

SUNSHINE MANAGEMENT CORPORATION

178 Thomas Johnson Dr., Suite 201, Frederick, MD 21702

(P) 301.663.8383 or 800.663.4990 (F) 301.663.0070

- RESIDENTIAL TENANT APPLICATION -

*** APPLICATION MUST BE FILLED OUT COMPLETELY FOR PROCESSING ***

FULL NAME: _____ Date of Birth: _____

SS #: _____ Driver's License #: _____

Children: Name: _____ DOB: _____ Sex: _____

Name: _____ DOB: _____ Sex: _____

Name: _____ DOB: _____ Sex: _____

*** Provide rental/mortgage information for the past FIVE (5) YEARS ***

Present Address: _____

Home Phone: _____ Cell Phone: _____

E-mail address: _____

Rent /Own? (circle one) Move-in Date: _____ Monthly Payment \$ _____

Landlord Name: _____ Landlord Phone: _____

Landlord Address: _____

Reason for Leaving: _____

Are you currently in the military? YES _____ NO _____ If Yes:

Commanding Officer Name: _____ Phone Number: _____

PREVIOUS Address: _____

Home Phone: _____ Rent /Own?: _____

Move-in Date: _____ Move-out Date: _____ Monthly Payment \$ _____

Landlord Name: _____ Landlord Phone: _____

Landlord Address: _____

Reason for Leaving: _____

1. HAVE YOU EVER BEEN SUED/EVICED FOR NON-PAYMENT OF RENT OR BREACH OF LEASE? _____

If YES, please explain: _____

2. ARE THERE ANY JUDGMENTS, LAWSUITS OR BILL COLLECTIONS AGAINST YOU? _____

3. HAVE YOU BEEN CONVICTED OF A CRIME SINCE YOUR 18TH BIRTHDAY? _____

If YES, please give the date, charge, and adjudication: _____

Current Employer's Name: _____

Employer Address: _____

Your Position: _____ Your Business Phone: _____

Salary: \$ _____ per _____ Start Date: _____

Supervisor/HR Contact: _____ Supervisor/HR Phone: _____

If current employment is less than THREE (3) Years, complete the following:

PREVIOUS Employer's Name: _____

Employer Address: _____

Your Position: _____ Your Business Phone: _____

Salary: \$ _____ per _____ Start Date: _____ End Date: _____

Supervisor/HR Contact: _____ Supervisor/HR Phone: _____

AUTOMOBILES OR OTHER VEHICLES:

(1) Year: _____ Make: _____ Model: _____ Color: _____ Tag #: _____

(2) Year: _____ Make: _____ Model: _____ Color: _____ Tag #: _____

CREDIT REFERENCES:

Checking Acct. # _____ Bank _____

Savings Acct. # _____ Bank _____

LOANS, CREDIT CARDS, Etc;

(1) _____ Acct. # _____

(2) _____ Acct. # _____

(3) _____ Acct. # _____

FINANCIAL INFORMATION:

Gross Monthly Employment Salary \$ _____

Additional Monthly Income:

Alimony \$ _____

Child Support \$ _____

Disability \$ _____

Dividends \$ _____

Interest Income \$ _____

Additional Expenses;

Alimony \$ _____

Child Support \$ _____

Other \$ _____

Total \$ _____

Investments \$ _____
 Pension \$ _____
 Social Security \$ _____
 Social Services \$ _____
 Other \$ _____
 TOTAL \$ _____

EMERGENCY CONTACT:

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

APPLICANT HEREBY AUTHORIZES A CREDIT REFERENCE CHECK OF APPLICANT'S REFERENCES, EMPLOYER(S), AND ANY OTHERS HAVING KNOWLEDGE OF APPLICANT'S CREDIT WORTHINESS AND CHARACTER. APPLICANT ACKNOWLEDGES THAT LANDLORD IS RELYING ON THE INFORMATION PROVIDED IN THIS APPLICATION AND ANY INDEPENDENT VERIFICATION OF IT TO DETERMINE THE APPLICANTS' QULIFICATIONS TO RENT. ANY INACCURATE OR INCOMPLETE INFORMATION OR ANY MISREPRESENTATION OF THE INFORMATION PROVIDED SHALL CONSTITUTE A BREACH OF ANY SUBSEQUENT LEASE AND MAY RESULT IN THE IMMEDIATE TERMINATION OF THE TENANCY. BY AGREEMENT OF THE APPLICANT AND THE LANDLORD, THIS APPLICATION IS INCORPORATED INTO AND BECOMES PART OF ANY SUBSEQUENT LEASE.

