

Delaware

Property Management Co., L.L.C.

1101 Millstone Drive
Newark, DE 19711
302-366-0208
302-366-8271 (fax)

For Office Use Only (Please do not complete this section)
Leasing Agent _____
Application Fee – Date Paid _____
Accepted _____ Declined _____

RENTAL APPLICATION

To the Applicant

We sincerely thank you for your application. Please help us promptly process this application by clearly providing all of the required information. An application fee of **\$50.00 per person** (unless a married couple) made payable to Delaware Property Management must accompany this application before it will be considered. The fee is non-refundable and is not a part of the security deposit. NON-US Citizens, must provide a valid Social Security Card or have a US Citizen Co-Sign the Rental Agreement. Six Month Leases – are at the discretion of the property owner and a non-refundable unit-renovation fee is required in conjunction with the standard required fees and deposits.

Date of Application _____ Deposit Amount Paid \$ _____

Residence Desired _____

Desired Move-in Date _____ Monthly Rent \$ _____

Personal Information

Applicant's Full Name _____

Phone: () _____ E-mail Address _____

Date of Birth _____ Social Security No. _____

Co-Applicant's Full Name _____

Phone: Day () _____ Evening () _____

Date of Birth _____ Social Security No. _____

Other Resident	Social Security No.	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

Residence History for the past 3 years, beginning with most recent.

Applicant's Current Address _____ City _____ State _____ Zip _____

Rental Amount \$ _____ Month/Year Moved In _____

Reason for Leaving _____

Owner or Agent of Address _____ Landlord's Phone () _____

Applicant's Previous Address _____ City _____ State _____ Zip _____

Rental Amount \$ _____ Month/Year Moved In _____

Reason for Leaving _____

Owner or Agent of Address _____ Landlord's Phone () _____

Co-Applicant's Current Address _____ City _____ State _____ Zip _____

Rental Amount \$ _____ Month/Year Moved In _____

Reason for Leaving _____

Owner or Agent of Current Address _____ Landlord's Phone () _____

Co-Applicant's Previous Address (if within 3 years) _____ City _____

State _____ Zip _____ Rental Amount \$ _____ Month/Year Moved In _____

Reason for Leaving _____

Owner or Agent of Previous Address _____ Landlord's Phone () _____

Employment Information

Applicant's status: Employed Full-Time Employed Part-Time Student Retired Unemployed

Current Employer _____

Address _____ City _____ State _____ Zip _____

Dates Employed _____ Employed As _____

Supervisor _____ Supervisor's Phone () _____

Salary \$ _____ Per _____ Human Resource Dept. Phone () _____

Other Current Employer _____

Address _____ City _____ State _____ Zip _____

Dates Employed _____ Employed As _____

Supervisor _____ Supervisor's Phone () _____

Salary \$ _____ Per _____ Human Resource Dept. Phone () _____

If employed by above less than 6 months, give name and address of previous employer or school.

Previous Employer _____

Address _____ City _____ State _____ Zip _____

Dates Employed _____ Employed As _____

Supervisor _____ Supervisor's Phone () _____

Salary \$ _____ Per _____ Human Resource Dept. Phone () _____

If there is other income you would like considered, please list amount, source and person whom we could contact for confirmation. You do NOT have to reveal alimony or child support unless you want it considered in this application.

Monthly Amount \$ _____ Source _____ Person and Phone # () _____

Co-Applicant's Status Employed Full-Time Employed Part-Time Student Retired Unemployed

Current Employer _____

Address _____ City _____ State _____ Zip _____

Dates Employed _____ Employed As _____

Supervisor _____ Supervisor's Phone () _____

Salary \$ _____ Per _____ Human Resource Dept. Phone () _____

Other Current Employer _____

Address _____ City _____ State _____ Zip _____

Dates Employed _____ Employed As _____

Supervisor _____ Supervisor's Phone () _____

Salary \$ _____ Per _____ Human Resource Dept. Phone () _____

If employed by above less than 6 months, give name and address of previous employer or school.

