

# The Greenghouse

519 W. Pratt Street, Baltimore, MD 21201

\*443-927-6683 \*fax 410.244.8750

## **RESERVING YOUR NEW APARTMENT HOME:**

**Apartments are not rented sight unseen, no exceptions.**

### **Required Paperwork:**

1. **Application** for each person over 18 living in the apartment.
2. **Application for guarantor if needed (restrictions apply); guarantor will fill out a second application.**
3. **Income verification** for each applicant *or* guarantor
4. **Landlord Verification Form** for each applicant and guarantor (if applicable)
5. **Copy of driver's license** or passport for each applicant and guarantor
6. **Pet Addendum must be filled out, signed and turned in with application. (65lb adult max weight, no exceptions.)**

### **Required Deposits and Fees:**

**Application fees, security deposit and first month's rent are only accepted in a money order or cashiers check.**

**All payments will be made out to Greenghouse Holding, LLC – NO PERSONAL CHECKS.**

7. **Applicants - \$35 application fee per applicant (more than one application fee may be combined into one money order or cashiers check)**
8. **Guarantor - \$35 application fee**
9. **Security deposit – One Month's Rent, in separate funds from app fees.**
  - Must be submitted when the application is given to secure an apartment.
  - Only one check per apartment will be accepted for security deposit and all future rental payments.
10. **First Month's Rent** is due at the lease signing, on or before your move in date; **certified funds only.** After the first month's rent is paid, you may use personal checks for remaining rental payments.
11. **Pet Fee - \$250 non refundable, per apartment; due at lease signing. Limit: One pet per apartment – breed and weight restrictions apply, (65lb max).**

### **Important: Please read over all paperwork in detail.**

- **All the above paperwork must be submitted to complete the approval process.**
- **Please return the signed application(s) and all additional information to:**  
**Fax: Attn: Leasing Office @ 410-244-8750**  
**Or you may call us to set an appointment to drop off the information.**
- **Your move in date is not guaranteed until confirmed and approved by management.**
- **The Greenghouses' exclusive cable and internet provider is Comcast.**

*Upon receipt of your application, application fees, and all other information, we will contact you as to the status of your approval and to schedule your lease signing. If you have any questions, please call us at 443-927-6683.*

**Acceptable Forms of Income Verification**

**(needs to be completed within 5 business days of application)**

Income requirements for applicants are 3.25x annual rent  
Guarantor's income requirements are 4x annual rent.

Listed below are acceptable forms of income verification:

***You need only provide ONE of the following:***

1. Two most recent consecutive pay stubs.
2. Most recent tax return (assuming same employer)
3. Most recent W-2 (assuming same employer)
4. New Hire Letter on letterhead stating applicant meets minimum income requirements.
5. Letter from the applicant's CPA, on their letterhead stating that the applicant or guarantor meets the minimum income requirements.
6. Two consecutive (non foreign) financial statements showing the required annual income.
  - Savings account
  - Money Market
  - Checking account
  - Stocks & Mutual Funds

***Thank you for choosing 101 Wells as your new home!***

# The Greenhouse

519 W. Pratt St. \*\* Baltimore, MD 21201  
\* Phone (443)927-6683 \* Fax (410)244-8750

## LANDLORD VERIFICATION FORM

*Please sign above applicant and fill in current landlords name and fax#, then return this form to the leasing office.*

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_ **(current landlord) FAX #** \_\_\_\_\_

**FROM:** Hilary Myers **FAX#** 410-244-8750

The Greenhouse needs to verify the following information on  
\_\_\_\_\_ **who resides/resided at**  
\_\_\_\_\_

1. Current Rent: \_\_\_\_\_

2. Dates of current or former lease \_\_\_\_\_

3. Number of late payments \_\_\_\_\_

4. Number of NSF payments \_\_\_\_\_

**5. Did the applicant give proper notice?** \_\_\_\_\_

6. Is the applicant's account paid in full? \_\_\_\_\_

7. Has legal action ever been taken against applicant? \_\_\_\_\_

8. Did applicant have any pets? \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Manager or Landlord  
verifying information

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

**Applicant's Signature**

**Date**

# The Greenhouse

PMC Property Group  
519 W. Pratt St. Baltimore, MD 21201  
\* 443.927.6683 \* fax 410.244.8750

