



NOAHS' Frederick Management Corporation

Associated with Noahs' Preferred Properties Management Company • A to Z Home Repair, Inc.
421 West Patrick Street • Frederick, Maryland 21701 • t 301.663.4442 • f 301.620.0728 • info@noahsfmc.com

APPLICATION PROCEDURES AND POLICIES

Noahs' is a real estate brokerage licensed in the State of Maryland and an equal housing opportunity provider. The broker and the agents of the company are acting as agent for the Owner/Landlord working to protect and promote the interests of the Owner/Landlord. However, the company policy is to treat all parties honestly, equally, and fairly.

Thank you for considering us for your housing needs. Please follow this information to make and expedite your rental offer. Please contact this office for further assistance.

- 1. A) No verbal offers are accepted. Offers to rent shall be made by written application on the Noahs' FMC application form which can be downloaded from our website www.noahsfmc.com All applications must be COMPLETE, SIGNED and ACCOMPANIED BY THE PROCESSING FEE to be considered for approval. Applicants with rent subsidies must provide all supporting documentation at time of application.
B) All adults (18 years or older) must complete a rental application, shall pay a non-refundable application fee of \$35.00 per person in certified funds or money order, and sign the lease. All persons, adults and children, who will reside at the property must be listed on the application. Fees may be paid via Pay Pal at www.noahsfmc.com.
C) The full security Deposit is due in certified funds at the time the lease is signed. All application payments are made payable to Noahs' FMC.
D) Owner/Landlords may choose not to accept co-signers or pets (Reference Para 16).**
- 2. At the discretion of the owner or the agent, priority of placement of an applicant's offer to lease may not be given to an applicant who has not viewed the subject rental property in person.**
- 3. Applicants are screened on a first-come, first-qualified basis with consideration for the most favorable offer in terms of the amount of rent, lease commencement date, and length of lease offered. When any qualified offers are equal the Owner/Landlord shall consider the offers in the order they were received. All offers are subject to the review and approval of the Owner/Landlord.**
- 4. Credit & income/employment history shall be provided for a period of at least 24 months, and housing history and references for the preceding 5 years are required. Judicial records, public records, and criminal background checks are included in the credit report/screening process. Satisfactory references are sought in all areas. Written explanations may be provided by an applicant if desired for the owner/landlord's consideration with applications.**
- 5. All applicants shall provide a photo copy of a current driver's license or other valid photo ID and proof of income (current pay stub or other supporting documentation). If self-employed, copies of Federal Income Tax Returns for the preceding 2 years are required.**
- 6. Information that is fraudulent or omitted can cause a rental offer to be considered null and void.**

- 7. No more than two applicants' combined incomes are used to qualify. The combined income should not be less than 40 times the monthly rent amount (annual rent = 30% of gross income).**
- 8. If you do not intend to take possession of the home in its current condition, or you have any special requirements, terms, clauses, conditions, or contingencies that are the basis for your offer to rent the premises, you must state any in advance, in writing, on the application for consideration as the offer. The owner shall be responsible for only those items negotiated and written into a lease.**
- 9. An application that is missing signatures, or fees/deposits, or is materially incomplete, will not be given consideration for priority of placement. All incomplete applications will be counted as received when they are remedied.**
- 10. Applicants are entitled to review, in advance, the lease form they will be required to sign. (For sample leases go to, www.noahsfmc.com) Applicants are also entitled, prior to signing a lease, to review any pertinent condominium or homeowners association documents.**
- 11. Applicants shall sign the lease within three (3) business days following the application approval notification, or priority of placement of their offer will be forfeited.**
- 12. Tenants must obtain a RENTER'S LIABILITY INSURANCE POLICY. Must be effective prior to or, on the date of possession.**
- 13. A property offered for sale and for rent simultaneously is subject to removal from the rental market upon the acceptance of a sales contract.**
- 14. A property shall be considered available for rent until a lease is signed by all the lessees and executed and shall be understood to be under a "contingent" offer until such time.**
- 15. This office utilizes a Credit Reporting Agency for credit & criminal background checks. No credit report may be accepted from an applicant in lieu of a current report obtained by this office.**
- 16. Pets are considered on a case by case basis. Requirements for dogs: A current picture(s); current veterinary confirmation of Rabies/distemper vaccinations, spay/neutering status, pet's name, age, and description/breed; also, pet license and/or pet chip registration number. An additional security deposit amount (minimum \$500.00 per pet) and additional rent (minimum \$30.00 per pet) may be required by the owner and a general liability insurance policy. Please make a written request for an accommodation for any service animal(s) under the Americans with Disabilities Act. Service animals for authorized leasehold occupants are not subject to additional deposits or additional rent.**
- 17. Lease terms generally provide for rent increases to occur in subsequent years of a lease.**
- 18. All move-in payments must be in certified funds. One full month's rent installment is due at move-in. Partial month's are pro-rated based on a daily rent of 1/30 of the monthly rent. Pro-rata rent for 7 days or less is due in addition to the first full month's rent, in advance, at move-in. Applicant's Acknowledgment: (Please Initial): _____**



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APPLICATION FOR RESIDENCY

Thank you for applying to Frederick Management Corporation for your housing needs. All adults (over the age of 18) residing in the home must complete an application, provide photo identification, submit the required application fees, and sign the Lease Agreement.

