

APPLICATION CHECK LIST

APPLICANT(S): _____

One application per adult. One application fee per adult.

PHONE: _____ E-Mail: _____

Property: _____

Address/Apt.: _____

Bedrooms: 1 _____ 2 _____ 3 _____ OTHER _____

Desired/Anticipated Move-In Date: _____

Is this unit ready? If no, has it been scheduled with Turn Crew Supervisor or DPM? Do Not give a promised Move-In date until the unit turn is scheduled for completion.

(TOTAL)
Application Fee(s): \$ _____ Paid
Monthly Rental Rate: \$ _____ Paid
Deposit: \$ _____ Paid

Rent and Application fees are deposited into the Operating (Rent) account. Security Deposits are deposited into the Escrow account.

All payments and receipts MUST have the applicants name printed clearly with the unit number assigned to them written on it. Should the unit number change at move-in, simply send accounting an email notifying them of the change.

DATE OF APPLICATION: _____ Property Boss/Reports/Board Updated

Application is COMPLETE (double and triple check) Authorization/Release Signed & Dated

Photo ID Copy Citizenship Copy One Month Pay Records Copy

Income: \$ _____ Source: _____ Verified & Calculated: _____
Employment/Social Security/Other Attach tape sheet to proof of income

Date of Credit/Criminal/Rental/Reference Check Complete: _____

Result: Approved Approved W/Addtl. Funds Declined

Notification Sent: Letter/Mail Phone In Person Date: _____

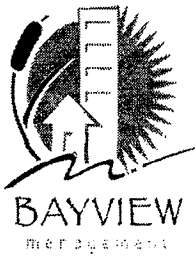
If declined or approved with conditions Senior Manager Approval with signature and conditions for approval or continued denial is required.

Scheduled Move-In Date: _____ Agent: _____

BGE/Other Utilities Account Number: _____ (must have prior to move-in)

- _____ Pre-Inspection of the unit (verify ready, smoke detectors, and fire extinguisher)
- _____ Lease & Addendums complete
- _____ Lease file with all documents reviewed by Property Manager or Director and signed
- _____ Lease file copy & welcome package for the new resident complete
- _____ Monies for Pro-Rated Rent, Security Deposit, Additional Rent, etc. collected.
- _____ Full Signed Lease File & Copies of ALL paid funds Faxed/Scanned to HQ/Accounting
- _____ File scanned into Property Boss

Signature/Initials of Person Completing On-Site: _____



Bayview Corporate Office
 17 W. Pennsylvania Ave. Ste 500
 Towson, MD 21204
 443.279.2200 Phone
 443.279.2204 Fax

Application Package & Applicants Checklist

Welcome to Bayview Management! We are pleased you are decided to make us your new home! Please complete the pages that follow and return all documents as swiftly as possible so that we can get working on your paperwork to get you approved & moved!

A few instructions

- When filling out the application please complete every line.
- If the question is not applicable to you simply write N/A or None.
- Remember to sign and date the second page.
- Read and sign the Authorization, Release, & Consent form. This form is essential to our ability to process your file quickly and get you approved!

All Persons submitting an application will need to remit the following within 24-hours of completing the application or with the application.

- **\$35.00 NON-Refundable Application fee.**
 - Per Applicant (two people applying you pay two fees and fill out two packages)
 - Must be paid with certified funds (i.e. money order, cashier's check, etc.)
- **\$ _____ Money Order for the Holding Deposit- FULLY Refundable if you are denied or should you cancel prior to approval.**
 - Holding deposit is fully refundable until your application is processed and approved. After approval the holding deposit becomes the security deposit and is no longer refundable. Therefore if you cancel your application your deposit will NOT be refunded.
 - If for any reason you did not place a holding deposit. Your security deposit is due in full within 72-hours of your approval. Failure to pay the security deposit within 72-hours will result in cancelation of your application. Once your application is canceled, you must re-apply and re-qualify. This includes paying the application fee.
- **Valid Photo Identification**
 - Drivers License
 - State/Govt. Issued ID/Military ID
 - Passport
- **Social Security Card &/Or Birth Certificate for ALL household members**
- **Employment/Income records for most recent (consecutive) 30-days. (One Month)**
The following are acceptable forms of proof of income:
 - Pay stubs
 - Bank Statement showing Direct Deposit dates & amounts
 - Letter from employer, SSI, SSDI, Source, etc; ON OFFICIAL LETTERHEAD
 - Court Documents (Divorce Decree, Child Support Orders, etc.)