APPLICANT UNDERSTANDS THAT THE \$25.00 (\$25.00 CO-SIGNER) NON-REFUNDABLE FEE FOR PROCESSING OF THIS APPLICATION IS NOT A DEPOSIT ON THE UNIT AND IN NO WAY GUARANTEES THAT APPLICANT WILL BE SELECTED FOR THIS UNIT. APPLICANT ALSO UNDERSTANDS THAT IF THE UNIT APPLICANT IS APPLYING FOR HAS BEEN REHABILITATED WITH STATE FUNDS, AN INITIAL CERTIFICATION OF APPLICANT'S ANNUAL INCOME AND ASSETS, AS WELL AS A RECERTIFICATION OF SAME AT THE TIME OF LEASE RENEWAL WILL BE REQUIRED. REFUSAL TO PROVIDE SAID INFORMATION TO THE MANAGEMENT COMPANY, OR FALSE INFORMATION PROVIDED TO THE MANAGEMENT COMPANY CAN RESULT IN THE TERMINATION OF THE LEASE.

Signature: _____ Date: _____

Address of Property/Unit: _____

*** Return this application with \$25.00 Cash, Certified Check or Money Order to:
 (Cash can be turned in with application during regular business hours if submitted to office in person)

SUNSHINE MANAGEMENT CORPORATION
 Ambers Professional Center
 178 Thomas Johnson Drive, Suite 201
 Frederick, MD. 21702

OFFICE USE ONLY

Application fee received: \$ _____ Cash or MO #: _____ Date: _____ SMC Initials: _____

PLEASE READ CAREFULLY

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that **Sunshine Management Corporation** may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the tenant requirements. The results of this verification process will be used to determine tenant eligibility under **Sunshine Management Corporation** tenant policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential renter, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

I authorize Background Info USA and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of Sunshine Management Corporation.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide Background Info USA with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge **Sunshine Management Corporation**, Background Info USA and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if tenant was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

Applicant Signature

Print Name Clearly

Co-Applicant Signature

Print Name Clearly

Date: _____



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

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.

If you are viewing a property listed by the company with whom the agent accompanying you is affiliated, and you have not signed a "Consent for Dual Agency" form, that agent is representing the seller

Agents Who Represent the Buyer

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. The agent's fee is paid according to the written agreement between the agent and the buyer. If you as a buyer wish to have an agent represent you, 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 broker or the 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 "dual agent" (the broker or the broker's designee) will assign one agent to represent the seller (the seller's "intra-company agent") and another agent to represent the buyer (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 must 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 may choose to enter into a written buyer agency agreement with an agent from a different company. Alternatively, the buyer 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.

No matter what type of agent you choose to work with, you have the following rights and responsibilities in selling or buying property:

- >Real estate agents are obligated by law to treat all parties to a real estate transaction honestly and fairly. They must exercise reasonable care and diligence and maintain the confidentiality of clients. They must not discriminate in the offering of properties; they must promptly present each written offer or counteroffer to the other party; and they must answer questions truthfully.
- >Real estate agents must disclose all material facts that they know or should know relating to a property. An agent's duty to maintain confidentiality does not apply to the disclosure of material facts about a property.
- >All agreements with real estate brokers and agents should be in writing and should explain the duties and obligations of both the broker and the agent. The agreement should explain how the broker and agent will be paid and any fee-sharing agreements with other brokers and agents.
- >You have the responsibility to protect your own interests. You should carefully read all agreements to make sure they accurately reflect your understanding. A real estate agent is qualified to advise you on real estate matters only. If you need legal or tax advice, it is your responsibility to consult a licensed attorney or accountant.

Any complaints about a real estate agent may be filed with the Real Estate Commission at 500 North Calvert Street, Baltimore, MD 21202. (410) 230-6206.

We, the Sellers/Landlord Buyers/Tenants acknowledge receipt of a copy of this disclosure and that _____ (firm name) and _____ (salesperson) are working as:

(You may check more than one box but not more than two)

- seller/landlord's agent
- co-operating agent (representing seller/landlord)
- buyer's /tenant's agent
- intra-company agent/dual agent (**CHECK BOX ONLY IF CONSENT FOR DUAL AGENCY FORM HAS BEEN SIGNED**)

Signature	(Date)	Signature	(Date)
* * * * *			

I certify that on this date I made the required agency disclosure to the individuals identified below and they were **unable or unwilling** to acknowledge receipt of a copy of this disclosure statement

Name of Individual to whom disclosure made	Name of Individual to whom disclosure made
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Agent's Signature	(Date)
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