

Instructions for Rental Application

Thank you for your interest in the home for rent from Dovetail Properties, LLC. To facilitate smooth processing of your application, please review the following information and sign below:

1. Each person who intends to reside at the property who is over the age of 18 (excluding dependent children) is required to submit a separate application and be a party to the lease.
2. Applicants will not be accepted on a “first-come, first-served” basis and will be screened based on their qualifications and landlord’s needs.
3. Landlord will assist all persons without regard to race, color, creed, sex, religion, national origin, familial status, sexual orientation, marital status, disability, or ancestry.
4. Pets will be considered on a case-by-case basis, and an additional rental fee of \$50 per month is required per pet. Any amount listed in the advertising for “Pet Deposit” is an addition to the base security deposit amount, and will be included in one single security deposit.
5. Landlord may have policies regarding smoking, move-in fees, or other items. Most properties are non-smoking and have a \$250.00 move-in fee. Applicants are responsible for verifying these items prior to application.
6. Incomplete applications will not be processed. Applications normally are processed within three business days, depending upon the details of the application. The primary cause of delays is an incomplete application.
7. Applicants must complete the Standard Rental Application of Dovetail Properties, LLC, as well as the “Non-Agency Disclosure Acknowledgment & Agreement,” that are available in the home or from Dovetail Properties, LLC.
8. At the time of application, applicants must provide a non-refundable application fee of \$50 per person. This may be paid in cash or money order or certified funds, payable to “Dovetail Properties, LLC,” or it may be paid online with a slight surcharge at <https://www.DovetailProperties.com/application>.
9. If the applicants are working with a real estate agent, include with the application the completed form “Understanding Whom Real Estate Agents Represent” showing the agent’s role (normally buyer’s/tenant’s agent), for signature by the landlord, and the “Communication Consent” form.
10. Upon acceptance of the application, landlord will prepare the Standard Rental Contract of Dovetail Properties, LLC, and meet with the applicants for completion of the rental agreement.
11. Landlord reserves the right to continue marketing the property and rescind acceptance until the rental agreement is executed and initial payments made.
12. At the time of completion of the rental agreement, an amount equal to two month’s rent is required in certified funds. Normally, the security deposit, first month’s rent, and move-in fee exceeds two months’ rent, and the amount in excess of two months’ rent is due prior to the beginning of the lease term.
13. Paperwork and payments may be delivered either:
 - a. By email to info@DovetailProperties.com, with on-line payment of application fee at <http://www.DovetailProperties.com/application> (this is the fastest method)
 - b. By fax to 413-723-8355
 - c. By delivery to Dovetail Properties, LLC, 626C Admiral Drive, Ste 522, Annapolis, MD 21401

I acknowledge that I have read this form, understand its meaning, and agree to be bound by it in its entirety.

Applicant’s Signature _____ Date _____

Applicant’s Signature _____ Date _____

Dovetail Properties, LLC, / Non-Agency Disclosure Acknowledgment & Agreement

- 1) Dovetail Properties, LLC, is acting as Landlord in this transaction and is leasing or subleasing this property to Tenants. All parties acknowledge and agree that Dovetail Properties, LLC, is a principal party to this transaction and not an Agent for Tenants or Owner. No leasing and/or management fees will be due Dovetail Properties, LLC, for this transaction. Carlyn Lowery, Owner of Dovetail Properties, LLC, has real estate licenses in Maryland, Virginia, and Washington, DC.
- 2) Dovetail Properties, LLC, will negotiate on the Company's behalf and will not act as an advocate for any other entity in this transaction.
- 3) Dovetail Properties, LLC, shall disclose to Tenants all adverse material facts about the property actually known by the Company (subject to the limitations of Section 10-702 of the Real Property Article of the Annotated Code of Maryland).
- 4) Dovetail Properties, LLC, will assist all applicants without regard to race, color, creed, sex, religion, national origin, familial status, sexual orientation, marital status, disability, or ancestry.
- 5) Dovetail Properties, LLC, requires per the Company's Policy and Procedure Manual that a copy of this disclosure be signed by each Tenant applicant and returned to Dovetail Properties, LLC, before any action will be taken to process an application. (All applicants may jointly sign one copy of this form keeping all additional copies for their records.)
- 6) Dovetail Properties, LLC, discloses that Tenants will not be accepted on "a first-come, first-served basis" and that Dovetail Properties, LLC, shall screen prospective Tenants based on their qualifications and the Company's needs. The Company's screening criteria, as set forth in the Company's Policy And Procedure Manual, is available for inspection by appointment. Applicants understand that only fully completed applications will be evaluated.
- 7) Tenant applicants should not tell Dovetail Properties, LLC, any information that they do not want the Company to know because all information received will be used to screen Tenant applicants for the property.
- 8) Tenants and Owners shall not be vicariously liable for the Company's acts since no agency relationship exists. (Vicarious liability is a principal's liability for the acts of an agent when the agent is acting within the scope of the agent's employment.)

