

\*We are serious about this\*

7315 Wisconsin Ave, #110W  
Bethesda, MD 20814  
(O) 301-986-9401  
(F) 301-951-4997

Each co-signer & occupant over the age of  
18 must complete his/her own application

\*\*\*PRINT CLEARLY\*\*\*



<b>Office Use Only:</b> Rental App Fee Paid: _____ Application Status: _____	<b>Property Applying For</b>		<b>Name of Realtor Who Showed You the Property (if applicable)</b>
	<b>Requested Move-in Date</b>	<b>Requested Lease Term</b>	<b>Smoker?</b> YES      NO
<b>First Name</b>	<b>Last Name</b>	<b>Social Security No.</b>	<b>Date of Birth (MM/DD/YY)</b>
<b>Address</b>		<b>City</b>	<b>State, Zip</b>
<b>Email</b>		<b>Cell Phone</b>	
<b>Current Combined Amount in Checking/Savings/Money Market</b>		<b>Ages of Minors Living at the Property</b> _____, _____, _____	<b>Pets? (Type/Breed/Weight)</b>
<b>Current/Most Recent Landlord Name</b>		<b>Landlord Phone</b>	<b>Current Rent/mo</b>
<b>Employed By</b>		<b>Employed Since</b>	<b>Annual Income</b>
<b>Supervisor Name</b>		<b>Supervisor Phone</b>	

I represent that the premises shall not be used for any illegal or restricted purpose(s) and certify that the above information is true and complete to the best of my knowledge. I hereby authorize the person or firm to whom this application is made, current/past landlord and their agents, any employer, and/or any credit bureau/other investigative agency employed by such person, to investigate the references herein listed or verify statements or other data obtained from me or from any other person pertaining to my financial responsibility. I give LuxManor Real Estate, Inc. permission to provide credit score and/or credit report to landlord. Landlord does not accept "reusable" tenant screening reports. Application fee is earned when paid. DC: Credit score 680+, no more than 40% of gross income to cover rent. Exceptions made at owner's discretion.

**INSTRUCTIONS:**

1. Submit \$40 per applicant by PayPal (Jim@LuxManor.com), Venmo (Jim@LuxManor.com), Zelle (Jim@LuxManor.com), or by check (made payable to LuxManor Real Estate). Mail or drop off check to 7315 Wisconsin Ave, Suite 110W, Bethesda, MD 20814. NOTE: Zelle payments cannot be refunded.
2. Return completed application by e-mail (Jim@LuxManor.com), mail/drop off, or fax to (301) 951-4997.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

If there are additional charges during the verification process imposed on LuxManor Real Estate, the tenant will be required to pay them (i.e. 3rd party).

For Office Use Only	Employment Verification	Landlord Verification
What is the employee's current annual income? _____		Property Address _____ How long has the tenant lived at this property? _____ # of late payments in last 24 months _____ Is the tenant's rent currently paid in full? _____
How long has he/she worked in this position? _____		Has the tenant been in Good Standing with regards to rules? (if no, explain) _____ _____

# Instructions for Leasing a LuxManor Listing

1. Pay the \$40 (per adult applicant) application fee either by check (personal is fine) made payable to LuxManor Real Estate and mail or drop off to 7315 Wisconsin Ave, Suite 110W, Bethesda, MD 20814, by PayPal ([Jim@LuxManor.com](mailto:Jim@LuxManor.com)), Venmo ([Jim@LuxManor.com](mailto:Jim@LuxManor.com)), or Zelle ([Jim@LuxManor.com](mailto:Jim@LuxManor.com)) and submit your LuxManor application. Applications are not processed until application fee has been received. Note: Zelle payments cannot be refunded.
2. Once approved (this generally takes between 1-3 business days), LuxManor Real Estate will draw up the lease and send it to you or your Realtor for signatures. At this time, the listing agent will also send the tenants a link to [www.dmvpm.com](http://www.dmvpm.com) with log-in information to make the first month's rent and security deposit payment via ACH. This is e-mailed to the renters directly in a separate e-mail separate from the lease. Once approved, if there is an unreasonable delay in ratifying the lease/sending in the first month's rent and deposit, this could result in rental to another applicant. Please inform listing agent of any known issues/questions when the application is submitted.
3. NOTE: If DMV Property Management is managing the property, all rent payments throughout the lease need to be paid via ACH at [www.dmvpm.com](http://www.dmvpm.com). There is a \$2.00 fee per payment for all ACH payments and payments can be sent from each tenant or by one.
4. Only after the first month's rent and security deposit are paid and the tenant-signed lease is received, will LuxManor Real Estate will send the lease to the landlord for ratification.
5. After ratification, LuxManor Real Estate will provide the tenants with the combination to the lockbox prior to or on the start date of the lease. Leases start at 12pm on the start date of the lease and end at 5pm on the last day of the lease but we generally allow access first thing in the morning of the lease whenever possible.

**Please note – the lease is not ratified and the property is not locked up for your client(s) until they receive the lease back from the landlord with his/her signatures. This happens after the tenants have signed the lease and paid the first month's rent *and* entire security deposit.**

Jim Roy, Broker and Owner of LuxManor Real Estate  
301-986-9401 [Jim@LuxManor.com](mailto:Jim@LuxManor.com)

We work very hard to make the process as smooth and efficient as possible.

# ADDENDUM TO RENTAL APPLICATION

## Criminal History and Background Screening

This addendum **must** be presented as part of a rental application and acknowledged by applicant.

Applicant \_\_\_\_\_  
Print Name

Applicant \_\_\_\_\_ Initial \_\_\_\_\_  
Signature

Date \_\_\_\_\_

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1. The landlord has attached the following steps/processes that the landlord will follow regarding inquiries into criminal history and credit history in evaluating this application to determine your eligibility to rent:

- The landlord may not require the applicant to disclose any criminal background history unless the landlord has made a conditional offer to the applicant.
- The landlord may **only** conduct a criminal background check concerning the applicant **after** the landlord has made a conditional offer to lease the property to the applicant.
- These processes cannot be changed during the application process.

Applicant Initial: \_\_\_\_\_

2. The landlord **must not** require applicant to reveal any arrest or criminal record prior to making a conditional offer to rent.

Applicant Initial: \_\_\_\_\_

3. The landlord may not raise the rent offered in this application within 7 days after receiving the completed application.

4. All applicants' criminal conviction history will be reviewed after a conditional offer to rent the property has been extended. Withdrawal of the offer to rent, by the landlord, may occur if, in the landlord's sole discretion, the criminal conviction history is unacceptable to qualify for the property. Any such withdrawal shall not be in violation of Bill 49-20.

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Per Section 27-15A and 29-28 (h) and (i), Montgomery County Code. Call 240-777-0311 if you have questions.