

# EJF Real Estate Services, Inc.

## Rental Application

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### APPLICATION CHECKLIST

- Application(s)
- Application Fee(s)
- Deposit Equal to One Month's Rent
- Income References & Asset References
- EJF Rental Reference

# EJF Real Estate Services, Inc.

## RENTAL APPLICATION

1428 U ST NW - 22<sup>ND</sup> FLOOR WASHINGTON, D.C. 20009

OFFICE 202.537.1801 FAX 202.537.1805



### PROPERTY INFORMATION

Property Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Building \_\_\_\_\_  CONDO  COOP  HOUSE  APT BUILDING

Monthly Rent \$ \_\_\_\_\_ Parking Included in Rent?  YES  NO

Utilities Included In Rent?  YES  NO Applicant Will Be Responsible For  Electricity  Gas  Water  All Utilities

Lease Term:  12 Months  24 Months  Other \_\_\_\_\_

Targeted Move-in Date \_\_\_\_\_

Property is  EXEMPT  SUBJECT TO Rent Control

Pets  ARE  ARE NOT Permitted Type of Pet Permitted \_\_\_\_\_

Application  IS  IS NOT Subject to the Approval of the Association's Board of Directors

### APPLICANT (OR CO-SIGNER )

Name of Applicant First \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth (MM,DD,YYYY) \_\_\_\_\_

Current Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_  Office  Home  Mobile

Phone# \_\_\_\_\_  Office  Home  Mobile

E-mail Address \_\_\_\_\_ Fax # \_\_\_\_\_

### CURRENT RESIDENCE

Current Residence is  OWNED  RENTED Monthly Payments \$ \_\_\_\_\_

Lease Ends When? \_\_\_\_\_ Has Notice Been Given?  YES  NO

Current Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Reason for Moving \_\_\_\_\_

### OCCUPANTS Total Occupants \_\_\_\_\_

Occupant #1 (Full Name, Age) \_\_\_\_\_

Occupant #2 (Full Name, Age) \_\_\_\_\_

Occupant #3 (Full Name, Age) \_\_\_\_\_

Occupant #4 (Full Name, Age) \_\_\_\_\_

Pets:  YES  NO

DOG  CAT  OTHER \_\_\_\_\_ Breed \_\_\_\_\_ Lbs. \_\_\_\_\_ Age \_\_\_\_\_

DOG  CAT  OTHER \_\_\_\_\_ Breed \_\_\_\_\_ Lbs. \_\_\_\_\_ Age \_\_\_\_\_

Additional Comments:

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## EMPLOYMENT

Employer's Name \_\_\_\_\_ Type of Business \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Position/Title \_\_\_\_\_ Length of Employment \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Supervisor's Phone # \_\_\_\_\_

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## INCOME

\$ \_\_\_\_\_ Salary  Annual  Monthly  Weekly  
\$ \_\_\_\_\_ Commissions/Bonuses  
\$ \_\_\_\_\_ Other Specify \_\_\_\_\_

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## ASSETS

\$ \_\_\_\_\_  Checking  Savings  Other Name of Bank \_\_\_\_\_  
\$ \_\_\_\_\_  Checking  Savings  Other Name of Bank \_\_\_\_\_  
\$ \_\_\_\_\_  Checking  Savings  Other Name of Bank \_\_\_\_\_  
\$ \_\_\_\_\_ Retirement Account  
\$ \_\_\_\_\_ Stocks/Bonds  
\$ \_\_\_\_\_ Other: \_\_\_\_\_

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## EMERGENCY CONTACT INFORMATION

In Case of an Emergency, Notify: \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Phone# \_\_\_\_\_  Office  Home  Mobile  
Phone# \_\_\_\_\_  Office  Home  Mobile

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## QUESTIONS

How did you hear about this property?  Newspaper Ad  Internet  Sign on Property  Word of Mouth  Other  
Have you ever filed for bankruptcy?  YES  NO *If yes, please explain on reverse side.*  
Have you ever been sued for non-payment of rent or been evicted for non payment?  YES  NO *If yes, please explain back.*  
Have you ever willfully refused to pay rent when due?  YES  NO *If yes, please explain back.*  
Are there currently any judgments, lawsuits or bill collection proceedings against you?  YES  NO *If yes, please explain on back.*