Monthly Rent:	Move In Date:	Property Address:
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Applicant Information		
First Name:	Middle Name:	Last Name:
Date of Birth:	SSN:	US Citizen? Yes / No (Circle)
Driver's License Number:	State Issued/Expiration Date:	Home/Daytime Number:
Personal Email:	Cell Number:	
Landlord or Mortgage Company:	Landlord Phone Number:	
Current Address:		
City:	State:	ZIP Code:
Own / Rent (Please Circle)	Monthly payment or rent:	Length of Occupancy:
Former Landlord or Mortgage Company (if less than 3 years at current address):	Landlord Phone Number:	
Previous Address:		
City:	State:	ZIP Code:
Own / Rent (Please Circle)	Monthly payment or rent:	Length of Occupancy:
Please list the full name(s) and ages of all occupants in the home:		
Do you have a pet (s)? Yes / No	Breed/Type:	Weight:

Pets are subject to owner approval and are approved on a case by case review. Additional Pet Deposits may be required of \$500.00 per pet (dog/cat) and some rental homes require additional monthly pet rent of \$25.00 per month.

Emergency Contact		
Name of a person not residing with you:	Relationship:	
Address:		
City:	State:	Phone:

Employment Information

Current Employer:	Position or Title:	Supervisor Name:
Employer Address:	City, State:	Length of Employment:
Phone/ Fax:	Hours per Week:	Rate of Pay: Hourly or Salary (Circle)
Former Employer:	Position or Title:	Supervisor Name:
Employer Address:	City, State:	Length of Employment:
Phone/ Fax:	Hours per Week:	Rate of Pay: Hourly or Salary (Circle)

Co-Applicant Information

First Name:	Middle Name:	Last Name:
Date of Birth:	SSN:	US Citizen? Yes / No (Circle)
Driver's License Number:	State Issued/Expiration Date:	Home/Daytime Number:
Personal Email:	Cell Number:	
Landlord or Mortgage Company:	Landlord Phone Number:	
Current Address:		
City:	State:	ZIP Code:
Own / Rent (Please Circle)	Monthly payment or rent:	Length of Occupancy:
Former Landlord or Mortgage Company (if less than 3 years at current address):	Landlord Phone Number:	
Previous Address:		
City:	State:	ZIP Code:
Own / Rent (Please Circle)	Monthly payment or rent:	Length of Occupancy:

Co-Applicant Employment Information

Current Employer:	Position or Title:	Supervisor Name:
Employer Address:	City, State:	Length of Employment:
Phone/ Fax:	Hours per Week:	Rate of Pay: Hourly or Salary (Circle)
Former Employer:	Position or Title:	Supervisor Name:
Employer Address:	City, State:	Length of Employment:
Phone/ Fax:	Hours per Week:	Rate of Pay: Hourly or Salary (Circle)

PLEASE READ CAREFULLY AND SIGN INFORMATION LISTED BELOW

I authorize the verification of the information provided on this form as to my credit and employment. Applicant hereby represents that all of the above and aforementioned statements are true and complete. Applicant(s) hereby authorizes verification of the aforementioned employment, rental, and references and releases from all liability all persons and corporations requesting or supplying information. Applicant acknowledges that false, incomplete, or misleading information herein, may constitute ground for rejection of this application, termination of right of occupancy of all occupants under a lease and/or forfeiture of deposits and fees, and may constitute a criminal offense under the law.

Do you, your co-applicant, or any of your occupants have any charges pending against you or them for any criminal offense?

Yes / No (Please Circle)

Have you, your co-applicant, or any of your occupants ever been convicted of, plead guilty or "Sufficient Evidence" to any criminal offence?

Yes / No (Please Circle)

Have you, your co-applicant, or any of your occupants filed for Bankruptcy in the past three years?

Yes / No (Please Circle)

Have you, your co-applicant, or any of your occupants been evicted from a rental property or been sued for non-payment of rent?

