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Rent@YarmouthM.com  
www.YarmouthManagement.com

**APPLICATION FOR RENTAL PROPERTY**  
(PLEASE PRINT OR PREPARE ONLINE)

I am applying for a house/apartment at \_\_\_\_\_ Unit \_\_\_\_\_  
as a residential dwelling for a monthly rent of: \$ \_\_\_\_\_ plus any **UTILITIES**.

I would like to move in on: \_\_\_\_\_ Premises to be occupied by \_\_\_\_\_ persons

I have \_\_\_\_\_ pets. The kinds are \_\_\_\_\_, weight \_\_\_\_\_, names \_\_\_\_\_

**EACH ADULT LIVING AT A PROPERTY MUST FILL OUT A SEPARATE APPLICATION**

First name: \_\_\_\_\_ Middle initial: \_\_\_\_\_ Last name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Phone # – Cell: \_\_\_\_\_/\_\_\_\_\_ Work: \_\_\_\_\_/\_\_\_\_\_ Home: \_\_\_\_\_/\_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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**NOTE: Yarmouth Management cannot complete an application without verification of an applicant's residential information.**

**CURRENT** (or most recent) **address**,  
NOT temporary: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

I have lived here from \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ paying \$ \_\_\_\_\_/mo. Rent \_\_\_\_\_ Mortgage \_\_\_\_\_  
(mo.) (yr.) (mo.) (yr.)

Landlord/Mortgage company's name: \_\_\_\_\_

Landlord day phone: \_\_\_\_\_/\_\_\_\_\_ Email address: \_\_\_\_\_

Is there a lease? No \_\_\_\_\_ Yes \_\_\_\_\_ If so, when does it end? \_\_\_\_\_

Names of roommates: \_\_\_\_\_ Reason for move: \_\_\_\_\_

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**PREVIOUS address:** \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

I lived there from \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ paying \$ \_\_\_\_\_/mo. Rent \_\_\_\_\_ Mortgage \_\_\_\_\_  
(mo.) (yr.) (mo.) (yr.)

Landlord/Mortgage company's name: \_\_\_\_\_

Landlord day phone: \_\_\_\_\_/\_\_\_\_\_ Email address: \_\_\_\_\_

Was there a lease? No \_\_\_\_\_ Yes \_\_\_\_\_ If so, when did it end? \_\_\_\_\_

Names of roommates: \_\_\_\_\_ Reason for move: \_\_\_\_\_

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**NOTE:** If employer is unable to verify applicant's employment information by phone, it shall be the responsibility of the applicant to provide immediate written confirmation from such employer of the information requested. If self-employed, a copy of your U.S. Tax Form 1040 (page 1), and Schedule C for the last year filed is required. Two pay stubs for your current employment or an offer letter for a new job will speed processing.

**PRESENT employer:** \_\_\_\_\_ Address: \_\_\_\_\_

Position/title: \_\_\_\_\_ Gross salary: \$ \_\_\_\_\_ per Year

Person to verify job: \_\_\_\_\_ Phone: \_\_\_\_\_/\_\_\_\_\_ Date employed: \_\_\_\_\_

(Please complete other side)

PREVIOUS employer: \_\_\_\_\_ Address: \_\_\_\_\_

Position/title: \_\_\_\_\_ Gross salary: \$ \_\_\_\_\_ per Year

Person to verify job: \_\_\_\_\_ Phone: \_\_\_\_\_ / \_\_\_\_\_ Dates employed: \_\_\_ / \_\_\_ - \_\_\_ / \_\_\_  
(mo.)(y r.) (mo.)(yr.)

OTHER INCOME: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Names of persons to occupy the premises other than the above:  
NAME AGE RELATIONSHIP

\_\_\_\_\_  
\_\_\_\_\_

Name of emergency contact **not living with you:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Do you now or have you ever had any **judgements, lawsuits, or bill collection proceedings** (including landlord/tenant proceedings) that have been rendered against you? Yes:  No:  If yes, please explain on a separate sheet.

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yarmouth Management charges a \$20.00 fee for each application. This fee is **not refundable** regardless of whether the application is accepted or rejected. This fee must be paid before processing can begin. It may be paid by check, cash, or through PayPal by going to "send money" and then pay using the email link of [Applications@yarmouthm.com](mailto:Applications@yarmouthm.com).

Upon approval of this application, applicant will be expected to sign a lease **within 24 hours** and provide a security deposit equal to one month's rent payable by cashier's check, money order, or wire transfer—no cash. **If, after signing the lease and paying said deposit, the above described applicant does not take the house/apartment offered by Yarmouth Management Co., this security deposit will be retained by Yarmouth.**

Upon execution of a lease for the above described property it is the applicant's responsibility to immediately notify the appropriate utilities (PEPCO: 202/833-7500 and Washington Gas Co: 703/750-1000) to establish accounts in his or her name.

