

Unit #: _____	Unit Type: _____	Monthly Rent: _____	Move-In: _____	Lease Term: _____	Mktg. Source: _____
Other Rent: Type: _____	Amount: _____	Other Rent: Type: _____	Amount: _____	Security Deposit: _____	
Other Deposit: Type: _____	Amount: _____	Other Deposit: Type: _____	Amount: _____	Agent: _____	Approved: _____

### RENTAL APPLICATION GUIDELINES

Before the application fee of \$ \_\_\_\_\_ is accepted, the applicant is hereby advised that the eligibility criteria used in deciding whether to rent the rental unit indicated above to the applicant are based on the below.

- All Rental Applications must be accompanied by a non-refundable application fee per applicant (and, where applicable, for guarantor/co-signer).
- No Rental Application will be processed until the Rental Application is completed in full. This includes submission of all necessary and additional paperwork.
- Review of this Rental Application.
- Income and/or Employment Requirement: Income from all sources will be considered.
- Rental History: Satisfactory rental history is required, including, without limitation, late payments/non-payments, tenancy issues with prior landlords (complaints, formal 30-Day Notices to Correct or Vacate), history of landlord and tenant actions, including, without limitation, settlements, consent orders and/or evictions/judgments.
- Consumer Reports: Satisfactory consumer history is required, including, without limitation, credit score, non-payment/late payments, high account balances, collection activity, defaults and bankruptcy history.
- Criminal Background: Landlord reviews applicant's criminal history in compliance with the Fair Criminal Record Screening for Housing Act of 2016, D.C. Code 42-3541.01 *et. seq.*
  - Pending criminal accusation or criminal conviction history of individuals over 18 years of age who will reside in the rental unit, that occurred within the past 7 years or less, and only for offenses listed in the Fair Criminal Record Screening for Housing Act of 2016.
  - The applicant may provide evidence demonstrating inaccuracies within the applicant's criminal record or evidence of rehabilitation or other mitigating factors. This means you have the right to provide, among other things, evidence of errors in your criminal background report, evidence of your good conduct since the conviction or pending accusation occurred, or other information you would like a housing provider to use when evaluating your criminal background.
  - Criminal background history will only be obtained and considered AFTER making a conditional offer to rent (see below).

Housing opportunities are available to all persons in conformance with all applicable Federal and Local Fair Housing and Human Rights Laws.

**APPLICANT NAME** \_\_\_\_\_  
Last
First
Middle

DL# \_\_\_\_\_ State \_\_\_\_\_ Date of Birth \_\_\_\_\_ SSN/ ITIN# \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Cell/Mobile Number \_\_\_\_\_ Email Address \_\_\_\_\_

Number of Occupants \_\_\_\_\_ Size of apt. desired? \_\_\_\_\_ When can you take possession? \_\_\_\_\_

Do you have any pets? Yes  No  Type of Pet \_\_\_\_\_ No. of Pets \_\_\_\_\_ Weight of Pet (full grown) \_\_\_\_\_ Name of pet \_\_\_\_\_

**PRESENT ADDRESS** (If at Present Address for less than 2 years, please fill out information for Previous Address) Rent  Own  House  Apt.  Condo

Street \_\_\_\_\_ Apt. No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Residency Dates: From \_\_\_\_\_ To \_\_\_\_\_ Have you given notice? Yes  No

When does your lease expire? \_\_\_\_\_ Community Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Reason for moving \_\_\_\_\_ Landlord Name \_\_\_\_\_ (If home, give mortgage company and account no.)

Day Phone \_\_\_\_\_ Are you the leaseholder? Yes  No

**PREVIOUS ADDRESS** Rent  Own  House  Apt.  Condo

Street \_\_\_\_\_ Apt. No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Residency Dates: From \_\_\_\_\_ To \_\_\_\_\_ Community Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Landlord Name \_\_\_\_\_ Day Phone \_\_\_\_\_ (If home, give mortgage company and account number.)