Yes / No (Please Circle)

Signature of Applicant:	Date:
Signature of Co-Applicant:	Date:
Receiver's Signature/ Initials:	Date:



OFFICE USE ONLY

Date Received:	Date Processed and Results:	Owner Approval Date:
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STATE OF MARYLAND
REAL ESTATE COMMISSION

Understanding Whom Real Estate Agents Represent

THIS NOTICE IS NOT A CONTRACT

In this form "seller" includes "landlord"; "buyer" includes "tenant"; and "purchase" or "sale" includes "lease"

Agents Who Represent the Seller

Seller's Agent: A seller's agent works for the real estate company that lists and markets the property for the sellers and exclusively represents the sellers. A Seller's agent may assist the buyer in purchasing the property, but his or her duty of loyalty is only to the seller.

Subagent: A Subagent means a licensed real estate broker, licensed associate real estate broker, or licensed real estate salesperson who is not affiliated with or acting as the listing real estate broker for a property, is not a buyer's agent, has an agency relationship with the seller, and assists a prospective buyer in the acquisition of real estate for sale in a non-agency capacity. The subagent works for a real estate company different from the company for which the seller's agent works. The subagent can assist a buyer in purchasing a property, but his or her duty of loyalty is only to the seller.

If you are viewing a property listed by the company with whom the agent accompanying you is affiliated, and you have not signed a Buyer Agency Agreement and a "Consent for Dual Agency" form, that agent is representing the seller

Agents Who Represent the Buyer

Buyer's Agent : A buyer may enter into a written contract with a real estate broker which provides that the broker will represent the buyer in locating a property to buy. The agent from that broker's company is then known as the buyer's agent. The buyer's agent assists the buyer in evaluating properties and preparing offers and developing negotiation strategies and works in the best interest of the buyer. The agent's fee is paid according to the written agreement between the broker and the buyer. If you as a buyer wish to have an agent represent you, you must enter into a written buyer agency agreement.

Dual Agents

The possibility of **dual agency** arises when the buyer's agent and the seller's agent both work for the same real estate company, and the buyer is interested in property listed by that company. The real estate broker or the broker's designee, is called the "dual agent." Dual agents do not act exclusively in the interests of either the seller or buyer, and therefore cannot give undivided loyalty to either party. There may be a conflict of interest because the interests of the seller and buyer may be different or adverse.

If both seller and buyer agree to dual agency by signing a Consent For Dual Agency form, the "dual agent" (the broker or the broker's designee) shall assign one agent to represent the seller (the seller's "intra-company agent") and another agent to represent the buyer (the buyer's "intra-company agent"). Intra-company agents are required to provide the same services to their clients that agents provide in transactions not involving dual agency, including advising their clients as to price and negotiation strategies.

If either party does not agree to dual agency, the real estate company must withdraw the agency agreement for that particular property with either the buyer or seller, or both. If the seller's agreement is terminated, the seller must then either represent him or herself or arrange to be represented by an agent from another real estate broker/company. If the buyer's agreement is terminated, the buyer may choose to enter into a written buyer agency agreement with a different broker/ company. Alternatively, the buyer may choose not to be represented by an agent of his or her own but simply to receive assistance from the seller's agent, from another agent in that company, or from a subagent from another company.

No matter what type of agent you choose to work with, you have the following rights and responsibilities in selling or buying property:

>Real estate agents are obligated by law to treat all parties to a real estate transaction honestly and fairly. They must exercise reasonable care and diligence and maintain the confidentiality of clients. They must not discriminate in the offering of properties; they must promptly present each written offer or counteroffer to the other party; and they must answer questions truthfully.

>Real estate agents must disclose all material facts that they know or should know relating to a property. An agent's duty to maintain confidentiality does not apply to the disclosure of material facts about a property.

>All agreements with real estate brokers and agents must be in writing and explain the duties and obligations of both the broker and the agent. The agreement must explain how the broker and agent will be paid and any fee-sharing agreements with other brokers.

>You have the responsibility to protect your own interests. You should carefully read all agreements to make sure they accurately reflect your understanding. A real estate licensee is qualified to advise you on real estate matters only. If you need legal or tax advice, it is your responsibility to consult a licensed attorney or accountant.

Any complaints about a real estate licensee may be filed with the Real Estate Commission at 500 North Calvert Street, Baltimore, MD 21202. (410) 230-6205

We, the Sellers/Landlord Buyers/Tenants acknowledge receipt of a copy of this disclosure and that NOAHS' Frederick Management Corporation (firm name) and _____ (salesperson) are working as:

(You may check more than one box but not more than two)

- seller/landlord's agent
- subagent of the Seller
- buyer's /tenant's agent

Signature (Date)

Signature (Date)

* * * * *

I certify that on this date I made the required agency disclosure to the individuals identified below and they were **unable or unwilling** to acknowledge receipt of a copy of this disclosure statement

Name of Individual to whom disclosure made

Name of Individual to whom disclosure made

Agent's Signature

(Date)