We have reserved the following Apartment for you: _____ **at** _____
Your desired and/or anticipated move date is: _____

Should you have questions, need to fax, call or email... Today you worked with _____
 E-Mail: _____@bayviewmanagement.com



Authorization, Release & Consent for Credit, Rental, Employment, & Criminal Investigation

EACH APPLICANT MUST COMPLETE A SEPARATE FORM

I _____ hereby affirm that my answers to the foregoing questions in the application are true and correct and that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably, as an inducement to enter into the lease.

I authorize Bayview Management to verify any/all information contained in this application, and disclosed through the leasing process which includes but is not limited to:

- Criminal Background Report
- Credit Report
- Income Verification
- Employment Status and or History Verification
- Rental History
- Any additional reference verification inquire into my character, general reputation, personal characteristics, and mode of living.

I release all concerned from any liability, in connection with any information they provide.

In the event I breach my lease, leave town or otherwise default Bayview Management may use that information to obtain my location and has my permission to run an additional credit check to try and obtain my location. I also have been advised that I have the right under the Fair Credit Report Act, section 606 (B) to make a written request of Bayview Management within a reasonable time for a complete and accurate disclosure of the nature and scope of the investigation.

Applicant Signature

Date

Agent For Owner/Bayview Management, LLC

Date



Bayview Management Rental Application

Separate application and application fee is required from each applicant, age 18 or older. Please complete every line. If the question does not apply to you please write "N/A"

Applicant Information

Full Legal Name: _____

Current address: _____

City: _____ State: _____ Zip code: _____

Do you: (circle one) Own Rent Stay-Family/No payment

Cell Number: _____ Home Number: _____

Work Number: _____

Email Address: _____

Date of birth ___/___/___ Social Security number _____ - _____ - _____

Driver's License Number: _____ State: _____

Vehicle Information:

Year: _____ Make/Model: _____ Color: _____ License Plate & State: _____

Additional Occupants

List everyone, including Co-Applicants and children, who will live in the apartment home with you.

Full name	Relation to applicant	Date of birth
1. _____		
2. _____		
3. _____		
4. _____		

Rental History

Current address as listed on first page:

Monthly Rental Amount: \$ _____ Date moved in/out: _____

Reason for leaving: _____

Landlord/Manager/Owner: _____ Phone # _____

IF YOU HAVE NOT BEEN AT YOUR CURRENT ADDRESS FOR MORE THAN 2-YEARS PLEASE PROVIDE ADDITIONAL RENTAL HISTORY REFERENCES. YOU MUST PROVIDE A FULL TWO (2) YEARS OF RESIDENTIAL HISTORY.

Use additional paper if necessary.

(One) Previous address: _____

City: _____ State: _____ Zip code: _____

Did you: (circle one) Own Rent Stay-Family/No payment

Date moved in: _____ Date moved out: _____

Reason for leaving: _____

Landlord/Manager/Owner: _____ Phone # _____

Credit/Criminal History

Please answer the following with Yes or No. If you should mark "yes", please explain the circumstances. Use additional paper if necessary. Marking yes does NOT automatically disqualify you. We process a full credit and criminal background check on each and every applicant over the age 18.

- | | | |
|---|------------------------------|-----------------------------|
| Are you, or any member of your household active members of military | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been arrested, charged, or convicted of a crime? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are there currently any charges against you, or any member of your household, for any reason? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been required to register as a sex offender? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you currently owe a landlord rent? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you currently owe a Utility company (i.e. BGE) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been late with rent/mortgage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever failed or refused to pay rent/mortgage? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been in Rent Court? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been evicted or foreclosed on? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever filed Bankruptcy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you ever been sued, garnished, or failed to pay your bills? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

How would you rate your credit, overall responsibility in providing yourself with housing, and prioritizing your bills? With 1 being not good at all and having been through a number of rough experiences & 10 being perfect with no late payments and always having enough money to cover your expenses.