Previous Employer _____

Address _____ City _____ State _____ Zip _____

Dates Employed _____ Employed As _____

Supervisor _____ Supervisor's Phone () _____

Salary \$ _____ Per _____ Human Resource Dept. Phone () _____

If there is other income you would like considered, please list amount, source and person whom we could contact for confirmation. You do NOT have to reveal alimony or child support unless you want it considered in this application.

Monthly Amount \$ _____ Source _____ Person and Phone _____

Banking and Credit References

Applicant's Bank (1) _____

Branch Address _____ City _____ State _____ Zip _____

Co-Applicant's Bank (2) _____

Branch Address _____ City _____ State _____ Zip _____

Credit Reference _____ Account No. _____

Address _____ City _____ State _____ Zip _____

Credit Reference _____ Account No. _____

Address _____ City _____ State _____ Zip _____

Other Information

Vehicle Make/Model _____ Year _____ Color _____ Tag No. _____ State _____

Vehicle Make/Model _____ Year _____ Color _____ Tag No. _____ State _____

Other Make/Model _____ Year _____ Color _____ Tag No. _____ State _____

Applicant's Drivers License Number _____ State _____

Co-Applicant's Drivers License Number _____ State _____

Pets? (Description and number of pets) _____

Do you own a waterbed? _____ Yes _____ No _____

In Case of Personal Emergency, notify _____

Address _____ City _____ State _____

Phone () _____ Relationship _____

Have any of the applicants ever been convicted of Felonies, Theft or Fraud charges? Yes _____ No _____. If yes, please explain,

Please use the space below for any information which you think could be beneficial in processing this application.

Authorization Please read carefully before signing.

The information which you have provided will be relied upon in considering your application. It is important that the information be accurate and complete. By signing this application, you represent and warrant the accuracy of the information, and you authorize Delaware Property Management Company, L.L.C. to verify any references which you have listed and to conduct a credit check.

Fair Credit Reporting Act Pre-Notification Statement: This is to inform you that, as part of our procedure for processing your application, an investigative report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living, whichever may be applicable. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

Fair Housing Act Statement: Federal and state laws make it illegal for anyone to refuse to rent, sell or make housing loans because of **RACE, COLOR, RELIGION, CREED, AGE, SEX, MARITAL STATUS, NATIONAL ORIGIN, HANDICAP AND FAMILIAL STATUS.**

Agency Disclosure: Delaware Property Management Company, L.L.C., any cooperating broker, and any leasing representative working with either are representing the owner's interest and have fiduciary responsibilities to the owner, but are obligated to treat all parties fairly. Delaware Property Management Company, L.L.C., any cooperating broker, and any leasing representative working with either, without breaching the fiduciary responsibilities to the owner, may, among other services, provide a prospective' tenant with information about the attributes of the properties, show properties, and assist in preparing an offer to lease. Delaware Property Management Company, L.L.C., any cooperating broker, and any leasing representative working with either also have the duty to respond accurately and honestly to a prospective tenant's questions and disclose material facts about properties.

The property you are applying for will not be removed from the rental market until the landlord and/or owner approves your application. If all tenants do not sign the Rental Agreement within five calendar days of approval, the property will be placed back on the rental market.

Rental Guidelines

- A certified check or money order is required for payment of security deposits, pet deposit and the first month's rent.
- The stated security deposit must be paid at the signing of the Rental Agreement.
- A driver's license or some form of identification is required.
- A minimum of 3-7 business days are required for processing an application.
- Pay stubs or written verification of income and employment are required.
- If a co-signer is required, the co-signer must reside and be employed in the state in which the property is located.
- In considering financial qualifications, the general criteria is used is that the monthly rental amount is equal to 25% of your monthly gross income. Owners may make exceptions to this formula based on other assets or credit of Tenant.

Signed: _____ Date: _____

Signed: _____ Date: _____

I / We plan to purchase a home in: 12 Months 18 Months 24 Months **(please circle one)**



Consumer Information Statement (CIS) for Consumers Seeking to
Rent Residential Property
This information is from the Delaware Real Estate Commission and is not a contract.