**CURRENT LOCAL EMPLOYER** (Employment - Last 3 years) (If at Current Local Employer for less than 1 year, please fill out information for Previous Employer)

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Position Held \_\_\_\_\_ Div./Dept \_\_\_\_\_ Gross Income (annual) \$ \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ Bonus/OT? \$ \_\_\_\_\_ Main Phone No. \_\_\_\_\_ Direct Line \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Ph. No \_\_\_\_\_ Director of HR \_\_\_\_\_ Ph. No. \_\_\_\_\_

**PREVIOUS EMPLOYER**

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Position Held \_\_\_\_\_ Div./Dept \_\_\_\_\_ Gross Income (annual) \$ \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ Bonus/OT? \$ \_\_\_\_\_ Main Phone No. \_\_\_\_\_

Director of HR \_\_\_\_\_ Ph. No. \_\_\_\_\_

**ADDITIONAL INCOME**

Source: \_\_\_\_\_ Name and Daytime Phone (To Verify) \_\_\_\_\_

**PART TIME OR SECOND EMPLOYER**

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Position Held \_\_\_\_\_ Div./Dept \_\_\_\_\_ Gross Income (annual) \$ \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ Hours/Week \_\_\_\_\_ Main Phone No. \_\_\_\_\_

**JOINT APPLICANT(S) – Each Joint Applicant(s) must submit a completed Rental Application**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**AUTOMOBILE INFORMATION** How many automobiles do you own? One  Two  Other 

Tag No. \_\_\_\_\_ Year \_\_\_\_\_ Make/Model \_\_\_\_\_ Tag No. \_\_\_\_\_ Year \_\_\_\_\_ Make/Model \_\_\_\_\_

**LIST ALL OCCUPANTS WHO WILL RESIDE IN THE APARTMENT WITH YOU**

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

**EMERGENCY CONTACTS** (Preferably a Relative or Person not living with Applicant)

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Relationship \_\_\_\_\_

I hereby authorize Landlord, its agents and employees, to obtain any information Landlord deems desirable in its sole discretion in the processing of my Rental Application including: credit reports, civil and criminal records and background checks, rental histories, employment and salary histories, police and vehicle records, and any other relevant information concerning all persons who will occupy the Apartment; and I, on behalf of myself and all other occupants, hereby release and agree to indemnify Landlord, its agents and employees, from all liability for any damage whatsoever incurred in furnishing or obtaining such information. In accordance with the Fair Credit Reporting Act, Applicant is hereby advised that she/he has the right to make a written request within a reasonable time for a complete disclosure of the nature and scope of the investigation conducted in connection with this Application.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTICE OF CONDITIONAL OFFER**

You are hereby advised that the housing provider is making you a conditional offer to rent the rental unit listed on page 1 of this application. This rental unit is located at \_\_\_\_\_, \_\_\_\_\_ in Washington D.C. \_\_\_\_\_.

This offer is contingent upon the following eligibility criteria:

- Income/Employment Review
- Rental History Review
- Consumer Reports Review
- Criminal Background Review (pursuant to Fair Criminal Record Screening for Housing Act of 2016, D.C. Code 42-3541.01 *et seq.*)
  - Pending criminal accusation or criminal conviction history of individuals over 18 years of age who will reside in the rental unit, that occurred within the past 7 years or less, and only for offenses listed in the Fair Criminal Record Screening for Housing Act of 2016
  - Additional details: This conditional offer is made to applicant before criminal background history is obtained and considered. After checking your criminal background, the housing provider will determine whether a withdrawal of this conditional offer based on your criminal background is reasonable and achieves a substantial, legitimate, and nondiscriminatory interest. You have the right to provide evidence demonstrating inaccuracies within your criminal record or evidence of rehabilitation or other mitigating factors. This means you have the right to provide to the housing provider evidence demonstrating inaccuracies or evidence of rehabilitation, good conduct since the conviction or pending accusation occurred, other mitigating factors, or other information you would like a housing provider to use when evaluating your criminal background.
  - If we contact you regarding a criminal conviction or pending criminal accusation on your record, our policy is that you have \_\_\_\_\_ ( ) calendar days to provide us with the above evidence before we make a final decision to either withdraw or finalize this conditional offer.

