

## Deemer's Landing Leasing Guidelines

- 1) APPLICATION PROCESS IS BASED ON (3) PARTS:
  - A) Employment verification and/or income verification
  - B) Present and previous landlord/mortgage verification
  - C) Credit history and criminal background check
- 2) APPLICANT MUST BE 21 YEARS OF AGE OR OLDER
- 3) ITEMS THAT MUST BE SUBMITTED WITH APPLICATION:
  - A) Two (2) current paystubs – must show a minimum of 40 hours per week
  - B) Photo ID required upon submitting application
  - C) Checks will not be accepted for application fee, holding fee or initial move-in fees
- 4) RENT SHALL NOT EXCEED 35% OF MONTHLY GROSS INCOME:
  - A) Each party must qualify individually unless married to 2<sup>nd</sup> applicant
- 5) MUST SUBMIT HOLDING FEE OF \$250.00 TO HOLD AN APARTMENT:(APPLIED TO MOVE-IN FEES)
  - A) The holding fee of \$250.00 is non-refundable after (5) days. The holding fee is refundable ONLY if the application has been denied OR the apartment is not available upon scheduled delivery date OR applicant cancels in writing within (5) days of submitting application.
- 6) RENTERS INSURANCE and UTILITIES:
  - A) Minimum of \$300,000 Liability insurance must be maintained for the duration of residency.
  - B) Tenants are responsible to pay gas heat and electric
- 7) ONCE APPROVED:
  - A) Applicant will need the following documentation at lease signing: Delmarva Power account number for gas heat AND meter deposit receipt from Municipal Services for electric service AND proof of \$300,000 general liability renter's insurance.
  - B) There will be a one-time amenity fee (non-refundable) of \$250.00
  - C) There will be a one-time HVAC filter fee (non-refundable) of \$25.00
- 8) ANYONE 18 YEARS OF AGE OR OLDER:
  - A) If they will be listed as an occupant on the lease, an application must be submitted and will be held in the leaseholder's file. All persons 18 or older must be screened before residing at our community. Deemer's Landing reserves the right to deny an application if criminal record is found. Anyone moving onto the property without our approval will be considered UNAUTHORIZED and will be asked to leave immediately.
- 9) SHORT TERM LEASES –
  - A) 3 month lease is +\$250.00, 6 month lease is + \$125.00, 9 month lease is + \$75.00
  - B) A full security deposit is required

I, the applicant, have read and understand the above outlined terms/guidelines:

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Name

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Date

# Deemer's Landing Apartments Rental Application (Please print)

**Desired Move-in date:** \_\_\_\_\_

**Size of apt. needed:**      1B      2B      3B      **Floor:** 1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>

**Lease Desired:**      Short Term      12 mos.      15 mos.      24 mos.

**Style Desired:**      Captains Lair, Mariner, Wind Jammer, Outrigger, Galleon, Schooner

**Name:** \_\_\_\_\_      JR      SR      III  
Last                      First                      MI                      (circle one)

**SSN:** \_\_\_\_\_      **DOB:** \_\_\_\_\_

**Current Address:**

\_\_\_\_\_  
Number and name of street  
\_\_\_\_\_  
City, state, zip code                      How Long?  
\_\_\_\_\_  
Cell phone #                      Email Address

**Landlord:**

\_\_\_\_\_  
Name of Landlord / Mortgage Co.                      Monthly pymt  
\_\_\_\_\_  
Telephone #                      Fax #

**Previous Address:**

\_\_\_\_\_  
(If less than 2 yrs. At current address)  
\_\_\_\_\_  
City, state, zip code                      How long?

**Employment:**

\_\_\_\_\_  
Current employer                      Telephone #  
\_\_\_\_\_  
Address                      Fax #  
\_\_\_\_\_  
Date of hire                      Supervisor Name/Phone #                      Your Position

**Salary per year:** \$ \_\_\_\_\_      Paid: Weekly      Bi Weekly      Monthly  
**Other income:** \$ \_\_\_\_\_      Paid: Weekly      Bi Weekly      Monthly

**Emergency Contact:**

\_\_\_\_\_  
Name – please print  
\_\_\_\_\_  
Address                      City, State, Zipcode  
\_\_\_\_\_  
Telephone #                      Relationship

1. Have you ever been convicted of or pleaded guilty or "no contest" to a felony? (whether or not resulting in a conviction)? YES\_\_\_\_ NO\_\_
2. Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not resulting in a conviction)? YES\_\_\_\_ NO\_\_
3. How did you learn about us? Driveby\_\_\_\_ Apts.com\_\_\_\_ \*Tenant\_\_\_\_ Other\_\_\_\_  
\*Tenant Name and Address:\_\_\_\_\_
4. Any pets? YES\_\_\_\_ NO\_\_\_\_ How many? \_\_\_\_\_ What kind? Dog\_\_\_\_ Cat\_\_\_\_
5. \_\_\_\_\_  
Breed            Age            Weight            Breed            Age            Weight
6. Do you smoke tobacco products? YES\_\_\_\_ NO\_\_

Additional Occupants: (list everyone who will be living with you including children)

Full Name	DOB	SSN	Relationship to you
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OCCUPANTS 18 YRS. OR OLDER MUST FILL OUT APPLICATION

Total Occupants:                      Adults \_\_\_\_\_      Children \_\_\_\_\_

**Application must be fully completed before processing can begin.** Each applicant must attach a copy of their 2 latest pay stubs or signed employment verification on company letterhead. Photo ID must be presented at the time of application submission. Application fee (if applicable) is NON-REFUNDABLE. No personal checks will be accepted for payment.

No apartment will be held without a \$250.00 holding fee. Applicant has exactly (5) days to cancel this application (must be in writing). If application is cancelled after (5) day period the holding fee will be forfeited. NO EXCEPTIONS. Checks will not be accepted.

In the event that an application is denied by the lessor OR the applicant cancels (in writing) with the (5) days, the holding fee will be refunded in full. Holding fee is also refundable if apartment cannot be delivered by lessor on scheduled move-in date.

I have read, and I fully understand the terms and conditions set forth in this application. To the best of my knowledge and believe the information I have given is true and correct. I fully understand that my lease or rental agreement may be terminated if I have made any false or incomplete statements in this application. I hereby authorize verification of the information provided in this application from my credit sources, credit bureaus, current and previous landlords, employers, and/or personal references.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date