Delaware law, title 24 ch.29 requires real estate salespersons, associate brokers, and brokers to provide this CIS to you at the earlier of your first scheduled appointment, the first showing of a property, or making an offer unless you are a tenant for 120 days or less. You are encouraged to read this CIS before you list your home for rent or go to view homes to rent. This is first given to you to explain Agency law in Delaware. It must be signed prior to completing a rental application, or the signing of a rental agreement (lease), a listing agreement, or any other brokerage agreement.

Presumed Agency: You are a customer when you first contact a broker or salesperson who immediately owes you a duty of confidentiality as explained below. You automatically become a client and the other Statutory Duties begin upon the earlier of (i) the first scheduled appointment, (ii) the first showing of a property, (iii) making an offering, or (iv) the agent working for you, unless a CIS is signed indicating there is no agency relationship which means there are no duties owed to you other than confidentiality. **Under Delaware Law, it is presumed that you consent to dual agency unless you fill out this form saying you do not want dual agency.** Dual agency is explained below.

Brokers and Salespersons as Statutory Agents: Under Delaware law, a real estate broker, associate broker, or salesperson is a statutory agent of yours and may be a dual agent representing both parties unless you elect, in a written agreement, to enter into a common law agency relationship or to decline dual agency. A statutory agent is an independent contractor. He or she is NOT your fiduciary, but is an agent with duties specified by Delaware statutory law. Unless you say otherwise, the broker, associate broker, or salesperson also may represent both the tenant and landlord with duties owed to both which is called dual agency as explained below.

Important Terms:

Client: The member of the public who is the principal in the statutory agency relationship.

Customer: A member of the public who is working with a licensee, before the presumed agency relationship begins or who declines agency representation which means there are no duties other than confidentiality.

Delaware Real Estate Commission: The regulatory body which issues licenses to brokers and salespersons under Delaware law, and which hears complaints filed by the public with respect to licensees. License law and rules and regulations are available on the Real Estate Commission's website at www.dpr.delaware.gov.

Designated Agent: An independent contractor working with you under statutory agency. He or she may be licensed as a broker, associated broker, or a salesperson.

Dual Agency: Whenever a dual agency relationship exists, the designated salesperson or associate broker, that agent's broker, and the brokerage organization may be dual agents. Examples are listed below:

1. If the same salesperson or associate broker represents both the tenant and landlord in a transaction, then that salesperson or associate broker, his or her broker, and brokerage organization are all dual agents.
2. If the tenant and landlord are represented by two different salespeople or associate brokers working for the same broker, then the broker and the brokerage organization are both dual agents, but the salespersons or associate brokers are not.
3. If the tenant and landlord are represented by two different salespeople or associate brokers working for different brokers under the same brokerage organization, then only the brokerage organization is a dual agent.

Statutory Agent: An agent with duties under Delaware statutory law, not common law fiduciary duties. The agent is a statutory agent for you and may be a dual agent as explained above.

Confidentiality: Brokers and salespersons have a duty of confidentiality to all parties from the moment of their first contact. **A broker or salesperson MAY NOT disclose the following information UNLESS the affected party has provided his or her informed consent:**

1. The tenant is willing to pay more rent than what has been offered.
2. The landlord is willing to accept less than the rent rate asked.

3. The landlord or tenant will agree to terms other than those offered.
4. Any personal motivations for any party to a transaction, **IF** that party has requested that the information be kept confidential.
5. Other confidential information, **UNLESS** disclosure is required by law, or **UNLESS** failure to disclose would be fraud or intentional misrepresentation.
6. Facts or suspicions regarding circumstances which may psychologically impact or stigmatize property under Section 2927 of Title 24 of Delaware law unless by law it must be disclosed.
7. Facts or suspicions that someone is a registered sex offender under Delaware law. Information regarding registered sex offenders is available from the Delaware State Police at www.state.de.us/dsp/sexoff/index.htm.