## ***1. Applicant Data:***

\_\_\_\_\_

\_\_\_\_\_

<b>Last Name</b>	<b>Date of Birth</b>	<b>First Name</b>	<b>M.I.</b>	<b>Social Security</b>
<b>Number</b>				

\_\_\_\_\_

<b>Home Phone Number</b>	<b>Cellular Number</b>	<b>Email Address</b>	<b>Driver's</b>
<b>License Number and State Issued</b>			

## ***2. Residence History:***

**a.** \_\_\_\_\_

<b>Current Address</b>	<b>Street</b>	<b>Apt.#</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Monthly Rent/Mortgage</b>					

\_\_\_\_\_

<b>Community Name/Landlord or Mortgage Holder</b>	<b>Landlord/Mortgage Holder-Phone</b>
<b>Number</b>	<b>Occupancy Dates</b>

**b.** \_\_\_\_\_

<b>Previous Address</b>	<b>Street</b>	<b>Apt.#</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Monthly Rent/Mortgage</b>					

\_\_\_\_\_

<b>Community Name/Landlord or Mortgage Holder</b>	<b>Landlord/Mortgage Holder-Phone</b>
<b>Number</b>	<b>Occupancy Dates</b>

## ***3. Employment Information:***

**a.** \_\_\_\_\_

<b>Applicant Currently Employed by</b>	<b>Address</b>	<b>Phone Number</b>
<b>Position</b>		

\_\_\_\_\_

<b>Supervisor's Name</b>	<b>Length of Employment</b>	<b>Gross Monthly Income</b>	<b>Other Monthly Income</b>
<b>Source</b>			

**b.** \_\_\_\_\_

\_\_\_\_\_

<b>Previous Employer Position</b>	<b>Address</b>	<b>Phone Number</b>
_____	_____	_____
<b>Supervisor's Name</b>	<b>Length of Employment</b>	<b>Gross Monthly Income</b>
<b>Source</b>		<b>Other Monthly Income</b>
_____	_____	_____

**4. Student Information:**

\_\_\_\_\_

\_\_\_\_\_

**Which School do you attend?** \_\_\_\_\_ **Other Income (Including Financial Aid, parents, etc.)** \_\_\_\_\_

**5. How did you find out about our community?** \_\_\_\_\_ **Applicant**

Please Initial: \_\_\_\_\_

**6. What is your requested Move-In Date?** \_\_\_\_\_ **Applicant**

Please Initial: \_\_\_\_\_ **NOTE: This date is tentative, pending approval by Property Manager, no exceptions.**

For Office Use Only:

<b>Apt. #:</b> _____	<b>Rent:</b> _____	<b>Credit Score:</b> _____
_____	_____	_____
<b>Date Applied:</b> _____	<b>Application Fee:</b> _____	<b>Credit Approval Status:</b> _____
_____	_____	_____
<b>MI Date:</b> _____	<b>Paid:</b> _____	_____
_____	_____	_____
<b>Approved:</b> _____	_____	<b>Leasing Agent:</b> _____
_____	_____	_____
<b>Is this a Guarantor?</b> _____	<b>Deposit:</b> _____	_____
_____	_____	_____
<b>Is this a Student w/ co-signer?</b> _____	<b>Paid:</b> _____	_____
_____	_____	_____

**7. Bank Information:**

\_\_\_\_\_

\_\_\_\_\_

**Financial Institution Name/Checking City, State** \_\_\_\_\_ **Financial Institution Name/Savings City, State** \_\_\_\_\_

**8. List All Other Persons Who Will Be Occupying Apartment:**

<b>Occupants Name(s):</b>	<b>Date of Birth:</b>	<b>Relationship:</b>
<b>Social Security Number:</b>		
_____	_____	_____
_____	_____	_____
_____	_____	_____

**9. Do you wish to have a pet on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_ If you have a dog, state breed** \_\_\_\_\_

***If yes, we require a completed Pet Addendum prior to move in. MAX 65 Lbs. - Some breed restrictions. Unless specifically agreed to in writing by the landlord, no pets of any kind will be allowed on the premises.***

**10. Emergency Contacts/Personal Reference: (not living with applicant)**

Name Relationship	Address	Phone Number
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**12. Has Applicant Listed Herein Ever:(if any of the answers below are “yes”, please explain)**

**a. Been convicted of and/or pled “guilty” or “no contest” to any felony offense or criminal offense other than a traffic violation?**