ACKNOWLEDGMENT OF RECEIPT OF CONDITIONAL OFFER

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

# RENTAL APPLICATION- DISTRICT OF COLUMBIA POLINGER COMPANY



Application is hereby made to rent the Premises known as Apt. No. \_\_\_\_\_ at \_\_\_\_\_, under a lease for a period of \_\_\_\_\_ months, commencing on the first day of \_\_\_\_\_, 20\_\_\_\_ at the monthly base rental of \$ \_\_\_\_\_ payable in advance on the first day of each month. As consideration of the lease, Applicant(s) submit the above information concerning all occupants of the apartment for which the application is made. It is understood the Premises are to be used as a residence to be occupied by no more than \_\_\_\_\_ persons.

Applicant(s) hereby pays the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) as an application fee which is a non-refundable investigation fee. In the event the Application is denied or canceled, the balance of the deposit shall be refunded to Applicant within ten (10) days of notification of denial or cancellation.

Applicant(s) specifically understand and agree that acceptance of the deposit in no way obligates the Landlord to offer a lease to Applicant(s).

Upon approval and acceptance, Applicant(s) agree to execute a lease for the Premises and to pay the balance of the first month's rent at the time of move-in. In the event Applicant(s) fail to execute a lease agreement and pay the required fees at the time of move-in, the application shall automatically be deemed to be withdrawn and the Landlord shall be free to rent the apartment to another party without any liability whatsoever to Applicant(s). If, within 15 days of the first to occur of occupancy or signing a lease, a tenant decides to terminate the tenancy, the landlord may also retain that portion of the fees which represents the loss of rent, if any, resulting from tenant's action.

Nothing contained herein shall be deemed to create any liability on the part of the Landlord for failure to deliver the premises on the date specified, nor shall anything herein be deemed to release the Applicant(s) and/or lessee from any liability created herein to lease the above referenced apartment, except: (1) the rent payable under the lease shall be abated until possession is delivered; and (2) the tenant, on written notice to Landlord before possession is delivered, may terminate, cancel, and rescind the lease.

In order to induce Landlord to offer a lease to Applicant(s), Applicant(s) authorize Landlord to verify any and all of the information herein contained, and Applicant(s) hereby release all persons involved in the verification of such information from all liability arising therefrom.

In accordance with the Fair Credit Report Act (15 U.S.C. Section 1681d (b)) Applicant(s) are hereby advised that s/he/they have the right to make a written request within a reasonable time for a complete and accurate disclosure of the nature and scope of the investigation conducted in connection with this Application.

Applicant(s) agree and affirm (a) that all of the information and all of the questions on this Application have been completed and answered fully and honestly; (b) that the answers set forth above are complete, true, and correct; and (c) that Applicant(s) have not failed to disclose any information which, if disclosed, might tend to cause Landlord to consider this application less favorably. Applicant agrees that in the event any information or representation contained herein is found to be inaccurate, Landlord has the right to deny the application or to terminate any Lease Agreement entered into with Applicant based upon the information contained in the application.

Credit Reports: The undersigned applicant hereby gives consent and acknowledges that the owner or its agent will obtain a consumer credit report on the undersigned applicant and any other person(s) eighteen (18) years or older who will be living with the applicant. All occupants 18 years of age or older (even if they are a dependent or have limited income) must submit an application for residency and if approved, must sign the lease agreement.

Polinger Company abides by the Civil Rights Acts of 1968, as amended by the Fair Housing Amendments Act of 1988. This Act prohibits discrimination in the rental of housing based on race, color, religion, sex, handicap, familial status or national origin. Polinger Company also abides by the DC Law Human Rights Act DC ST § 2-1402.21: It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based on the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, disability, matriculation, political affiliation, source of income, status as a victim of an intrafamily offense, or place of residence or business of any individual.

The Security Deposit will be refunded upon denial/cancellation of application within 45 (forty-five) days of the denial/cancellation. The Security Deposit is not refundable if the Applicant voluntarily cancels the reservation for said apartment less than 15 (fifteen) days prior to scheduled move-in.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date