

7315 Wisconsin Ave, #110W
Bethesda, MD 20814
(O) 301-986-9401
(F) 301-951-4997

Each co-signer & occupant over the age of
18 must complete his/her own application.

PRINT CLEARLY

LUXMANOR
REAL ESTATE, Inc.

Office Use Only: Rental App Fee Paid: _____ Application Status: _____	Property Applying For		Name of Realtor Who Showed You the Property (if applicable)
	Requested Move-in Date	Requested Lease Term	Smoker? YES NO
First Name	Last Name	Social Security No.	Date of Birth (MM/DD/YY)
Address		City	State, Zip
Email		Cell Phone	
Current Combined Amount in Checking/Savings/Money Market		Ages of Minors Living at the Property _____	Pets? (Type/Breed/Weight)
Current/Most Recent Landlord Name		Landlord Phone	Current Rent/mo
Employed By		Employed Since	Annual Income
Supervisor Name		Supervisor Phone	

I represent that the premises shall not be used for any illegal or restricted purpose(s) and certify that the above information is true and complete to the best of my knowledge. I hereby authorize the person or firm to whom this application is made, current/past landlord and their agents, any employer, and/or any credit bureau/other investigative agency employed by such person, to investigate the references herein listed or verify statements or other data obtained from me or from any other person pertaining to my financial responsibility. I give LuxManor Real Estate, Inc. permission to provide credit score and/or credit report to landlord. Landlord does not accept "reusable" tenant screening reports. Application fee is earned when paid. DC: Credit score 680+, no more than 40% of gross income to cover rent. Exceptions made at owner's discretion and to comply with voucher regulations.

INSTRUCTIONS:

1. Submit \$40 per applicant by PayPal (Jim@LuxManor.com), Venmo (Jim@LuxManor.com), Zelle (Jim@LuxManor.com), or by check (made payable to LuxManor Real Estate). Include name and property address when sending payment. Mail or drop off check to 7315 Wisconsin Ave, Suite 110W, Bethesda, MD 20814. Note: Zelle payments cannot be refunded.
2. Return completed application by e-mail (Jim@LuxManor.com), mail/drop off, or fax to (301) 951-4997.

Applicant Signature _____ **Date** _____

If there are additional charges during the verification process imposed on LuxManor Real Estate, the applicant will be required to pay them (i.e. 3rd party).

For Office Use Only	Employment Verification	Landlord Verification
What is the employee's current annual income? _____ _____ How long has he/she worked in this position? _____ _____	Property Address _____ How long has the tenant lived at this property? _____ # of late payments in last 24 months _____ Is the tenant's rent currently paid in full? _____ Has the tenant been in Good Standing with regards to rules? (if no, explain) _____ _____ _____	

Instructions for Leasing a

LuxManor Listing

1. Pay the \$40 (per adult applicant) application fee either by check (personal is fine) made payable to LuxManor Real Estate and mail or drop off to 7315 Wisconsin Ave, Suite 110W, Bethesda, MD 20814, by PayPal (Jim@LuxManor.com), Venmo (Jim@LuxManor.com), or Zelle (Jim@LuxManor.com) and submit your LuxManor application. Applications are not processed until application fee has been received. Note: Zelle payments cannot be refunded.
2. Once approved (this generally takes between 1-3 business days), LuxManor Real Estate will draw up the lease and send it to you or your Realtor for signatures. At this time, the listing agent will also send the tenants a link to www.dmvpm.com with log-in information to make the first month's rent and security deposit payment via ACH. This is e-mailed to the renters directly in a separate e-mail separate from the lease. Once approved, if there is an unreasonable delay in ratifying the lease/sending in the first month's rent and deposit, this could result in rental to another applicant. Please inform listing agent of any known issues/questions when the application is submitted.
3. NOTE: If DMV Property Management is managing the property, all rent payments throughout the lease need to be paid via ACH at www.dmvpm.com. There is a \$2.00 fee per payment for all ACH payments and payments can be sent from each tenant or by one.
4. Only after the first month's rent and security deposit are paid and the tenant-signed lease is received, will LuxManor Real Estate will send the lease to the landlord for ratification.
5. After ratification, LuxManor Real Estate will provide the tenants with the combination to the lockbox prior to or on the start date of the lease. Leases start at 12pm on the start date of the lease and end at 5pm on the last day of the lease but we generally allow access first thing in the morning of the lease whenever possible.

Please note – the lease is not ratified and therefore the property is not secured for any given tenant until that tenant receives the lease back from the landlord with landlord's ratification of lease. This happens after the tenants have signed the lease and paid the first month's rent and the entire security deposit.

Jim Roy, Broker and Owner of LuxManor Real Estate
301-254-7253 Jim@LuxManor.com

We work very hard to make the process as smooth and efficient as possible.