RENTAL APPLICATION INSTRUCTIONS

8937 Shady Grove Court, Gaithersburg, MD 20877
Office (301) 657-1317 Fax (240) 403-0398

<mark>PLEASE READ CAREFULLY</mark>

Your application package(s) must be submitted to our office at the address shown above. Application packages may be dropped off during normal business hours, or placed through our mail slot after hours. **ONLY** completed applications will be processed. All adults who will live in the property **MUST** fill out a separate application and pay an application fee – **NO EXCEPTIONS**. Incomplete application packages will not be processed until the application package is complete. **An application package will be considered complete if it contains all of the following:**

1. **Completed Application** – all blanks must contain the requested information. The application must be signed and dated.

2. Government Photo ID or Passport (Original must be presented with the application)

3. A Social Security card is not required with the application, BUT if there is any discrepancy and we request it, the original must be presented.

4. **Application Funds**

   1. A separate Money Order, Certified Funds, Check, or Cash is required for the Application Fee **($50 per application)**

   2. A separate Money Order, Certified Funds, Check, or Cash is required for the Security Deposit ("Earnest Money Deposit"). **YOU WILL BE REQUIRED TO REPLACE THIS WITH CASH, MONEY ORDER, OR CERTIFIED FUNDS AT LEASE SIGNING!**

5. **Proof of Income** – You must prove your income by providing the appropriate proof of income based upon your employment

   1. Payroll Stubs (at least 2) (**If you are a Salaried Employee**)

   2. Tax Form 1040 and Schedule C (**If you are Self Employed**)

   3. L.E.S. (**If you are in the Military**)

   4. Additional Income such as Disability, SSI, and Child Care/Support will be considered if copies of the award letters, court orders, or other documentation (subject to our review) are provided.

6. **Housing Choice Voucher Program** – You must provide your Voucher and Lease up Forms with your application.