I acknowledge that I have read this form (and received a copy if desired), understand its meaning and agree to be bound by it in its entirety. I agree to look solely to Dovetail Properties, LLC, as acting Landlord of the property, and to hold all other parties harmless should any conflict or other problem involving the property offered for rent arise, either now or in the future.

Applicant's Signature _____ Date _____

Applicant's Name _____

Applicant's Signature _____ Date _____

Applicant's Name _____

Applicant's Signature _____ Date _____

Applicant's Name _____

Applicant's Signature _____ Date _____

Applicant's Name _____

Standard Rental Application

(PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY)

Rental Address Shown _____
How were you referred to us? _____
Preferred Move-In Date _____ Earliest Lease Start Date _____
Rental price range: _____ Type/Size Desired _____

PLEASE NOTE: A SEPARATE APPLICATION IS REQUIRED FOR EACH APPLICANT OVER THE AGE OF 18 (EXCLUDING DEPENDENT CHILDREN) WHO WILL RESIDE AT THE PROPERTY. APPLICANTS WILL NOT BE ACCEPTED ON A "FIRST-COME, FIRST-SERVED" BASIS AND WILL BE SCREENED BASED ON THEIR QUALIFICATIONS AND LANDLORD'S NEEDS. LANDLORD WILL ASSIST ALL PERSONS WITHOUT REGARD TO RACE, COLOR, CREED, SEX, RELIGION, NATIONAL ORIGIN, FAMILIAL STATUS, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, OR ANCESTRY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

THE FOLLOWING TWO OPTIONS* ARE MADE AVAILABLE TO ALL APPLICANTS:

First Option: Applicants desiring to live together as a single housekeeping unit may elect to financially qualify for tenancy as a group, in which case landlord has the right to immediately terminate the rental contract when any one member of that group vacates the property.

Second Option: Each legal entity may elect to financially qualify for tenancy individually, in which case the occupant may continue to lease the property if one or more of the other parties to the rental contract vacate the property for any reason.

*Note: All applicants desiring to live together must choose the same option.

Check one: I elect the first option. I elect the second option.

Your Name (Full Legal Name) _____
Phone (Home) _____ (Work) _____
(Cell) _____ Fax _____
Email _____ Birthdate _____
SSN _____ Driver's License State/# _____

RENTAL AND OCCUPANCY INFORMATION

Any pets? _____ Describe (name, breed, size (lbs.), sex/neutered/spayed, indoor/outdoor/both, birthdate) _____

Do you own a Waterbed or plan to purchase one? _____

Do you smoke? _____

How long would you like to stay? 1 year 2 years 3 years 4 years 5+ years

Why? _____

Would you like to receive a bonus gift every anniversary date that you are with us? _____

Would you like to buy a home within the next few years? If so, when? _____

Have you rented a single-family house before? _____

Are you able to handle minor maintenance and repairs on the property? _____

Check the following items that you own: Vacuum cleaner Mop Broom Snow Shovel

Plunger Lawn Mower Yard Tools Hoses/Sprinklers Washer Dryer Refrigerator

Learned skills: plumbing carpentry painting roofing electrical

concrete finishing appliance repair (type _____) other _____

Will you be paying rent on time? _____

Would you like to pay rent by electronic transfer? _____ By payroll deduction? _____

VEHICLE INFORMATION (Please note, only vehicles on application are authorized to be on premises.)

