



Rental Application

Desired Move-In Date: _____ **Rent:** _____ **Apt #:** _____
First: _____ **MI:** _____ **Last:** _____ **DOB:** _____ **SSN#:** _____ - _____ - _____
ID # & State: _____ **Phone:** _____ **Email:** _____

Current Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Dates of residency; From: _____ **To:** _____ **Reason for Moving:** _____
Landlord (if applicable): _____ **Phone #:** _____ **Email:** _____
Rent: _____ **Utilities Included:** _____

Previous Address: _____ **City:** _____ **State:** _____
Dates of residency; From: _____ **To:** _____ **Reason for Moving:** _____
Landlord (if applicable): _____ **Phone #:** _____ **Email:** _____
Rent: _____ **Utilities Included:** _____

Will anyone be living with you? If yes, please list name; _____

Are you currently Employed? YES / NO If yes, where? _____
If no, what is your source(s) of income? _____
Gross annual income: _____ (Please submit income verification at your earliest convenience)

General Questions

Do you have housing assistance? YES / NO If yes, which agency? _____
Do you have pets/animals? YES / NO Description (type, size, age): _____
Do you smoke? YES / NO
Have you ever been evicted? YES / NO Please explain: _____
Do you have a criminal background? YES / NO Please Explain: _____
How did you hear about us? _____

EMERGENCY CONTACT: Name: _____ Phone: _____
Relationship: _____

I certify that the information on this application is correct and complete to the best of my knowledge. I authorize DC Management, any of its staff and/or authorized representatives to contact any prior employers, landlords, companies, credit bureaus, law enforcement agencies and/or consumer reporting bureaus, including but not limited to AppFolio, Inc. I agree to pay a reservation deposit of one (1) month's rent to hold the apartment indicated. I understand that at the time of lease signing, the first month's rent (prorated, if applicable) and security deposit will be due (the original holding deposit will be held as the last month's rent). If DC Management declines this application, I understand that the reservation deposit will be returned. I authorize and consent to the permanent recording and retention by AppFolio, Inc. of this application. However, this application and the information herein may only be re-published and released upon my subsequent written or electronic authorization and only to a third party I specifically designate. I release and hold AppFolio, Inc. harmless from all liability for said acts, provided these conditions are met. **Furthermore, I have read and agree to the Rental Policy.**





Rental Policy

1. **Equal Opportunity Housing Provider:** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person based on race, color, religion, sex, disability, familial status, sexual orientation or national origin. We comply with all state and local fair housing laws.
2. **Application Process:** Rental applications will be evaluated in the following manner: A completed rental application shall be submitted. We will run your information through our screening company which will evaluate your credit report, background and rental history to confirm you fully meet our criteria. We notify an applicant via phone and email no matter the outcome of processing. Whether you are fully approved, approved with a co-signer, or not approved, we will call you and send you an email (if an email address is provided).
3. **Rental Criteria:** In order to qualify for an apartment, we review the following:
 - a. **Income.** Your annual income must be verified with supporting documents based on your income source. Monthly gross income shall meet or exceed 2.5 times the monthly rent. If your gross monthly income is lower than 2.5 times the monthly rent amount, a qualified cosigner will be needed.
 - b. **Rental History:** We look at your rental history in order to confirm that you have at least two years of recent (within the past three years) positive rental history or home ownership. Unfortunately, if you have an eviction on your record, we will not be able to approve your application. If your rental history doesn't meet our criteria, a qualified cosigner will be needed.
 - c. **Credit History and Background Check:** We run a credit and background check on any prospective tenant over the age of 18. We are unable to approve an applicant with a felony criminal history or any person on a sex offender registry. Should your credit score fall below 680 or you have no credit history, you can have a qualified co-signer. We are unable to accept a credit rating of 500 or lower.
 - d. **If you need a cosigner:** In the event you are missing one or more of the above-mentioned criteria, you may still qualify for an apartment by having a third party, guarantee (co-sign) your lease. A qualified cosigner has a credit score of at least 680, has a clean background and can show that their gross monthly income is at least 4 times the monthly rent (if co-signer is married, both incomes will be considered). The co-signer will adhere to the same screening process, so there is a \$30 non-refundable application fee associated with the co-signer application.
 - e. **Move In Costs:** We require first month's rent, last month's rent and security deposit before moving in.
 - f. **Pets/Animals:** Pets/animals must meet the restrictions set forth in our pet/animal policy/addendum. Each dog requires a \$75.00 monthly fee and each cat requires a \$30.00 monthly fee. No pets/animals are allowed on the property without prior express approval by DC Management, and all dogs must be met and approved prior to application approval.

We believe that honesty is the best policy. Therefore, if an applicant knowingly provides false information, we will be unable to approve their application. If you have any questions about our application/screening process please do not hesitate to ask.

Applicant's Signature: _____

Date: _____



DC Management

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1. TENANT COST DISCLOSURE

1.1 TENANT COST DISCLOSURE FORM

This disclosure form is provided in compliance with the law requiring landlords to disclose all potential costs a tenant may incur during tenancy. This form must be signed by both the landlord and tenant, and a copy must be provided to each party.

1.2 PROPERTY INFORMATION

<<Property Name>> Rumery Lofts

<<Property Address>> 509 Forrest Ave, Portland, ME 04101

1.3 RENT COSTS

Monthly Rental Costs <<Monthly Rent>>

1.4 OPTINONAL RECURRING FEES

Pet Fee: Dog ~~\$75.00~~, Cat ~~\$30.00~~

Parking: ~~\$100~~

Wi-Fi: Prices vary per provider

1.5 UTILITY COSTS

The landlord is unable to obtain utility cost estimates. The tenant acknowledges receipt of the energy efficiency disclosure statement provided with this form.

1.6 OTHER COSTS

- Cost Type _____ Amount \$ _____

1.7 DC MANAGEMENT LLC IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

In accordance with Federal Law and HUD Policy, this institution is prohibited from discriminating on the basis of race, color, religion, sex (including gender identity and sexual orientation), national origin, familial status or disability (not all protected bases apply to all programs). To file a complaint of discrimination, write to: Office of Fair Housing & Equal Opportunity, U.S. Department of Housing & Urban Development, Room 5204, 451 Seventh Street SW, Washington, D.C., 20410-2000, or call 1-800-669- 9777 (voice) or 202-720-6382 (TDD). DC Management LLC is an equal opportunity provider and employer.

X _____

Date Signed

