

## Tell Us About Yourself (use additional sheets if necessary)

**PLEASE LIST YOUR FULL NAME AS IT APPEARS ON YOUR PHOTO ID** - Your photo ID must be presented at time of application and again at move-in.

FIRST NAME		MIDDLE NAME		LAST NAME	
SOCIAL SECURITY # OR INDIVIDUAL TAXPAYER ID #		DRIVERS LICENSE OR OTHER GOVERNMENT ISSUED PHOTO ID #		TYPE OF ID	STATE OR GOVERNMENT THAT ISSUED THE ID
DATE OF BIRTH		OTHER NAMES USED IN LAST 10 YEARS		EMAIL ADDRESS (Required)*	
PRESENT ADDRESS			COUNTY	WORK TELEPHONE #	
CITY	STATE	ZIP	HOME TELEPHONE #	MOBILE TELEPHONE #	

LIST ALL OTHER PERSONS, INCLUDING SPOUSES, TO OCCUPY THE PREMISES, INCLUDING DATE OF BIRTH (if 18 years or older, must fill out application as an applicant)

NAME	DATE OF BIRTH	NAME	DATE OF BIRTH	NAME	DATE OF BIRTH	NAME	DATE OF BIRTH
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PRESENT ADDRESS IS (Check one):  OWNED HOME  RENTED HOME  RENTED APARTMENT  PARENTS' HOME  STUDENT HOUSING  OTHER:

IF RENTING or OWNED: PRESENT LANDLORD / APARTMENT COMMUNITY / MORTGAGE COMPANY

ADDRESS OF PRESENT LANDLORD / APARTMENT COMMUNITY / MORTGAGE COMPANY

CITY	STATE	ZIP	TELEPHONE #
HOW LONG?	MONTHLY PAYMENT	ANTICIPATED MOVE-OUT DATE:	REASON FOR LEAVING:

PREVIOUS ADDRESS (IF LESS THAN THREE YEARS AT PRESENT ADDRESS)

CITY	STATE	ZIP	TELEPHONE #
PREVIOUS ADDRESS IS (Check one): <input type="checkbox"/> OWNED HOME <input type="checkbox"/> RENTED HOME <input type="checkbox"/> RENTED APARTMENT <input type="checkbox"/> PARENTS' HOME <input type="checkbox"/> STUDENT HOUSING <input type="checkbox"/> OTHER:			
IF RENTING or OWNED: PREVIOUS LANDLORD / APARTMENT COMMUNITY / MORTGAGE COMPANY			

ADDRESS OF PREVIOUS LANDLORD / APARTMENT COMMUNITY / MORTGAGE COMPANY

COUNTY WHERE RESIDENCE LOCATED			
CITY	STATE	ZIP	TELEPHONE #
HOW LONG?	MONTHLY PAYMENT	MOVE-OUT DATE:	REASON FOR LEAVING:

HAVE YOU LIVED IN AN **EQUITY RESIDENTIAL** COMMUNITY BEFORE?  YES  NO

IF YES, WHICH ONE (Include city and/or state)?

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

### Employment

EMPLOYER (COMPANY NAME)		HOW LONG?	MONTHLY GROSS INCOME
ADDRESS	CITY	STATE	ZIP
JOB TITLE	SUPERVISOR'S NAME		SUPERVISOR'S TELEPHONE #
OTHER SOURCE(S) OF VERIFIABLE INCOME	WHEN RECEIVED	AMOUNT	MONTHLY INCOME FROM OTHER SOURCES

FORMER EMPLOYER (IF LESS THAN THREE YEARS AT CURRENT JOB)

HOW LONG?			
ADDRESS	CITY	STATE	ZIP
JOB TITLE	SUPERVISOR'S NAME		SUPERVISOR'S TELEPHONE #

### Motor Vehicles (including cars, trucks, boats, motorcycles - if permitted at property):

MAKE/MODEL	YEAR	COLOR	LICENSE PLATE #	STATE
1.				
2.				
3.				

### Animals (animals require our consent)

TYPE	BREED	WEIGHT	NAME	LICENSE/TAG #
1.				
2.				

### Person to Notify in Case of Emergency, Death or Incapacity\*\* (cannot be someone who intends to reside in the premises)

NAME	RELATIONSHIP	PRIMARY TELEPHONE #	ALTERNATE TELEPHONE #
ADDRESS		CITY	STATE ZIP

Will you or any of your occupants require special assistance in case of an emergency, including evacuation of the building or community?  Yes  No

If so, identify the person and the type of special assistance required:

## Criminal Background Information

Do you (or any of the potential occupants in the apartment) have charges pending against you (or them) for any criminal offense?	Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No    Occupants <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you (or any of the potential occupants in the apartment) been convicted of any criminal offense; or entered a plea of "guilty" or "no contest" to any criminal offense; or had any criminal matter disposed of in a manner other than by acquittal or a finding of "not guilty"?	Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No    Occupants <input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to any of the above questions, give details and dates, including the county and state in which the incident occurred:	

### How did you hear about our community?

<input type="checkbox"/> Internet (which site?) _____	<input type="checkbox"/> Resident (name?) _____
<input type="checkbox"/> Drive-By <input type="checkbox"/> Rental Publication (Which One?) _____	<input type="checkbox"/> Rental Agency (Which One?) _____
<input type="checkbox"/> Locator Service (Which One?) _____	<input type="checkbox"/> Other _____