1 2 3 4 5 6 7 8 9 10

Explanations/Notes/Considerations: _____

Employment History

Current Employer/Primary Income Source: _____
 Employer Address: _____
 Phone number: _____ Supervisor: _____
 Date of Employment: _____ Position/title: _____

If you have more than one employer please include on an additional piece of paper.

TWO (2) Years Employment History is required. If your current employment has not been the same for the past two (2) years. Please provide prior employer/income information. Use additional paper if necessary.

(One) Previous Employer/Primary Income Source: _____
 Employer Address: _____
 Phone number: _____ Supervisor: _____
 Date of Employment: _____ Position/title: _____

Income

Each household is required to have a gross income (before taxes and deductions) that is three (3) times greater than the monthly rental rate. Based on your employment and/or income source listed above please now list the amounts. You will also need to attach one (1) FULL months pay records to the application for our verification & calculation.

Source (circle one): Employment Child/Govt. Support SSI/SSDI Pension/Retirement
Amount: \$ _____ Per (circle one): Hour Day Week Month Year

Miscellaneous

Bayview Management communities do not accept pets. Please select Yes or No for the following.

Do you have any pets? Yes No
Do you have any Reptiles? Yes No
Do you have any water filled furniture? Yes No
Do you smoke? Yes No

How did you hear about our community? _____

References & Emergency Contacts

Personal Reference: This can be a friend or family member who has known you for greater than 5 years. Not your parents.

Name: _____ Relationship: _____
Address: _____
Primary Phone Number: _____ Years Known: _____

Professional Reference: This may NOT be a relative or friend. This should be a teacher, minister, work associate, etc. Someone you have known for greater than 2-years.

Name: _____ Relationship: _____
Address: _____
Primary Phone Number: _____ Years Known: _____

EMERGENCY CONTACT: Who may we contact in the event of an emergency with you and/or your apartment?

(One) Name: _____ Relationship: _____
Address: _____
Primary Phone Number: _____ Alternate Phone: _____

(Two) Name: _____ Relationship: _____
Address: _____
Primary Phone Number: _____ Alternate Phone: _____

I _____ certify that all of the information provided and disclosed above and with this application is true and correct to the best of my knowledge.

I FULLY understand that my lease/rental agreement can and will be terminated if I have made any false information or incomplete information on this application and/or the supplemental documents provided with it.

I authorize verification of the information provided on this application form including inquiries into my credit, criminal, employment, student, living, rental, and or income history. This permission will continue until my lease/rental agreement with Bayview Management, LLC and tenancy are terminated as per the requirements of the lease agreement.

I fully understand that once this application is submitted with the applicable application fee that the fee then becomes Non-Refundable.

I fully understand that once this application is submitted with the applicable holding deposit, that once my application is approved my holding deposit of \$ _____, will no longer be refundable.

I agree to, within 15-days of approval sign my lease agreement and take occupancy of my apartment. I fully understand that my apartment cannot be "held" on my behalf for any reason beyond 15-days from the date of approval, unless otherwise agreed to and provided in writing by the Bayview Management office.

Signature of Applicant

Date

Office use only

To be completed by person accepting your application

Date application received: _____

By: _____

Address of property to be rented: _____

Rental term, lease from: _____ to _____

Monthly Rent: \$ _____

Amount due prior to occupancy:

Application fee: \$ _____ Security Deposit: \$ _____ Other: _____

Provisions, Discussions, Agreements, Notes, Etc. to be documented: _____

- Provide the Application Cover sheet to the Applicant.
- Attach copies of photo ID, citizenship, income, and all other applicable documents.
- Attach Bayview Application Checklist and process on checklist from here.