**b. Been evicted from a rental dwelling, received a notice to vacate, or broken a rental agreement?**

**c. Have you ever declared bankruptcy?**

**APPLICANT’S CONSENT: Upon execution of Lease first full month’s rent due.**

1. It is understood that the sums deposited herewith as Application Fee are not refundable.
2. The sums deposited herewith as Security Deposit are refundable if this Application is not approved by the owner of the apartment community.
3. If the owner of the apartment community approves this Application, either orally or in writing, Applicant(s) agree that within seven (7) days of having been mailed notice of the approval of this Application, to enter into a Lease in conformity with this Application on the owner's standard form of Lease Agreement (a copy of which has been made available for Applicant(s) to review).
4. **If the owner of the apartment community approves this Application, and Applicant(s) do not enter into a Lease as aforesaid, the owner may place the rental unit for which Applicant(s) made application, for rental to a third-party.**
5. If a Landlord requires from a prospective tenant any fees other than a Security Deposit as defined by Section 8-203(a) of the Real Property Article of the Annotated Code of Maryland, and these fees exceed \$25.00, then the Landlord shall return the fees, subject to the exceptions below, or be liable for twice the amount of the fees in damage. The return shall be made no later than fifteen (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.
6. The Landlord may retain only that portion of the fees actually expended for a credit check or other expenses out of the Application, and shall return that portion of the fees not actually expended on behalf of the tenant making application.
7. Items 5 and 6 of this Lease Application, aforesaid, do not apply to a Landlord who offers four (4) or less dwelling units for rent on one (1) parcel of property or at one (1) location, or to seasonal or condominium rentals.

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 would, if disclosed, affect my Application unfavorably. As an inducement to enter into the Lease, I authorize you to secure from a consumer reporting agency an investigative consumer report. This report may contain, but would not be limited to, a consumer credit report, a rental history and verification of my residences, employment and income. I further authorize you and the consumer reporting agency to verify any and all information contained in this Application and to inquire into my character, general reputation, personal characteristics and mode of living, and I release all concerned from any liability in connection with the information they give. I have also been advised that I have the right, under the federal Fair Credit Reporting Act, Section 606(B) to make a written request of you and the consumer reporting agency, within a reasonable time, for a complete and accurate disclosure of the nature and scope of the investigation. I also consent to, and authorize the use of, any subsequent consumer report(s) under this authorization in connection with the collection of any debt associated with the rental of a residence for which application was made. Finally, I acknowledge receipt of the summary of consumer rights required by Section 609 of the Fair Credit Reporting Act entitled “A Summary of Your Rights Under the Fair Credit Reporting Act”.

I/We have fully read and understand all of the provisions of this Application and acknowledge receipt of a completed copy of same.

\_\_\_\_\_  
**Applicant’s Signature**

\_\_\_\_\_  
**Date**



# The Greenghouse

## EMPLOYMENT & INCOME VERIFICATION FORM

Name: \_\_\_\_\_

Place of employment: \_\_\_\_\_  
(If self-employed please note)

1. Starting date of employment: \_\_\_\_\_.

2. Position/Title: \_\_\_\_\_.

3. Salary: \_\_\_\_\_ Weekly      Annually

\_\_\_\_\_  
Applicant or Cosigner Signature

\_\_\_\_\_  
Date

### Income requirements:

Residents: 3.25x annual rent: combined income of all roommates

Example: \$1500(monthly rent) x 12 months (lease terms) x 3.25 =\$58,500.00

Cosigners: 4x annual rent: combined income of all cosigners will be used

### **ONE of the following forms of income verification must be provided by applicant or cosigner:**

- Letter from the applicant/cosigner's CPA, on letterhead stating that the minimum income requirements are met **or**
- Two most recent consecutive pay stubs **or**
- Most recent tax return (assuming same employer or self employed)
  - First one or two pages only, showing adjusted gross income **or**
- Most recent W-2 or 1099 (assuming same employer) **or**
- New Hire Letter on letterhead stating applicant meets minimum income requirements **or**
- Two consecutive (non foreign) financial statements showing the required annual income.
  - Savings account
  - Money Market
  - Checking account
  - Stocks & Mutual Funds
- If applicant is a student but does not want a cosigner, they must show proof of income in one of the above forms or show proof that they have borrowed enough funds to cover tuition and one year's rent. We will need to confirm what the tuition amount is.

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