



# ROOM RENTAL APPLICATION

## APPLICANT INFORMATION

Name \_\_\_\_\_  
 (LAST) (FIRST) (MIDDLE INITIAL) SOCIAL SECURITY NUMBER \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

## RESIDENCY INFORMATION

Present Address: \_\_\_\_\_  
 Street Address City/State/Zip Code  
 Apartment Community/Landlord: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Current Rent: \$ \_\_\_\_\_ /month Length of Residency: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 Previous Address: \_\_\_\_\_  
 (If less than one year residency) Street Address City/State/Zip Code  
 Apartment Community/Landlord: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Previous Rent: \$ \_\_\_\_\_ /month Length of Residency: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
**OTHER:** Have you ever been evicted, asked to leave, or not renewed in any residency? ☐ NO ☐ YES

## FINANCIAL INFORMATION

### EMPLOYMENT INFORMATION:

Current Employer: \_\_\_\_\_  
 POSITION/TITLE PHONE NUMBER  
 Address: \_\_\_\_\_  
 Street Address City/State/Zip Code  
 \$ \_\_\_\_\_  
 GROSS INCOME ☐ YR ☐ MO LENGTH OF EMPLOYMENT SUPERVISOR'S NAME PHONR NUMBER

### OTHER INCOME

\$ \_\_\_\_\_  
 OTHER INCOME ☐ YR ☐ MO SOURCE(S) OF INCOME

### BANKING INFORMATION

Checking Financial Institution(s): \_\_\_\_\_ Estimate Balance: \$ \_\_\_\_\_  
 Savings Financial Institution(s): \_\_\_\_\_ Estimate Balance: \$ \_\_\_\_\_  
**OTHER:** Have you ever filed bankruptcy? ☐ NO ☐ YES

OFFICE USE ONLY – ID VERIFIED TYPE/NUMBER \_\_\_\_\_ SSN VERIFICATION \_\_\_\_\_ IN \_\_\_\_\_  
 INCOME DOCUMENTATION – RATE: \_\_\_\_\_ / \_\_\_\_\_ VERIFICATION: \_\_\_\_\_ IN \_\_\_\_\_

OFFICE ADDRESS: 1629 K Street, NW, Suite 300 \* Washington, DC 20006  
 MAILING ADDRESS: PO BOX 52254 \* Washington, DC 20091-2341  
 Telephone – 202-800-2660 \* Fax – 202-697-5959



## APPLICATION CERTIFICATION

Applicant has submitted the sum of \$20.00, which is a non-refundable background check and processing fee receipt of which is acknowledged by management. Such sum is not a rental payment. In the event the application is disapproved, the sum will be retained by management to cover the cost of processing the application as furnished by the applicant.

Applicant authorizes, as part of Agent's procedure for processing this application, preparation of an investigative consumer report. Permission is hereby granted by the applicant to any credit bureau to verify any information obtained from any source named therein.

Applicant hereby authorizes any present or former landlord to give any information he or she may have regarding applicant in his or her capacity as landlord. Further, applicant hereby releases such landlord or former landlord and his or her company or representatives thereof from any and all liability for any damage or injury whatsoever caused for issuing same.

Applicant hereby authorizes any present or former employer to give any information he or she may have regarding applicant in his or her capacity as an employer. Further, applicant hereby releases such employer or former employer and his or her company or representatives, thereof, from any and all liability for any damage or injury whatsoever caused for issuing same.

This application must be signed before it can be processed. It is understood that any false information will constitute grounds for rejection of application. My signature below certifies that the information contained in this application is true and correct. I further give my permission to management to verify this information.

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**PRINTED NAME OF APPLICANT**

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**SIGNATURE OF APPLICANT**

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**DATE**

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## DEPOSIT & NON-REFUNDABLE HOLD FEE SUBMISSION

Applicant has submitted a total \$499.00 as a non-refundable holding fee prior to moving in to become security deposit for room rental upon move-in.

The applicant understands and adheres to the following:

- In the event the applicant is not approved, the total amount of \$499.00 is refundable.
- In the event the applicant is approved and consequently declines the room rental, the non-refundable holding fee in the amount of \$499.00 is not returned.
- In the event the applicant is approved and moves in, the non-refundable holding fee of \$499.00 is applied and becomes security deposit for room.. The total security deposit of \$1,399.00 is now refundable at move-out as per the terms of the lease agreement.

The \$499.00 non-refundable fee covers taking the rental room off the market, so that no one else can rent it. By submitting your deposit and non-refundable hold fee, you are placed as priority and given 1<sup>st</sup> choice to move-in the apartment. If you are approved and decline to move-in, you will forfeit the non-refundable holding fee equal to \$499.00.

Applicant fully understands the terms and conditions of the submission of the deposit. My signature below certifies that I understand the non-refundable hold fee is not returned in the event that I decline to move in the apartment.

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**PRINTED NAME OF APPLICANT**

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**SIGNATURE OF APPLICANT**

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