

# Rodgers Forge Apartments

6809 Bellona Ave. Apt B  
Baltimore, MD 21212  
410-377-2172 fax: 410-377-2171

## **RESERVING YOUR NEW APARTMENT HOME:**

**Apartments are not rented sight unseen, no exceptions.**

### **Required Paperwork:**

1. **Application** for each person over 18 living in the apartment.
2. **Application for guarantor if needed (restrictions apply); guarantor will fill out a second application.**
3. **Income verification** for each applicant *or* guarantor.
4. **Landlord Verification Form** for each applicant and guarantor (if applicable).
5. **Copy of driver's license** or passport for each applicant and guarantor.
6. **Pet Addendum must be filled out, signed and turned in with application.** (*Breed restrictions apply.*)

### **Required Deposits and Fees:**

**Application fees, security deposit and first month's rent are only accepted in a money order or cashiers check.**

**All payments will be made out to Rodgers Forge Apt., LLC. – NO PERSONAL CHECKS.**

7. **Applicants - \$35 application fee per applicant (more than one application fee may be combined into one money order or cashiers check)**
8. **Guarantor - \$35 application fee**
9. **Security deposit – One Month's Rent, *in separate funds from app fees.***
  - Must be submitted when the application is given to secure an apartment.
  - Only one check per apartment will be accepted for security deposit and all future rental payments.
10. **First Month's Rent** is due at the lease signing, on or before your move in date; **certified funds only.** After the first month's rent is paid, you may use personal checks for remaining rental payments.
11. **Pet Fee - \$250 non refundable, per apartment;** due at lease signing. (*Breed restrictions apply.*)

### **Important:** Please read over all paperwork in detail.

- **All the above paperwork must be submitted to complete the approval process.**
- **Please return the signed application(s) and all additional information to:**  
Fax: Attn: Maggie Rini 410-377-2171  
email: [maggier@pmcpropertygroup.com](mailto:maggier@pmcpropertygroup.com)  
Or you may call us to set an appointment to drop off the information.
- **Your move in date is not guaranteed until confirmed and approved by management.**

*Upon receipt of your application, application fees, and all other information, we will contact you as to the status of your approval and to schedule your lease signing. Your lease **MUST be signed within (7) days of** If you have any questions,*

*please call us at 410-377-2172.*

**Acceptable Forms of Income Verification**

(needs to be completed within 5 business days of application)

Income requirements for applicants are 3.25x annual rent  
Guarantor's income requirements are 4x annual rent.

Listed below are acceptable forms of income verification:

***You need only provide ONE of the following:***

1. Two most recent consecutive pay stubs.
2. Most recent tax return (assuming same employer)
3. Most recent W-2 (assuming same employer)
4. New Hire Letter on letterhead stating applicant meets minimum income requirements.
5. Letter from the applicant's CPA, on their letterhead stating that the applicant or guarantor meets the minimum income requirements.

***Thank you for choosing Rodgers Forge Apartments as your new home!***

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## LANDLORD VERIFICATION FORM

*Please sign above applicant and fill in current landlords name and fax #, then return this form to the leasing office.*

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

TO: \_\_\_\_\_ (current landlord) FAX #

FROM: \_\_\_\_\_ FAX# 410-377-2171

Rodgers Forge Apartments needs to verify the following information on

\_\_\_\_\_ **Who resides/resided at:**

\_\_\_\_\_

1. Current Rent: \_\_\_\_\_
2. Dates of current or former lease \_\_\_\_\_
3. Number of late payments \_\_\_\_\_
4. Number of NSF payments \_\_\_\_\_
5. Did the applicant give proper notice? \_\_\_\_\_
6. Is the applicant's account paid in full? \_\_\_\_\_
7. Has legal action ever been taken against applicant? \_\_\_\_\_
8. Did applicant have any pets? \_\_\_\_\_

\_\_\_\_\_

Signature of Property Manager or Landlord  
Verifying information

Date

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

**Date**

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410-377-2172

fax 410-377-2171

www.rodgersforgebaltimore.com

Property is under construction. There may be unexpected delays with the utility company.  
This application does not guarantee a specific move in/lease start date.

## 1. Applicant Data:

\_\_\_\_\_

\_\_\_\_\_

Last Name Number	Date of Birth	First Name	M.I.	Social Security
_____	_____	_____	_____	_____
Home Phone Number Number and State Issued	Cellular Number	Work Number	Driver's License	
_____	_____	_____	_____	

## 2. Residence History:

a. \_\_\_\_\_

Current Address	Street	Apt.#	City	State	Zip Code
_____	_____	_____	_____	_____	_____
Monthly Rent/Mortgage					
_____					

Community Name/Landlord or Mortgage Holder  
Number Occupancy Dates

Landlord/Mortgage Holder-Phone

b. \_\_\_\_\_

Previous Address	Street	Apt.#	City	State	Zip Code
_____	_____	_____	_____	_____	_____
Monthly Rent/Mortgage					
_____					