Important Information:

1. The client and his or her broker and designated agent are not responsible for the wrongful actions of the other unless they had actual knowledge of the wrongful act, error, omission or misrepresentation; however, the person who was wrong is still responsible.
2. Notice given to a designated agent is considered notice to that designated agent's client. **Notice given to anyone else in the licensee's office is not considered notice to that client.**
3. Put it in writing! Statements and negotiations by a party are not binding until they are in writing and signed by the party.

Brokers, Associate Brokers, and Salespersons MUST:

1. Comply with all applicable laws, including performing the duties required of him or her by the statute and rules and regulations of the Delaware Real Estate Commission.
2. Follow all other applicable laws, including laws governing fair housing and civil rights.
3. Perform as required by the terms of any written brokerage agreement, if one exists.
4. Exercise reasonable skill and care as a broker or salesperson.
5. Advise you to obtain expert advice on material matters outside his or her expertise.
6. Account to you in a timely manner for all money and property received.
7. Help to inform the parties regarding the progress of the transaction.
8. Disclose adverse material facts or defects actually known by the broker or salesperson.
9. Put any compensation agreement in writing.

Brokers, Associate Brokers, and Salespersons MAY:

1. List similar properties for rent.
2. Show clients properties not owned by their other clients.
3. Show the same property one client is interested in to one or more other clients.
4. Provide information generally available to licensees, such as recent rental activity.
5. Give advice and opinions throughout the real estate transaction.
6. Help you prepare offers and counteroffers and present them in a timely manner so long as the forms used advise the parties that they may seek legal advice prior to signing.
7. Develop negotiating strategies or options for how to proceed with a transaction.
8. Perform ministerial tasks.
9. Cooperate with other brokers or salespersons.
10. Provide clients with relevant information and advice when requested.
11. Transmit financial information provided to them. Although they do not independently verify the accuracy or completeness of this information, they **MAY NOT** transmit financial information they know is false.

Common Law Agency: Under Delaware law, salespersons, associate brokers, and brokers are statutory agents as explained in this form and are not common law agents. If you are considering hiring a common law agent, you should obtain disclosure of the potential legal liability and financial risks of common law agency and read and understand those risks before you enter into a common law agency relationship.

1. Client(s) or Customer(s): _____

2. Licensee: _____

3. Brokerage Office Name and Registered Phone Number:

Delaware Property Management, LLC 1101 Millstone Dr. Newark, De. 19711 (302)366-0208

4. Relationship: Nothing needs to be completed in this paragraph because the law presumes you want Agency Representation and Dual Agency unless you want to opt out by choosing a different status.

I am the LANDLORD. The licensee identified above is:

My designated landlord's agent and dual agent, if I am renting my property to a tenant whom the agent also represents. This relationship is presumed by law unless you choose a different relationship by initialing one of these lines. **You do not need to initial any of these lines if you are staying with the presumed status of agency and dual agency.**

_____ My designated landlord's agent **only**. Or _____ The tenant's agent and **NOT** my agent.

I am the TENANT. The licensee identified above is:

My designated tenant's agent and dual agent, if I am renting a property from a landlord whom the agent also represents. This relationship is presumed by law unless you choose a different relationship by initialing one of these lines. **You do not need to initial any of these lines if you are staying with the presumed status of agency and dual agency.**

_____ My designated tenant's agent **only**. Or _____ The landlord's agent and **NOT** my agent.

5. Signing this form does not obligate me to pay anything. I am only obligated to pay a fee if I enter into a separate written brokerage agreement (for example, a listing or tenant representation agreement) signed by me. This CIS must be signed prior to completing a rental application or the signing of a rental agreement (lease), a Listing Agreement, or any other brokerage agreement.

By signing this form, I acknowledge that I have been given an opportunity to read this CIS and recognize the agency relationship indicated above in section 4.

Signature of Landlord or Tenant Date: _____ Signature of Landlord or Tenant Date: _____

Signature of Landlord or Tenant Date: _____ Signature of Landlord or Tenant Date: _____

Delaware Property Management, LLC
1101 Millstone Drive
Newark, De. 19711

Signature of Broker or Licensee Date given to Landlord or Tenant: _____