relationship: _____ Date of Birth: _____

Name: _____ Relationship: _____ Date of Birth: _____

Name: _____ Relationship: _____ Date of Birth: _____

Name: _____ Relationship: _____ Date of Birth: _____

9. Employer: _____ Phone No.: _____

Employer's Address: _____ Type of Business: _____

Position: _____ Date Employed: _____ Salary \$ _____ per year

Other income: Type: _____ Salary \$ _____ per year

10. Spouse/Co-Applicant: _____ Home Phone No.: _____
Co-Applicant's Social Security No.: _____ Date of Birth: _____
Current Address: _____ City/State _____ Zip Code _____

11. Spouse/Co-Applicant's Employer: _____ Phone No.: _____
Employer's Address: _____ Type of Business: _____
Position: _____ Date Employed: _____ Salary \$: _____ per year
Other income: Type: _____ Salary \$: _____ per year

12. Nearest Relative (not living with you) to be contacted in case of emergency:
Name: _____ Relationship: _____
Address: _____ City/State _____ Zip _____
Phone No. (including Area Code): _____

13. Bank Name: Checking: _____ Account No.: _____
Savings: _____ Account No.: _____

14. Character Reference - Not a Relative: _____

15. How did you learn about our Apartments? _____

16. Why are you choosing our apartment community? _____

17. Do you request a unit that is handicap accessible? Yes _____ No _____

I hereby authorize you to verify the information that I have provided herein by obtaining a current credit bureau report, to call or write employer and any other references to verify that my statements are true and accurate.

Applicant's Signature & Date

Co-Applicant's Signature & Date

The deposit of \$ _____ paid on _____ for _____,
with a Scheduled Move In Date of _____ holds the following provisions and liabilities:

ANNOTATED CODE OF MARYLAND, SECTION 8-213

If Landlord requires from a prospective tenant any fees other than a Security Deposit and the fees exceed \$25.00, the landlord must return the fees with the following exceptions:

- (1) Landlord may retain the amount actually expended for credit check or for other expenses arising out of the application.
- (2) If within 15 days of occupancy or the signing of the lease, whichever occurs first, tenant decides to terminate the tenancy, landlord may retain that portion of the fees which represents loss of rent, if any, resulting from tenant's action.

Applicant's Signature & Date

Co-Applicant's Signature & Date

Checked applicant on the SAPOA website: _____

GUARANTY

To induce the Landlord/Owner to enter into a lease described below, to extend the lease or to allow the assumption of the lease, the undersigned do/does hereby agree to guaranty the performance of the obligations under the lease of all original or future tenants, including but not limited to a tenant who assumes the lease. Each parent will be held individually responsible for the entire Lease Agreement and any default or damage caused by the aforementioned tenant(s), tenant's family, and/or guests. The undersigned parents acknowledge that they have read and understood the terms of the lease.

Please print applicable information and sign below:

Name: _____

Social Security #: _____

Driver's License # & State: _____

Street Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Lease: Dated _____ **Between** _____

Property: _____

We, the Guarantor(s) of the Lease, hereby agree to the following:

- 1. Guarantee of Payment and Performance.** Guarantor(s) guarantee, unconditionally and absolutely, the full and faithful performance and observance of all the covenants, terms, and conditions of the Lease provided to be performed and observed by Tenant, expressly including, without being limited to the prompt payment of rent, when due, under the Lease.
- 2. Lease Modification, Renewal, or Extension.** The Landlord/Owner at any time and from time to time, without the consent of or notice to the guarantor, may change the manner, place or terms of the Lease, including payment, or extend the time of payment of, renew or alter the Lease, and the Guaranty herein shall continue to apply to the liabilities of the tenants under the Lease as extended, renewed or altered, and the Landlord/Owner may exercise or refrain from exercising any rights against any Tenant or the undersigned or otherwise act or refrain from acting without impairing or releasing the obligations of the undersigned hereunder.
- 3. Liability Immediate and Not Contingent; Not Subject to Defenses of Tenants.** The liability of the undersigned on this Guaranty shall be immediate and shall not be contingent upon the exercise or enforcement by Landlord/Owner of whatever remedies it may have against the tenants or others, and the undersigned will not have and will not set up or claim any defense, counter-claim, setoff or other objection of any kind to any action, suit or other proceedings in law, equity or otherwise or to any demand or claim that may be instituted or made under and by virtue of this Guaranty.
- 4. Resident's sublet or assignment.** This Guaranty shall remain and continue in effect even if the Tenant sublets or assigns whether or not either Guarantor, any Tenant or Landlord/Owner received notice of such sublet or assignment or has consented to it.

