



Gates, Hudson & Associates, Inc.

Prosperity Plaza Telephone: (703) 876-9590
3020 Hamaker Court, Suite #301 Fax : (703)876-0548
Fairfax Virginia 22031

Apartment Application

This Application and the contents hereof are considered a part of the lease agreement for the aforescribed premises and the undersigned applicant hereby represents the following to be true and correct.

Property \_\_\_\_\_
Address \_\_\_\_\_ Apt No. \_\_\_\_\_ Apt Size \_\_\_\_\_
Application Date \_\_\_\_\_ Application Time \_\_\_\_\_
Lease Term \_\_\_\_\_ Move-in Date \_\_\_\_\_ Effective Date \_\_\_\_\_
Annual Rent \_\_\_\_\_ Prorate \_\_\_\_\_ Monthly Rent \_\_\_\_\_
Agent Code \_\_\_\_\_ Source Code \_\_\_\_\_ App # \_\_\_\_\_
Type of Lease \_\_\_\_\_
New \_\_\_\_\_ Military Set Aside \_\_\_\_\_
Lease Renewal \_\_\_\_\_ Lease Assignment \_\_\_\_\_
Name Change \_\_\_\_\_ Other \_\_\_\_\_
Approval Completion Dates
Credit Complete \_\_\_\_\_ L & T History \_\_\_\_\_
Job Verification \_\_\_\_\_ Rental History \_\_\_\_\_
Initials PD \_\_\_\_\_ PM \_\_\_\_\_

Applicant's Name (print)
First Middle Last
Social Security Number \_\_\_\_\_ Home Phone \_\_\_\_\_
Current Address \_\_\_\_\_
Street City State Zip
Driver's License Number \_\_\_\_\_ State Date of Birth \_\_\_\_\_
Previous Address (if at current address less than 3 years)
Street City State Zip

Income / Employment (print)
Applicant's Employer \_\_\_\_\_
Employer's Address:
Street City State Zip
Supervisor \_\_\_\_\_ Business Phone \_\_\_\_\_ Length of Employment \_\_\_\_\_ Current Income \$ \_\_\_\_\_
Previous Employer (if employed less than 1 year) \_\_\_\_\_
Employer's Address:
Street City State Zip
Supervisor \_\_\_\_\_ Business Phone \_\_\_\_\_ Length of Employment \_\_\_\_\_
Applicant's 2nd Employer \_\_\_\_\_
Employer's Address:
Street City State Zip
Supervisor \_\_\_\_\_ Business Phone \_\_\_\_\_ Length of Employment \_\_\_\_\_ Current Income \$ \_\_\_\_\_

Occupants Name Date of Birth Sex Relationship
(1) \_\_\_\_\_
(2) \_\_\_\_\_
(3) \_\_\_\_\_
(4) \_\_\_\_\_
(5) \_\_\_\_\_
(6) \_\_\_\_\_
Do you have a pet? \_\_\_\_\_ If yes, see Pet Addendum. In case of emergency notify: Name \_\_\_\_\_ Day Phone \_\_\_\_\_
Address \_\_\_\_\_ Night Phone \_\_\_\_\_

References
Present Landlord Name of Property Phone Number Management Company Length of Tenancy
Street City State Zip Monthly Payment
Previous Landlord Name of Property Phone Number Management Company Length of Tenancy
Street City State Zip Monthly Payment
Bank Name City State Account Number

- 1. Applicant hereby tenders, in addition to all other deposits and fees described below, payment in the amount of \$\_\_\_\_\_ as a NON-REFUNDABLE application fee.
2. Applicant agrees to rent the apartment and hereby tender(s) payment in the amount of \$\_\_\_\_\_ as a reservation fee to be applied towards rent.
3. a. Applicant agrees to remit a deposit in the amount of \$\_\_\_\_\_ to be applied as a security deposit and/or to be applied to any actual expenses and damages suffered by Gates, Hudson & Associates, Inc., and/or its principal, due by reason of Applicant's failure or refusal to pay rent for the subject premises.
b. If the Landlord requires from Applicant any fees other than a security deposit as defined by Section 8-213(a) of the Real Property Article of the Annotated Code of Maryland, and these fees exceed Twenty Five Dollars (\$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 damages.
c. The Landlord shall retain only that portion of these fees actually expended for a credit check or other expenses arising out of the application, and shall return that portion of the fees not actually expended on behalf of the Tenant making application.
d. If, within fifteen (15) days of the first to occur of occupancy or signing a lease, Applicant decides to terminate the tenancy, the Landlord may also retain that portion of the fees which represents the loss of rent, if any, resulting from Applicant's actions.
4. Applicant agrees to tender upon move-in date, in addition to all other deposits and fees, a non-refundable move-in fee.
5. This Application is taken subject to approval of Gates, Hudson & Associates, Inc., and/or its principal. If this Application is not approved, the any deposit(s)/fee(s), with the exception of the application fee, shall be refunded to Applicant(s) without liability on the part of Gates, Hudson & Associates, Inc., and/or its principal.
6. If it is determined that any information provided on this Application is false, any Lease Agreement entered into in reliance on this Application may, at the option of Gates, Hudson & Associates, Inc., and/or its principal, be terminated at any time.
7. Applicant agrees to notify Gates, Hudson & Associates, Inc., and/or its principal, of any material change in the information provided on this Application.
8. Applicant authorizes Gates, Hudson & Associates, Inc., and/or its principal, and any credit bureau or other investigative agency acting on their behalf, to investigate and verify the information provided on this Application at any time in connection with this Lease Agreement.
9. Applicant and Co-Applicant agree to be jointly and severally liable for all obligations contained in this Application and the Lease Agreement.
10. Applicant is hereby advised that a Tenant has the right to be present when the Landlord or his agent inspects the premises in order to determine if any damage was done to the premises, if the Tenant notifies the Landlord by certified mail of his intention to move, the date of moving, and his new address. The notice of Tenant's intention to be present for the inspection shall be furnished by the Tenant to the Landlord and mailed at least 15 days prior to the date of moving. Upon receipt of the notice, the Landlord shall notify the Tenant by certified mail of the time and date when the premises are to be inspected. The date of inspection shall occur within five (5) days after or five (5) days before the date of moving as designated in the Tenant's notice.

Fee(s) Collected: Application \_\_\_\_\_ Reservation \_\_\_\_\_ Pet \_\_\_\_\_ Admin Fee \_\_\_\_\_ Other \_\_\_\_\_ Total Collected \$ \_\_\_\_\_
Deposit(s) Collected: Security Deposit \_\_\_\_\_ Utility Deposit \_\_\_\_\_ Other \_\_\_\_\_ Method of Payment \_\_\_\_\_
Signature of Applicant \_\_\_\_\_ date \_\_\_\_\_
Signature of Co-Applicant \_\_\_\_\_ date \_\_\_\_\_
Signature of Co-Applicant \_\_\_\_\_ date \_\_\_\_\_
Signature of Co-Applicant \_\_\_\_\_ date \_\_\_\_\_
Signature of Guarantor \_\_\_\_\_ date \_\_\_\_\_