Community Name/Landlord or Mortgage Holder  
Number Occupancy Dates

Landlord/Mortgage Holder-Phone

## 3. Employment Information:

a. \_\_\_\_\_

Applicant Currently Employed by Position	Address	Phone Number
_____	_____	_____

Supervisor's Name Source	Length of Employment	Gross Monthly Income	Other Monthly Income
_____	_____	_____	_____

b. \_\_\_\_\_

Previous Employer Position	Address	Phone Number
_____	_____	_____

Supervisor's Name Source	Length of Employment	Gross Monthly Income	Other Monthly Income
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**4. Student Information:**

Which School do you attend? \_\_\_\_\_ Other Income (Including Financial Aid, parents, etc.) \_\_\_\_\_

**5. How did you find out about our community?**

Applicant

Please Initial: \_\_\_\_\_

**6. What is your requested Move-In Date?** \_\_\_\_\_

Applicant

Please Initial: \_\_\_\_\_

**NOTE: This date is tentative, pending approval by Property Manager, no exceptions.**

For Office Use Only:

Apt. #:	Rent: _____	Credit Score: _____
Date Applied:	Application Fee: _____	Credit Approval Status: _____
MI Date: _____	Paid: _____	Leasing Agent: _____
Approved: _____	Deposit: _____	
Is this a Co-Signer?	Paid: _____	
Is this a Student w/ co-signer?		

**7. Bank Information:**

Financial Institution Name/Checking City, State \_\_\_\_\_ Financial Institution Name/Savings City, State \_\_\_\_\_

**8. List All Other Persons Who Will Be Occupying Apartment:**

Occupants Name(s):	Date of Birth:	Relationship:
Social Security Number:		
_____	_____	_____
_____	_____	_____
_____	_____	_____

**9. Do you wish to have a pet on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_ If you have a dog, state breed \_\_\_\_\_**

**If yes, we require a completed Pet Addendum prior to move in. Some breed restrictions. Unless specifically agreed to in writing by the landlord, no pets of any kind will be allowed on the premises.**

**10. Emergency Contacts/Personal Reference: (not living with applicant)**

_____		
_____		
<b>Name</b>	<b>Address</b>	<b>Phone Number</b>
<b>Relationship</b>		

**12. Has Applicant Listed Herein Ever: (if any of the answers below are “yes”, please explain)**

**a. Been convicted of and/or pled “guilty” or “no contest” to any felony offense or criminal offense other than a traffic violation?**

\_\_\_\_\_

**b. Been evicted from a rental dwelling, received a notice to vacate, or broken a rental agreement?**

**c. Have you ever declared bankruptcy?**

\_\_\_\_\_

**APPLICANT’S CONSENT: Upon execution of Lease first full month’s rent due.**

1. It is understood that the sums deposited herewith as Application Fee are not refundable.
2. The sums deposited herewith as Security Deposit are refundable if this Application is not approved by the owners of the apartment community.
3. If the owners of the apartment community accept this Application, either orally or in writing, Applicant(s) agree to enter into a Lease in conformity with this Application on the owner's standard form of Lease Agreement (a copy of which has been made available for Applicant(s) to review).
4. **If the owners of the apartment community accept this Application, and Applicant(s) do not enter into a Lease as aforesaid, Applicant(s) shall remain liable for all damages, including lost rental, incurred by the owners as a result thereof, and the entire sum paid as a Security Deposit may be applied by the owners to such damages and losses, if any. In the event of no losses or damages, the Security Deposit shall be returned.**
5. If a Landlord requires from a prospective tenant any fees other than a Security Deposit as defined by Section 8-203(a) of the Real Property Article of the Annotated Code of Maryland, and these fees exceed \$25.00, then the Landlord shall return the fees, subject to the exceptions below, or be liable for twice the amount of the fees in damage. The return shall be made no later than fifteen (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.
6. The Landlord may retain only that portion of the fees actually expended for a credit check or other expenses out of the Application, and shall return that portion of the fees not actually expended on behalf of the tenant making application.
7. Items 5 and 6 of this Lease Application, aforesaid, do not apply to a Landlord who offers four (4) or less dwelling units for rent on one (1) parcel of property or at one (1) location, or to seasonal or condominium rentals.
8. The Landlord agrees to lease to the Applicant(s) the above specified apartment so long as Applicant(s) qualify for tenancy under the criteria established by the owners of the apartment community.

I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my Application unfavorably. As an inducement to enter into the Lease, I authorize you to secure from a consumer reporting agency an investigative consumer report. This report may contain, but would not be limited to, a consumer credit report, a rental history and verification of my residences, employment and income. I further authorize you and the consumer reporting agency to verify any and all information contained in this Application and to inquire into my character, general reputation, personal characteristics and mode of living, and I release all concerned from any liability in connection with the information they give. I have also been advised that I have the right, under the federal Fair Credit Reporting Act, Section 606(B) to make a written request of you and the consumer reporting agency, within a reasonable time, for a complete and accurate disclosure of the nature and scope of the investigation. I also consent to, and authorize the use of, any subsequent consumer report(s) under this authorization in connection with the collection of any debt associated with the rental of a residence for which application was made. Finally, I acknowledge receipt of the summary of consumer rights required by Section 609 of the Fair Credit Reporting Act entitled “A Summary of Your Rights Under the Fair Credit Reporting Act”.

I/We have fully read and understand all of the provisions of this Application and acknowledge receipt of a completed copy of same.

\_\_\_\_\_  
**Applicant’s Signature**

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