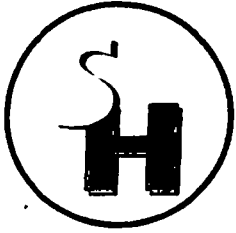
5. **Binding on Successors and Assigns.** This Guaranty, and all of the terms hereof, shall be binding on Guarantor and the successors, assigns, and legal representatives of Guarantor and shall inure to the benefit of the successors, assigns, and legal representatives of Landlord/Owner.
6. **Co-extensive and Joint and Several Liability.** The liability of Guarantor(s) is co-extensive with that of Tenant. If there is more than one guarantor, each guarantor shall be jointly and severally liable for all amounts which become due under this lease and the term "Guarantor" shall include each as well as all of them.
7. **No Demand Needed.** Owner may proceed against the Guarantor without first making demand against Tenant and without first bringing any action or proceeding against Tenant and without joining Tenant as a party-defendant.
8. **Waiver of Right to Default Notice.** Guarantor does not require any notice of Tenant's nonpayment, nonperformance, or nonobservance of the covenants, terms and conditions of the Lease. Guarantor expressly waives the right to receive such notice.
8. **Resident's Bankruptcy.** Neither Guarantor's obligation to make payment in accordance with the terms of this Guaranty, nor any remedy for the enforcement thereof, shall be impaired, modified, released, or limited in any way by an impairment, modification, release, or limitation of the liability of Tenant or Tenant's estate in Bankruptcy Code of the United State or from the decision of any court interpreting the same.
9. **Service of Process.** Guarantor irrevocably appoints Tenant as its agent for the service of process related to this Guaranty.
10. **Venue and Interpretation of Guaranty.** Venue for any action or proceeding arising out of this Guaranty shall be in the county and the state in which the Property are located. The Guaranty shall be governed by and interpreted under the laws of, and enforced in courts of the State of Maryland.
11. **Waiver of Jury Trial.** Guarantor hereby waives the right by jury in any action of proceeding that may hereafter be instituted by Landlord against Guarantor in respect of this Guaranty.
12. **Landlord's Legal Expenses.** Guarantor will pay to Landlord all of Landlord's expenses-including, but not limited to, attorney's fees that Landlord incurs in enforcing this Guaranty.
13. **No Waiver by Landlord.** Landlord's failure or delay in exercising any rights under the Lease or Guaranty or in sending any notices, demands, or requests, or in requiring strict performance or observance of any term or covenant of the Lease shall not waive any of Landlord's rights created by the Guaranty.
14. **Corporate Authorization.** (If the Gaurantor is a is a corporation, Guarantor represents and warrants that this guaranty has been duly authorized by all necessary corporate action on Guarantor's part, has been duly executed and delivered by a duly authorized officer, and constitutes Guarantor's valid and legally binding agreement in accordance with its terms.

First Guarantor's Signature ("Guarantor")

First Guarantor (Print Name & Date)

Second Guarantor's Signature ("Guarantor")

Second Guarantor (Print Name & Date)



Salisbury Housing
P.O. Box 1007
Salisbury, MD 21803
Office 410.749.0010
Fax 410.546.5960
SalisburyHousing.com

Employer Verification Form

EMPLOYER

DATE

ADDRESS

CITY / STATE / ZIP CODE

TELEPHONE NUMBER

ATTENTION: HUMAN RESOURCES

I have applied for residence at SALISBURY HOUSING. Please furnish them with the information needed to process my application. This information is for the confidential use of SALISBURY HOUSING ONLY.

SIGNATURE

SOCIAL SECURITY NUMBER

NAME (please print)

ADDRESS

CITY / STATE / ZIP CODE

DO NOT FILL OUT LOWER PORTION. FOR EMPLOYER USE ONLY.

PRESENT POSITION _____ LENGTH OF EMPLOYMENT _____

IS THE POSITION :FULL TIME _____ PART TIME _____ /HOURS _____ SEASONAL _____

_____ PERMANENT

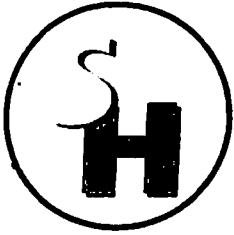
RATE OF PAY _____ COMMISSION _____ OVERTIME _____

PROBABILITY OF CONTINUED EMPLOYMENT _____

SIGNATURE

DATE

TITLE



Salisbury Housing
P.O. Box 1007
Salisbury, MD 21803
Office 410.749.0010
Fax 410.546.5960
SalisburyHousing.com

Landlord Verification Form

LANDLORD NAME: _____

DATE: _____

ADDRESS: _____

CITY / STATE / ZIP CODE: _____

TELEPHONE NUMBER: _____

I have applied for residence at SALISBURY HOUSING. Please furnish them with the information needed to process my application. Thank you for your prompt attention to this matter.

SIGNATURE

SOCIAL SECURITY NUMBER

NAME (Please Print)

ADDRESS

CITY / STATE / ZIP CODE

DO NOT FILL OUT LOWER PORTION. FOR LANDLORD USE ONLY.

NAME ON LEASE _____ MONTHLY RENTAL RATE _____

LENGTH OF TIME RENTED _____

NUMBER OF LATE PAYMENTS IN LAST 12 MONTHS _____

WOULD YOU RENT TO RESIDENT AGAIN? _____

HOUSEKEEPING HABITS? _____

OTHER COMMENTS _____

SIGNATURE

DATE