



IMPORTANT INFORMATION PLEASE READ COMPLETELY

HOW TO APPLY – Please fill out the application completely. Each adult that will be living at the rental needs to apply. You should include a copy of your Driver's license or other official photo identification. An employment letter, most recent pay stub, or other proof of income and assets may be requested. You may drop off the application at our office;

**10410 Kensington Parkway, Suite 222
Kensington, MD 20895**

APPLICATION FEE – If you like the rental and would like to make formal application, a non-refundable application fee is to be paid. The application fee is **\$35 per adult occupant of the property**. This fee applies to all adults who will be occupying the property. The application fee will not be waived.

DISCLOSURE AND ACKNOWLEDGEMENT – The Maryland licensed real estate brokerage offering these rental properties is Menkis Real Estate. We owe our legal agency to the Landlord, who pays us a fee for our services. At the time of signing the lease, you will be asked to sign a "Disclosure and Acknowledgement". Signing this form is required by Maryland law. By signing this form we are disclosing that although we must treat you fairly and honestly, we have an "obligation of absolute fidelity to protect and promote the interest of the Landlord" and you are acknowledging that you have been told this information.

EQUAL HOUSING OPPORTUNITY – As REALTORS we abide by the letter and spirit of all Equal Housing Opportunity laws and the Americans with Disabilities Act.



LEASE APPLICATION

An application fee is required to apply for all Menkis Real Estate properties. The application fee is \$35.00 for each adult and is non-refundable.

Please print all requested information clearly and legibly.

Rental Property Address: _____	
Term Requested: ___ 1 Year	___ 2 Years ___ Other, specify: _____
Start Date: _____	End Date: _____
Rental Rate: \$ _____	Security Deposit: \$ _____

PERSONAL INFORMATION

Applicant's Name: _____	Soc. Security #: _____ - _____ - _____
Most Recent Address: _____	Date of Birth: ____ / ____ / ____
Driver License #: _____	State Issued: _____
Contact / Phone Numbers: (____) _____ (Home)	(____) _____ (Work)
(____) _____ (Cell)	(____) _____ (e-mail)

Applicant's Name: _____	Soc. Security #: _____ - _____ - _____
Most Recent Address: _____	Date of Birth: ____ / ____ / ____
Driver License #: _____	State Issued: _____
Contact / Phone Numbers: (____) _____ (Home)	(____) _____ (Work)
(____) _____ (Cell)	(____) _____ (Other)

RESIDENCE HISTORY

Is the address listed above your current address? YES NO (circle)

If NO, then please provide the current address:

Street Address	City	State	Zip
____ Own ____ Rent	Years: _____	Rent/Mortgage Payment: _____	
Present Landlord: _____	Phone: (____) _____		

Reason for moving:

IF YOU HAVE BEEN AT YOUR CURRENT ADDRESS FOR LESS THAN 5 YEARS, THEN PLEASE PROVIDE ALL PRVIOUS ADDRESSES AND LANDLORD CONTACT INFORMATION ON SEPARATE PAGE.

Applicant's Initials: _____



LIST ALL OCCUPANTS (PRINT CLEARLY)

Name: _____ Age: _____ Relationship: _____
 Name: _____ Age: _____ Relationship: _____
 Name: _____ Age: _____ Relationship: _____
 Name: _____ Age: _____ Relationship: _____
 Name: _____ Age: _____ Relationship: _____

VEHICLE INFORMATION

Year, Make & Model: _____ Tag#: _____
 Year, Make & Model: _____ Tag#: _____
 Year, Make & Model: _____ Tag#: _____

PET INFORMATION: NONE or Be Specific:

EMPLOYMENT INFORMATION

Applicant 1: Current Employer: _____

Position: _____ How Long? _____

Employment Address: _____
 Street Address City State Zip

Supervisor: _____ Supervisors Phone Number: (____) _____

Current Gross Annual Income:

Base Pay: _____	Commissions: _____
Overtime: _____	Dividends: _____
Bonuses: _____	Other: _____
	Total: _____

Applicant 2: Current Employer: _____

Position: _____ How Long? _____

Employment Address: _____
 Street Address City State Zip

Supervisor: _____ Supervisors Phone Number: (____) _____

Current Gross Annual Income:

Base Pay: _____	Commissions: _____
Overtime: _____	Dividends: _____
Bonuses: _____	Other: _____
	Total: _____

If employer(s) refuses to verify applicant's employment by phone, it shall become the responsibility of the applicant(s) to provide immediate written confirmation of such information. If applicant is self-employed, attach copies for past two years of individual US tax form 1040 and self-employment US tax schedule C.