**The information supplied above is given freely by me as an inducement to rent to me.** The persons and organizations listed above are hereby authorized to provide pertinent information about me. It is further understood that Yarmouth Management will contact various credit reporting/investigative agencies in order to obtain pertinent facts about me. I understand and agree that Yarmouth Management will rely on this information and that false or misleading information given may cause this application to be denied and/or any lease made on the strength of said information to be voided by the Landlord. Before affixing my signature hereto, I am aware that this application is subject to approval by the owner or agent of said property.

Applicant's signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

Shown by \_\_\_\_\_ Application Fee: \$20.00 cash \_\_\_\_\_ \$20.00 check \_\_\_\_\_ PayPal \_\_\_\_\_

**Office use:** ID TYPE: \_\_\_\_\_ ID NUMBER: \_\_\_\_\_ EX DATE: \_\_\_\_\_

## APPLICATION FOR PROPERTY RENTAL

**RENTERS ARE OUR VALUED CUSTOMERS.** We make every effort to be reasonable and considerate and to process applications as quickly as possible. Below are guidelines we use when renting a house or apartment:

**APPLICATIONS:** In order to apply for a property, you must first inspect it. Each adult planning to live at the premises must complete the attached application and submit a one-time, non-refundable \$20.00 fee payable by check, cash, or PayPal. Qualified applications are good for six months on any Yarmouth property.

**IDENTIFICATION:** A photo ID is required of each person who wishes to apply to rent a property. Qualifying forms of ID include **state-issued driver's license or non-driver's ID, U.S. Military ID, or passport.** Any ID must include your date of birth and an expiration date. If you fax or email us your application, you will need to include a copy of the ID with the application.

**OCCUPANCY GUIDELINES:** To prevent overcrowding, we restrict the number of people who may reside in a property. In determining these restrictions, we adhere to all applicable fair housing laws. **Children** are welcome in all of our houses and apartments. **Pets** are welcome in **some** of our units, but may require an additional security deposit. Pet references would be helpful.

### **CONDITION OF HOUSE OR APARTMENT:**

Properties may be shown before the current tenant has moved out. Any house or apartment managed by this office will be painted as necessary and thoroughly cleaned prior to move in. We encourage owners of properties not under our management to prepare for new tenants in a similar manner.

**RENTAL CRITERIA:** For every apartment or house we lease, we must find the most qualified renter. We are always looking for people who will get along with their neighbors, who will be financially responsible, and who will enjoy and respect the fine buildings of our Capitol Hill community. It is also very important that we be able to communicate on a friendly basis both now and after you move in.

- **Income:** You must be able to prove that you can afford the apartment, which *usually* means that your annual income should exceed forty times the monthly rent. For instance, if the rent is \$1,000 a month, your annual gross income should be \$40,000. If you are self-employed or unemployed, you must provide proof of your source of income. Two pay stubs from your current employment or an offer letter for a new job will speed processing.
- **Rental History:** You must have satisfactory rental references for a minimum of two years, preferably from two landlords. **If you have ever been evicted or sued for any lease violation, we will reject your application.** If your rental reference was a friend,

relative, or roommate, you must note this on the application.

- **Guarantors:** If you do not meet one or more of the above criteria, or you do not have any credit history, you may be able to qualify for an apartment if you can get a third party to guarantee your lease. If you have been a full-time student at any time within the past year, we will require you to have your lease guaranteed. Guarantors must fill out our Rental Guarantee form, get signatures notarized, and pass the same screening process that you must pass, except that we will deduct the guarantors' own housing costs before applying their income to our income standards. **A guarantee will not be accepted in lieu of a bad rental or credit history.**
- **Credit History:** We obtain a consumer credit report on every prospective tenant. Your credit record must be satisfactory and payments up to date. **Negative information, such as overdue payments and judgements against you, will usually result in our declining an application.**

**THE APPLICATION PROCESS:** Our application process is thorough. We want to be as fair as possible, yet still be able to make timely decisions. If your references are difficult to contact, it may take several days to process your application. You can speed this process by making sure we have accurate contact information. If we offer you an apartment or house to rent, within 24 hours you will be expected to sign the lease and provide **a security deposit equal to one month's rent by cashier's check, money order, or bank wire.** Otherwise, we will continue to show the unit to prospective tenants. The security deposit plus interest will be refundable **ONLY** when the property you have been renting is completely vacant.

**MOVE-IN COSTS:** Before picking up the keys and moving in, you will be expected to pay **one full month's rent by cashier's check, money order, or bank wire.** If you move in on a date other than the first of the month, the prorated portion for the balance of that month will be due and payable on the first of the following month. After moving in, you may pay with a personal check or bank bill pay on the first of subsequent months. **We do not accept cash for rent or security deposits.**

**WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER.** Yarmouth Management Co. fully complies with the federal Fair Housing Act and all District of Columbia fair housing laws and regulations. We do not discriminate against any person because of age, race, color, religion, sex, handicap/disability, source of income, familial status, or national origin.