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## SPECIAL LEASE REQUIREMENTS

# TERMS AND CONDITIONS

Application is hereby made to lease the herein described Property upon the terms and conditions set forth in this Rental Application. Agent and Applicant agree to the following:

1. The Undersigned Applicant(s) hereby acknowledge that EJV Real Estate Services, Inc. and all EJV employees are agents of and represent the Owner of the Property in this real estate transaction.
2. Applicant acknowledges that this Application is subject approval or denial by EJV Real Estate Services, Inc. (hereinafter "Landlord"), the owner of the Property (hereinafter "Owner") and/or the Association's Board of Directors (hereinafter "Association"). Applicant further acknowledges that this application does not constitute a commitment to lease or rent, that a written lease will be prepared if the application is approved, that the lease must be signed by both the landlord and Applicant to be valid and that applicant has no leasehold interests in the Property until there is a fully ratified lease.
3. Consideration for approval or denial of this Application shall be based upon a review of Applicant's credit report, employment status and history, rental references and history, personal references, and the information contained in this Application.
4. Applicant agrees to supply all required letters of reference, fees and other information as may be required Landlord, Owner and/or Association and if approved, to execute a lease and any addendum in the form used by Landlord in accordance with the terms of this Application in a timely manner following request by Landlord.
5. Applicant understands that if Applicant should withdraw this application, for any reason whatsoever, at anytime after it has been submitted, or if Applicant should fail or refuse to supply Landlord with the required letters of reference and fees or execute a lease within a timely manner and/or refuse to occupy the Premises, Applicant's deposit and all other fees placed with Landlord along with this application shall be forfeited to Landlord as liquidated damages caused by such breach of the agreed upon terms and conditions of this application.
6. Landlord agrees to process this Application in a timely manner and not to cause any undue delays in approving or denying this Application. Applicant agrees and understands that time is NOT of the essence with respect to the length of time it will take to process this Application.
7. Applicant agrees that upon signing a lease, the deposit submitted herewith shall be applied to the security deposit to be held by Landlord or Owner during the term of the lease or any extension or renewal thereof. Applicant further agrees that the deposit and other fees submitted herewith may be deposited by Landlord or Owner prior to its final approval or denial by Landlord, Owner and/or Association.
8. In the event this Application is not approved, Landlord agrees that the deposit shall be returned to Applicant, in full, within thirty (30) days of such action. Applicant agrees that all processing and application fees submitted herewith are non-refundable and will not be returned to Applicant if this Application is not accepted. The Applicant hereby waives any claim for damages against Landlord, Owner and/or Association for any reason whatsoever, if this Application is not approved.
9. Applicant hereby authorizes Landlord to order, obtain and review a credit/consumer report from a credit/consumer reporting agency to be used in conjunction with this transaction. Applicant hereby authorizes Landlord to release to the credit reporting agency any information provided in this application or any other information obtained by Landlord during the evaluation process. Applicant freely gives consent to Landlord to consult with any of the persons named or not named in this Application who have direct knowledge of Applicant's financial reliability and to share any or all portions of the information contained in the credit/consumer report to with any other party directly or indirectly involved in the approval or denial of this Application.
10. Applicant agrees that actual occupancy is subject to the present tenant vacating in a timely manner, and scheduling requirements by the community.
11. Applicant agrees that no representations or warranties as to the condition of the Property have been made by Landlord or anyone else; and that no other agreement has been made to redecorate, repair or improve the premises unless herein or hereinafter set forth specifically in writing. Landlord will deliver Property in a clean and safe condition.
12. Applicant acknowledges receipt of a copy of all parts of this completed and signed Application.
13. In compliance with federal fair housing regulations, the Property shall be made available to all persons without regard to race, color, religion, national origin, sex physical or mental handicaps, familial status or any additional protected classes specified by the District of Columbia.

