



# Guardian Properties LLC

Professional Leasing and Property Management



## RENTAL APPLICATION PROPERTY MANAGEMENT DEPARTMENT

10 North Jefferson Street, Suite 405, Frederick, MD 21701

Office 301- 694-9600 Fax: 301-694-9609

[www.guardianpropertiesllc@gmail.com](mailto:www.guardianpropertiesllc@gmail.com)

**GUARDIAN PROPERTIES LLC RESERVES THE RIGHT TO PULL YOUR CREDIT REPORT(S)**  
**APPLICATION FEE OF \$25.00 PER APPLICANT IN ORDER TO PROCESS: MONEY ORDER, CASH, OR CERTIFIED CHECK ONLY**

**Applicant Name:** \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security No: \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**Co-Applicant:** \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
 DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security No: \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Rental Address \_\_\_\_\_ Rent \$ \_\_\_\_\_

Lease Dates: Begin \_\_\_\_\_ End \_\_\_\_\_

Security Deposit \_\_\_\_\_ Pro Rata Begin: \_\_\_\_\_ Pro-Rata: \$ \_\_\_\_\_

Current Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Year(s) at address: \_\_\_\_\_ Own  Rent  Mortgage or Rent Amt. \$ \_\_\_\_\_

Current Landlord of Agent: \_\_\_\_\_ Phone \_\_\_\_\_

How long have you rented at this address: \_\_\_\_\_

Landlord is less than 2 years : Yes  No  Months rented: \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever been convicted of felony? Yes  No  Explain: \_\_\_\_\_

Have you ever been evicted from your place of residence? Yes  No  Explain: \_\_\_\_\_

Driver License No: \_\_\_\_\_ State: \_\_\_\_\_

Non Smoker: Yes  No  Pets: Yes  No  Waterbed(s) Yes  No

If you have pets tell us:

Name of Pet: \_\_\_\_\_ Breed \_\_\_\_\_ Gender \_\_\_\_\_ Age \_\_\_\_\_

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Employer: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Position: \_\_\_\_\_ How long? \_\_\_\_\_ Salary: \_\_\_\_\_ Premanent: Yes  No

**IMPORTANT: A letter from Employer or 2 weeks of pay stubs and Landlord verifying the above information is required.**

Maybe faxed to 301-694-9609

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**Additional tenant information**

How many occupants will be in residence? \_\_\_\_\_

Name and address of nearest relative: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Occupants:**

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Do you pay alimony? \_\_\_\_\_ Amount \_\_\_\_\_ Child Support \_\_\_\_\_ Amount \_\_\_\_\_

**Resources**

Bank \_\_\_\_\_ Checking Account Number \_\_\_\_\_ Amount \_\_\_\_\_

Bank \_\_\_\_\_ Saving Account Number \_\_\_\_\_ Amount \_\_\_\_\_

Bank \_\_\_\_\_ Trusts Account Number \_\_\_\_\_ Amount \_\_\_\_\_

Other \_\_\_\_\_

**Credit References (Credit Cards)**

Card # \_\_\_\_\_ CC Company \_\_\_\_\_

Card # \_\_\_\_\_

Card # \_\_\_\_\_ CC Company \_\_\_\_\_

**Automobiles**

Make: \_\_\_\_\_ Year \_\_\_\_\_ Tag # \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

Make: \_\_\_\_\_ Year \_\_\_\_\_ Tag # \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

Make: \_\_\_\_\_ Year \_\_\_\_\_ Tag # \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

All motor vehicles or trailers shall have current tags and may be parked only in  
garages, driveways, or designated parking areas.

**Local References:**

Name \_\_\_\_\_ Phone number \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone number \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Do you have any Judgments, Lawsuits or bill collection proceedings against you? If yes, please  
explain:  
\_\_\_\_\_

Debts: \_\_\_\_\_ Creditor \_\_\_\_\_

Debts: \_\_\_\_\_ Creditor \_\_\_\_\_

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Debts: \_\_\_\_\_ Creditor \_\_\_\_\_

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I understand that any or all of the information given herein may be used by the landlord and / or its Agent to determine my reputation for meeting my financial obligations and my respect for other people's property. I freely give my consent to Guardian Properties to consult with any of the persons named or persons not named who have direct knowledge of my financial reliability.

SPECIAL LEASE REQUIRMENTS: \_\_\_\_\_

Citizen of (Country): \_\_\_\_\_ Passport # \_\_\_\_\_

Intended length of stay: \_\_\_\_\_

Have you ever been sued for non-payment of rent or evicted for non-payment? \_\_\_\_ If yes, please explain: \_\_\_\_\_

I agree that I will apply for all utilities and services before taking occupancy of the leased premises and agree to pay all utilities: Gas, Electric, Water, Sewer, Refuse, Fuel, where applicable and will pay deposits therefor if required.

If employer refuses to verify applicant's employment by phone, it shall become the responsibility of the applicant to provide immediate written confirmation of such information. If the applicant is self-employed, please attach copies for the past two years of individuals U.S. Tax Form 1040 and self-employment U.S. Tax Schedule C.