Applicant's Initials: _____



IF EMPLOYED LESS THAN ONE YEAR WITH CURRENT EMPLOYER, THEN GIVE PREVIOUS EMPLOYER INFORMATION (NEXT PAGE)

Previous Employer: _____

Position: _____ How Long? _____

Employment Address: _____
Street Address City State Zip

Supervisor: _____ Supervisors Phone Number: (____) _____

Gross Income: \$ _____

ASSET

CHECKING ACCOUNT: \$ _____

BANK: _____

SAVINGS ACCOUNT: \$ _____

BANK: _____

CREDIT UNION: \$ _____

NAME: _____

OTHER ASSETS: \$ _____

(SPECIFY) _____

LIABILITIES

CREDITOR	TOTAL DUE	MONTHLY PAYMENT
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

TOTAL: \$ _____ \$ _____

HAVE YOU EVER FILED BANKRUPTCY? YES NO IF YES, DATE: _____
(CIRCLE)

DO YOU HAVE A SUIT FOR JUDGMENT FILED AGAINST YOU? YES NO
(CIRCLE)

CITIZEN OF (COUNTRY): _____ PASSPORT #: _____

LOCAL REFERENCES:

NAME: _____ RELATIONSHIP: _____
ADDRESS: _____
PHONE: _____

NAME: _____ RELATIONSHIP: _____
ADDRESS: _____
PHONE: _____

SPECIAL LEASE REQUIREMENTS: MILITARY/DIPLOMATIC CLAUSE YES NO

Applicant's Initials: _____



STATE OF MARYLAND
REAL ESTATE COMMISSION

Understanding Whom Real Estate Agents Represent

Before you decide to sell or buy or rent a home you need to consider the following information:

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 or landlords, and exclusively represents the sellers or landlords. That means that he or she may assist the buyer or tenant in purchasing or renting the property, but his or her duty of loyalty is only to the sellers or landlords. The seller pays the seller's agent's fees as specified in a written listing agreement.

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 or tenant in purchasing or renting a property, but his or her duty of loyalty is only to the sellers or landlords. The cooperating agent's fee is paid by the sellers or landlords through the seller's agent's company.

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 buy or rent, 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 or tenant may enter into a written contract with a real estate agent which provides that the agent will represent the buyer or tenant in locating a property to buy or rent. 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 or tenant. The agent's fee is paid according to the written agreement between the agent and the buyer or tenant. If you as a buyer or tenant wish to have an agent represent you exclusively, you must enter into a written buyer agency agreement.

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 company, or broker, is called the "dual agent". Dual agents do not act exclusively in the interests of either the seller or buyer, or landlord or tenant, 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, or landlord and tenant, agree to dual agency by signing a Consent For Dual Agency form, then the real estate company (the "dual agent") will assign one agent to represent the seller or landlord (the seller's "intra-company agent") and another agent to represent the buyer or tenant (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 may 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 or tenant may choose to enter into a written buyer agency agreement with an agent from a different company. Alternatively, the buyer or tenant 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 or renting 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 agents should be in writing and should explain the duties and obligations of the agent. The agreement should explain how the agent will be paid and any fee-sharing agreements with other 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) 230-6200.

This notice is information required by law and is NOT A CONTRACT

We, the Sellers/Landlord Buyers/Tenants acknowledge receipt of a copy of this disclosure and

that Menkis Real Estate (firm name)

And Sidney E. Menkis (Broker) (salesperson) are working as:

- Seller/landlord's agent
- Cooperating agent
- Buyer's agent
- Dual agent (See Consent for Dual Agency form)
(you may check more than one box)

X _____ X _____
 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.

Signature of agent Date

Name of individual to whom disclosure was made

Name of individual to whom disclosure was made