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## APPLICANT'S SIGNATURE

Applicant affirms under the penalties of perjury that Applicant has read and understands this application, agrees to its terms and conditions, and that all the information provided in this Application is true and correct to the best of Applicant's personal knowledge, information and belief, and that Applicant has not knowingly withheld any fact or circumstance which would, if disclosed, affect this Application unfavorably. Any false statements on this application can lead to rejection of the application or immediate termination of the lease.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

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## VERIFICATION OF RECEIPT

 Landlord Hereby Verifies Receipt of the Following:

- Complete, Signed & Dated Application
- Deposit in the Amount of \$\_\_\_\_\_ Payable to EJV Real Estate Services, Inc. (ONE MONTH'S RENT TOTAL)
- Processing Fee(s) in the Amount of \$\_\_\_\_\_ Payable to EJV Real Estate Services, Inc. (\$40.00 EACH)
- INCOME VERIFICATION of Employment, Income, Position, Length of Employment
- EJV RENTAL REFERENCE from Current Landlord
- Other: \_\_\_\_\_

Landlord's Signature \_\_\_\_\_

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## APPLICATION INSTRUCTIONS

Thank you for considering leasing a property from EJJ Real Estate Services, Inc. To help facilitate the application process and to insure that all prospective applicants are treated equally, EJJ has developed this Rental Application Packet. Please read the instructions and policies carefully. If you feel you meet the guidelines for qualifying, we encourage you to submit an application.

### APPLICATION

• **Incomplete applications will not be processed.**

- Applications will be reviewed on a first come, first serve basis. The first fully qualified application submitted will be accepted.

### APPLICANTS

• **Only the applicants may reside in the property.**

- Each person 18 years of age or older must complete and sign an application.

### FEES

• **A \$40.00 non-refundable processing fee (per applicant) is required.**

- **An "Earnest Money Deposit" equal to one month's rent is required at time of application.** If your application is not approved, the deposit will be refunded. If the application is accepted, your deposit will be applied to your security deposit

• **Applications will not be accepted without the required fees.**

- Please write two separate checks for these fees. Cash will not be accepted.

• **Make your checks payable to EJJ Real Estate Services, Inc.**

- The full amount of the first month's rent will be paid at time of possession. The second month's rent will be pro-rated accordingly.

### IDENTIFICATION

- All adult applicants must show some form of government issued photo identification at time of lease signing. (Example: driver's license, passport, military id)

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## QUALIFICATION REQUIREMENTS

In general, all applicants must meet the following requirements to qualify:

### INCOME

- **Your gross annual income (income before taxes) should be at least 42 times the monthly rent.** If you do not have the required income, you will either need a co-signer or be able to show substantial liquid assets. For example: if the rent is \$1,000 you must earn at least \$42,000/year to qualify.

• **You must provide written verification of your income** by submitting a copy of your last year's W-2 or a letter from your employer verifying your position and income **and** 2 of your most recent pay stubs. If self-employed, you must submit a copy of the first two pages of last year's income tax returns.

- If a co-signer is necessary, the co-signer must also complete and sign an application and provide verification of income and provide an additional \$40 application fee. The co-signers' gross annual income must be at least **84 times** the monthly rent and they must also have a satisfactory credit history.

### DEBT

- **The total amount of your monthly debt (credit card payments, car loans, etc.) plus the monthly rent should not exceed 36% of your gross annual income.**

### CREDIT HISTORY

• **All applicants must have a satisfactory credit history.**

- EJJ will obtain a credit report on all adult applicants.
- Reports supplied by applicants will not be accepted.
- Your credit report must not show any defaults, consistent late payments, outstanding judgments or collection items.
- Co-signers are not permitted for applicants with bad credit.

### RENTAL HISTORY

• **You must have a satisfactory rental history.**

- EJJ will conduct a nationwide check of Landlord/Tenant Court records to see if your current or previous landlord has ever filed claims against you.
- You must provide the EJJ Real Estate Reference a written reference letter from your current landlord on

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## FAIR HOUSING POLICY

### EJJ WILL NOT DISCRIMINATE

EJJ Real Estate Services firmly believes that choosing a home directly impacts the hopes, dreams, aspirations, and economic destiny of those involved. It is for this reason that EJJ Real Estate Services is committed to the letter and spirit of the Federal Fair Housing Act, The District of Columbia Human Rights Act and all other federal and state laws enacted to guarantee a housing market free from discrimination.