SPECIAL NOTICE TO APPLICANT PAID ON AN HOURLY OR WEEKLY BASIS: Please attach Form W-2 with your application.

It is understood that the premises are to be used as a residence and to be occupied by not more than \_\_\_\_ persons: and that occupancy is subject to possession being delivered by the present occupant Any and all personal property placed in said premises shall be the responsibility of the Tenant: Landlord/Agent assumes no responsibility or risk therefore whatsoever. I have \_\_\_\_ have /not \_\_\_\_ given my present Landlord notice of my intention to vacate. My reason for vacating is/was \_\_\_\_\_

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I understand that this application does not constitute a commitment to lease or rent and that a written lease will be prepared if my application is approved. I further understand that the lease must be signed by the Landlord and / or its Agent and myself to be valid.

Should I sign a lease for a dwelling unit managed by Guardian Properties I am prepared to deposit with Guardian Properties a security deposit in an amount not to exceed the maximum security deposit permitted by Maryland Law and in accordance with the risks to the leased property involved. I understand that the rate of interest on the security deposit is required, I understand that I may make a written request to the Landlord/ Agent within fifteen (15) days of the date of occupancy for a list of all existing damages.

A deposit in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) is made herewith (which shall be applied to the security deposit upon signing the lease) and \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for credit/ consumer check/ application fee to be held by Guardian Properties with the understanding that this application, including each prospective occupant, is subject to approval and acceptance. When so approved and accepted, the first month's rent within \_\_\_ days after being notified of acceptance and before possession is given. In the even the application is approved but the applicant(s) refuse to sign a lease within the provided herein, then the Landlord/ Agent shall retain that portion of the herein described deposit expended as a result of this application. The balance of the deposit shall be returned to applicant within fifteen (15) day of written notification from the applicant of his decision that deposit will be refunded and the applicant(s) hereby waive any claim for damages by reason of non-acceptance of the application which the Landlord or his Agent may reject.

Maryland Law requires that all applications for lease must contain information regarding the signing this application have been enumerated herein. In addition to these liabilities, there are certain other liabilities and rights which the prospective Tenant incurs upon certain other liabilities and rights which the prospective Tenant has under Maryland Law.

1. If a Landlord /Agent requires from a perspective Tenant any fees other than a security deposit as defined by Section 8-203 (a) of the Maryland Real Property Code and these fees exceed \$25.00 then the Lord /Agent shall return the fees, subject to the exceptions below, or be liable for twice the amount of the fees, in damages. The return shall be made no later than (15) days following the date of occupancy or the written communication by either party to the other of a decision that no tenancy shall occur. The Landlord /Agent may retain only that portion of the fees in excess of \$25. Actually expend for credit check or other expenses arising out of the application and shall return that portion of the fees not actually expenses arising out of the application and shall return that portion of the fees not actually expend on behalf of the Tenant making application.

2. If within (15) days of the first to occur of occupancy or signing a lease a Tenant decides to terminate the tenancy, the Landlord /Agent may also retain that portion of the fees which represents the loss of rent, if any, resulting from the Tenants action.

3. The provision of the foregoing paragraphs 1 and 2 do not apply to any Landlord /Agent who offers four or less dwelling units for rent on one parcel of property or at one location or to seasonal or condominium rentals. The undersigned hereby authorizes Guardian Properties to order and obtain a credit /consumer report from a credit /consumer reporting agency to be used in connection with this transaction whereby the undersigned has made application for tenancy. Further, in the event Guardian Properties is acting on behalf of the Landlord or other party directly affected by said transaction, the undersigned hereby authorize (s) Guardian Properties to forward all or any portion of the information contained in the credit /consumer report to the Landlord or other party involved. Cost of said credit /consumer report is to be paid for by applicant(s) at time of submitting this application. I certify that I have carefully examined the Standard Dwelling Lease or and any addendum that may be used in conjunction with the lease. The truth of the information contained herein is essential and if the Landlord and or/Agent determines that any answer or statement contained herein is false or misleading any lease granted by virtue of this Application may be canceled at the option of the Landlord and /or Agent. This application shall become part of any lease agreement executed between the Landlord and /or Agent and the applicant (s) any false or misleading statement shall be considered a breach of said lease. After this Application has been processed, the Landlord /Agent will be notified for approval. Our Property Management Department will contact you when approval is received. If owner is out of state or overseas it may take longer to obtain formal approval.

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I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance which if disclosed would affect this Application unfavorably. I hereby give Guardian Properties LLC, permission to run a Credit and Judiciary/Background check.

Check \_\_\_\_\_ Cash \_\_\_\_\_ Date \_\_\_\_\_

Applicant's

Signature: \_\_\_\_\_

Leasing Agent:

\_\_\_\_\_

Credit /Consumer Report

Ordered \_\_\_\_\_

Office Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_

Owner Approval (If required) \_\_\_\_\_