Make/Model _____ Year _____ Color _____ Tag # _____ State _____

Make/Model _____ Year _____ Color _____ Tag # _____ State _____

Other vehicles that may be parked on premises (boat, RV, trailer, motorcycle) _____

RESIDENCE HISTORY (Last Four Years and At Least Your Last Two Addresses)

Present Address _____ City _____ State _____ Zip _____

How long at this address? _____ Occupancy Dates _____ Monthly rent/mortgage \$ _____

Type of property? (apartment, duplex, townhouse, condo, mobile home, house, etc) _____

Reason for moving _____

Are your payments current? _____ # of late payments? _____ Security deposit \$ _____

Standard Rental Application

(PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY)

Owner/Manager _____ Phone _____

Previous Address _____ City _____ State _____ Zip _____

How long at this address? _____ Occupancy Dates _____ Monthly rent/mortgage \$ _____

Type of property? (apartment, duplex, townhouse, condo, mobile home, house, etc) _____

Reason for moving _____

Owner/Manager _____ Phone _____

of late payments? _____ Was your full security deposit returned? _____

Previous Address _____ City _____ State _____ Zip _____

How long at this address? _____ Occupancy Dates _____ Monthly rent/mortgage \$ _____

Type of property? (apartment, duplex, townhouse, condo, mobile home, house, etc) _____

Reason for moving _____

Owner/Manager _____ Phone _____

of late payments? _____ Was your full security deposit returned? _____

Previous Address _____ City _____ State _____ Zip _____

How long at this address? _____ Occupancy Dates _____ Monthly rent/mortgage \$ _____

Type of property? (apartment, duplex, townhouse, condo, mobile home, house, etc) _____

Reason for moving _____

Owner/Manager _____ Phone _____

of late payments? _____ Was your full security deposit returned? _____

EMPLOYMENT/INCOME (Last Four Years and At Least Your Last Two Employers)

Status: Full-time Part-time (less than 32 hrs) Student Retired Self-employed

Present Occupation/Position _____

Employer _____

Phone _____

How long have you been with this employer? _____

Supervisor _____ Phone _____

Current gross income per month (before deductions) from present employment listed above

\$ _____

Current gross monthly income from sources other than present employment listed above (optional - list sources and amounts) _____

Total gross monthly income \$ _____ Total monthly take-home \$ _____

Previous Occupation/Position _____

Employer _____

Phone _____

How long had you been with this employer? _____ Dates _____

Supervisor _____ Phone _____

Previous Occupation/Position _____

Employer _____

Phone _____

How long had you been with this employer? _____ Dates _____

Supervisor _____ Phone _____

ASSETS/CREDIT/LOANS

Savings Account: Bank _____

Branch name and address _____

Account Number _____ Balance \$ _____

Checking Account: Bank _____

Branch name and address _____

Standard Rental Application

(PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY)

Account Number _____ Balance \$ _____

Credit References

Major Credit Card: Type _____ Account Number _____ Expires _____

Balance owed \$ _____ Monthly payment \$ _____ Are payments current? _____

Account type _____ Account Number _____

Balance owed \$ _____ Monthly payment \$ _____ Are payments current? _____

Account type _____ Account Number _____

Balance owed \$ _____ Monthly payment \$ _____ Are payments current? _____

Other major financial obligations and assets _____

Total scheduled monthly payments \$ _____

If you are applying for a lease with option to buy, how much money can you put down towards the option/purchase?
\$ _____

REFERENCES

Character/Personal References (not related to you)

Name _____

Address _____

Relationship _____ How long? _____ Phone _____

Name _____

Address _____

Relationship _____ How long? _____ Phone _____

Professional Reference (i.e. attorney, accountant)

Name _____

Address _____

Relationship _____ How long? _____ Phone _____

Nearest Living Relative

Name _____

Address _____

Relationship _____ How long? _____ Phone _____

Doctor or Health Care Provider

Name _____

Address _____

Relationship _____ How long? _____ Phone _____

Do you give owner or manager permission to contact references listed above both now and in the future for rental consideration or for collection purposes should they be deemed necessary? _____

CONTACT IN EMERGENCY

In the event of some emergency that would prevent you from paying rent when due, is there a relative, person or agency that could assist you with rent payments?

