University Haven Management Company, Inc.

www.uhmcrentals.com • Office: 410-800-2469

EQUAL HOUSING OPPORTUNITY

APPLICATION FEE AND PROCESS

Each person who wishes to be responsible for the lease must complete an application. Applications must be completed in this format. University Haven Management Company, Inc. (UHMC) denies the use of reusable Credit and/or Background screenings or reusable Applications. Applicant agrees to a personal background screening, including financial and criminal history. UHMC will collect a non-refundable processing fee in the amount of Twenty-Five ($25.00) per Applicant. This money is to be paid in tangible funds. Once the application has been processed, usually in 1 – 2 business days, the Applicant will be notified via phone or email.

If Applicant FAILS - an Adverse Action Letter describing the issue will be sent via US Mail

If Applicant PASSES - A Lease will be offered. The Applicant will have 48 hours to complete the leasing process, which includes signing of the Lease and payment of funds. If the Applicant does not respond within 48 hours of a Lease offer, the next application will be considered.

We require a valid ID, such as Drivers License or Passport, at the time an application is submitted. Applications will not be processed until we have verified proper identification.

PLEASE INCLUDE A COPY OF YOUR DRIVER'S LICENSE WITH YOUR APPLICATION.

Applicant has read and understands the above information regarding the application process.

_____ _____

Applicant Date

RENTAL APPLICATION

Date Completed _____

The undersigned hereby makes an application to rent a property located at address and unit number below:

PROPERTY ADDRESS _____

Anticipated lease start date of _____ at a monthly rent of $ _____

A Pet Addendum ☐ will NOT ☐ WILL be needed - List All Pets _____

Private Parking ☐ not needed ☐ REQUESTED - Note: Private Parking is limited. Leases are written month-to-month and offered on a first-come, first-served basis. Permit parking is available through Baltimore City.

Vehicle Information - Make / Model _____Year _____

Color _____ License Plate #_____State_____

TELL US ABOUT YOURSELF

Name (First, Middle & Last) _____

Email _____

Home Phone ( ) _____ Cell Phone ( ) _____

Driver's License # _____ State_____ Date of Birth _____

Social Security # _____ Maiden Name (if applicable) _____

If Married - Co-Applicant Name _____

Co-Applicant Date of Birth _____ Co-Applicant Social Security # _____

Co-Applicant Email _____

Name of Dependent(s) _____ Date of Birth(s) _____

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RESIDENTIAL HISTORY FOR THE PAST 3 YEARS – DO NOT INCLUDE CAMPUS DORMS

Current Address_____Apt#_____

City_____ State _____ Zip_____

Moved- In (Month/Year) _____ Moved-Out (Month/Year) _*CURRENT*_ Monthly Rent $_____

Owner/Agent_____ Phone ( ) _____

Previous Address #1 ***(last 3 Years)*** _____

City_____ State _____ Zip_____

Moved- In (Month/Year) _____ Moved-Out (Month/Year) _____ Monthly Rent $_____

Owner/Agent_____ Phone ( ) _____

Previous Address #2 ***(last 3 Years)*** _____

City_____ State _____ Zip_____

Moved- In (Month/Year) _____ Moved-Out (Month/Year) _____ Monthly Rent $_____

Owner/Agent_____ Phone ( ) _____

DESCRIBE YOUR CREDIT HISTORY

Have you declared bankruptcy in the past seven (7) years? Yes_____ No_____

Have you ever been evicted from a rental residence? Yes_____ No_____

Have you had two or more late rental payments in the past year? Yes_____ No_____

Have you ever willfully or intentionally refused to pay rent when due? Yes_____ No_____

PROVIDE YOUR EMPLOYMENT INFORMATION

Your Status: Full Time _____ Part Time _____ Student _____ Unemployed _____

Employer _____

Employer Address _____

Supervisor Name_____ Phone ( ) _____

Date Started _____ Salary $_____ per _____

If employed by above less than 12 months, give name & phone of previous employer or school:

_____

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount / Month $_____ Source/Contact _____

EMERGENCY CONTACT INFORMATION – DO NOT LIST SOMEONE LIVING IN THE UNIT WITH YOU

Name _____

Address _____

Phone _____ Email _____

Relationship to Applicant _____

AUTHORIZATION
Release of Information

I/We, the undersigned, authorize and instruct University Haven Management Co., Inc. (Lessor) to obtain such personal credit reports and tenant screening reports as Lessor deems necessary or prudent, and authorize and instruct any and all credit reporting agencies and tenant screening services to provide such reports to Lessor.

For purposes of renting an apartment with this owner/manager, I agree to permit an investigation of my credit, criminal background, tenant history, banking, and employment.

The above information, to the best of my knowledge, is true and correct.

Please Sign:

X_____ _____
Applicant Date