## PLEASE READ CAREFULLY AND SIGN BELOW

**Correct Information.** You represent that all of the above statements are true and complete. You authorize us to contact any references listed above and to obtain consumer reports, which may include credit, rental payment history and criminal background information about you and any occupants in the premises in order to verify the above information. You further authorize us to obtain subsequent consumer reports to ensure that you continue to satisfy the terms of your tenancy, for the collection and recovery of any financial obligations relating to your tenancy, or for any other permissible purpose. You understand that we may report all positive and negative rental payment history to consumer reporting agencies who track this information for landlords, mortgage companies and other creditors. You and all occupants hereby release from all liability or responsibility all persons and corporations requesting or supplying such information. You acknowledge that false, incomplete or misleading information herein may constitute grounds for rejection of this application, termination of right of occupancy of all residents and occupants under a lease and/or forfeiture of deposits and fees, and may constitute a criminal offense under the laws of this State. This application is preliminary only and does not obligate us to execute a Lease or to deliver possession of the premises to you. You also acknowledge that if any payment to us is returned or otherwise rejected by your financial institution for any reason, we will assess a returned item fee in accordance with local law.

### I have read and agree to the provisions as stated.

Non-Refundable Application Processing Fee required with each Application:	\$ _____
Total Holding Fee *** (Per Apartment, if any):	\$ _____
Holding Fee amount paid by this applicant:	\$ _____
Address of Apartment/Premises being held:	_____

Applicant Signature \_\_\_\_\_  
Date \_\_\_\_\_

## OFFICE USE ONLY

Apartment Number	_____
Apartment Size/Description	_____
Anticipated Move-in Date	_____
Lease Start Date	_____
Lease End Date	_____
Quoted Monthly Apartment Rent	_____

Applicant acknowledges that Maryland law (Annotated Code of Maryland Real Property Section 8-213) provides as follows: "(b)(1)(i) If a landlord requires from a prospective tenant any fees other than a security deposit as defined by Section 8-203 (a) of this subtitle, and these fees exceed \$25, then the landlord shall return the fees, subject to the exceptions below, or be liable for twice the amount of the fees in damages. (ii) The return shall be made not 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. (2) The landlord may retain only that portion of the fees actually expended for a credit check or other expenses arising out of the application, and shall return that portion of the fees not actually expended on behalf of the tenant making application. (c) This section does not apply to any landlord who offers four or less dwelling units for rent on one parcel of property or at one location, or to seasonal or condominium rentals."

### Property Staff Initials

\* **Email Address & Electronic Signatures.** Please provide the email address through which you prefer to receive communications from us. In particular, we may present our lease documents to you for signature electronically. If we do so, you will receive an email with a link to your lease. You can review the lease on your own time and sign it, electronically, anytime prior to your move-in date. Your electronic signature should match the name that is displayed in your lease. After all residents have signed the lease, it will be stored on our secure resident website, My.EquityApartments.com, for you to access at any time. An electronic signature is enforceable and replaces traditional pen and paper signatures. If you will not be able to use this method of signature because you do not have an email address or access to internet, please let us know so we can prepare a paper lease for signature in the office.

\*\* **Authorization for Providing Access in the Event of Emergency, Death or Incapacity.** If your application is approved and you take possession of the apartment/premises, you authorize us, in the event of your death or incapacity, to grant access to the premises and the contents therein to the individual you named above. Once we grant access to such person, he/she may remove all personal property from the premises and dispose of it in accordance with applicable law. You hereby release and discharge us from any liabilities, claims or damages arising out of or in connection with our granting such access to the person you named.

\*\*\* **Refundable Holding Fee Agreement.** You understand that the holding fee is not a security deposit. By signing this application and paying the holding fee, you are requesting us to reserve the apartment/premises for you. You understand that the premises will not be taken off the market until such time as you have submitted this fully-completed and signed application, as well as all of the necessary documentation we require in order to approve or deny your application. You further understand that the holding fee does not obligate us to execute a lease or to deliver possession of the premises to you.

You understand and agree that we will deposit your holding fee during the time it takes to process the application and until one of the following scenarios occurs:

If your application is denied, we will refund the entire holding fee to you.

If your application is approved and you enter into a lease with us for the premises, then we will apply the holding fee amount to one or more of the following: (i) any rental amount required under the lease; (ii) any security deposit required under the lease; or (iii) any other fees and charges required under the lease.

If your application is approved by us and you notify us of your election not to enter into a lease for the premises, we will refund the entire holding fee to you.

We both agree that our agreement to remove the premises from our rental availability inventory and your failure to timely notify us of your election to not enter into a lease for the premises and/or your failure to timely enter into a lease for the premises, as set forth above, will cause us and the owner of the premises to incur costs that are difficult and impracticable to fix. Such costs include, without limitation, lost rent on the premises, as well as marketing, advertising, office overhead and other costs incurred by us in preparing the premises for rental to other potential tenants. As a result, you understand and agree that you must notify us of your intent with respect to entering into a lease for the premises within a reasonable amount of time.