Name _____

Address _____

Relationship _____ How long? _____ Phone _____

Standard Rental Application

(PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY)

BACKGROUND

- 1. Have you ever broken a rental agreement or lease? *(If yes, please explain below.)* Yes No
- 2. Have you ever refused to pay rent or a mortgage payment for any reason? *(If yes, please explain below.)* Yes No
- 3. Rent is due in advance on the 25th of the month. Are you able to fulfill this requirement? Yes No
- 4. Have you ever filed bankruptcy? *(If yes, please explain below.)* Yes No
- 5. Have you ever been served an eviction notice or been asked to vacate a property you were renting? *(If yes, please explain below.)* Yes No
- 6. Have you ever been served notice of default or foreclosure or been asked to vacate a property you owned? *(If yes, please explain below.)* Yes No
- 7. Have you ever been convicted of a felony or misdemeanor? *(If yes, please explain below.)* Yes No
- 8. Have you ever been sued? *(If yes, please explain below.)* Yes No
- 9. Are you a party in a lawsuit or bill collection proceeding? *(If yes, please explain below.)* Yes No
- 10. Have you ever had a judgment entered against you? *(If yes, please explain below.)* Yes No
- 11. Are you obligated to pay child support or alimony? *(If yes, how much?)* _____ Yes No
- 12. Are you obligated a co-maker or endorser on a note? *(If yes, please explain below.)* Yes No
- 13. Do you know of anything that may interrupt income or ability to pay rent? *(If yes, please explain below.)* Yes No

List any additional information you think will help us process your application (attach additional information if necessary)

SUPPORTING DOCUMENTATION

The following supporting documentation accompanies this application:

- Two most recent pay stubs and copy of most recent W-2
- If military, copy of orders and LES
- If newly hired, copy of the signed letter of intent or confirmation letter including date of employment, salary, and position
- If self-employed, most recent IRS Form 1040 and IRS Schedule C or Schedule K and Form 1099 or W-2
- If retired, Social Security or Annuity statements or copy of most recent US Tax Form 1040 showing these items
- If additional income is listed, official documentation of that income
- Copy of Driver's License or other state or federal photo identification
- Photo(s) of Pet(s)

SPECIAL BONUS

Who else do you know that would like to make a move and rent, buy, or sell a home? Please write down the name of each friend, family member, or co-worker along with their phone number and we will be happy to call them and offer to help.

Name _____	Phone _____
Name _____	Phone _____
Name _____	Phone _____

Standard Rental Application

(PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY)

THANK YOU!

Thank you for completing an application to rent from us. A non-refundable fee of \$50 (in cash, money order, or certified funds) is charged to each rental applicant for the purpose of processing and verifying the information provided on the application. (If applicant desires to pay on line with a credit card, applicant may do so by paying a slight surcharge, and following the instructions at <https://www.DovetailProperties.com/application>. If mailing send application and money order to address below.)

Applicant agrees that if, for any reason, applicant becomes delinquent in rents or other charges, Landlord is hereby authorized to use applicant's credit card account to collect those delinquent payments and authorization is hereby given. Applicant also agrees that all credit information maintained by Landlord may be given to any credit reporting service or other persons who request it and Landlord will be held harmless.

By signing below, I declare that the above statements are true and correct, and that none of the funds listed are proceeds of illegal activities. I understand that my lease or rental agreement may be terminated, eviction filed, and my security deposit retained by landlord as liquidated damages, without recourse, if I have made any false, incomplete, or misleading statements in this application. I hereby expressly authorize verification of the information provided in this application, including an employment, reference, criminal background, and credit check, both now and in the future for continued rental consideration or for collection purposes should that become necessary. I authorize present and past landlords, employers, banks, credit sources, personal references, and any other person to release information regarding my credit, rental, employment, and/or criminal histories. I understand and agree that I will not receive copies of any credit or other reports obtained.

Applicant's Signature _____ Date _____

Applicant's Name _____

COMMUNICATION CONSENT
(Applicable if applicant is being represented by a real estate agent)

Rental Address _____

As part of the application process, Dovetail Properties, LLC, may need to speak with the Tenant applicant(s) for additional information. Tenant applicant and Tenant's agent grant permission for Dovetail Properties, LLC, to communicate directly with Tenant applicant regarding details of the rental application and/or rental agreement.

Applicant's Signature _____ Date _____
Applicant's Name _____

Agents's Signature _____ Date _____
Agent's Name _____
Agent's Firm _____