

Steps to Apply For Rental House

Attached is our one page rental application.

We do not charge any application fee.

Please return the completed application form (each adult 18 & over needs to complete their own application), along with the following:

- A) Color Scan / Photo of your Drivers License (text to my cell) (443) 983-4557
- B) Last 30-Days of Paystubs to document current income
- C) W-2's for 2019 & 2018 to Document Duration of Employment
- D) Proof of Last 12-Months Rental Payments (Both Sides of Cashed Checks or Money Order Receipts)

NOTE: Acceptable Proof of Rental Payments Includes: Cashed Checks, Money Order Receipts, Deposit Stubs from a major bank or if the rental property is managed by a large Property Manager, we may consider accepting their rental ledger, at our sole discretion.

If self employed, please send last two yrs tax returns (front page only, not all the schedules)

Thank you & hope to hear from you soon,

Charlie Hodge

Vice President

Empire Mortgage

11350 McCormick Road

Executive Plaza III, Suite 605

Hunt Valley, MD 21031

Phone: (800) 785-6499 x142

Desktop Fax: (410) 510-1176

Mobile: (443) 983-4557

charlieh@empmtg.com

www.empmtg.com

See Page Two for the One Page Application

RENTAL APPLICATION

Each adult (18 or older) must fill out a separate application

First	Middle	Last	Date of Birth	Social Security #	Drivers License Number	Drivers License State
			__/__/__	___-__-___		
Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (includes single, divorced, widowed) <input type="checkbox"/>						
Email Address			Home Phone		Mobile Phone	
All Other Proposed Occupants		Date of Birth		Relationship to Applicant		

RENTAL / OWNER HISTORY	Current Residence	Previous Residence	Prior Residence
Street Address:			
City:			
State & Zip:			
Last Rent or Mortgage You Paid:	\$	\$	\$
Owner / Manager Name:			
Phone Number:			
Reason For Leaving:			
	From / To	From / To	From / To
Dates of Residency:			

EMPLOYMENT HISTORY	Current Employment	Previous Employment	Prior Employment
Employer Name			
Address			
Employer Phone			
Occupation			
Name of Supervisor			
Monthly Net Take Home Pay			
	From / To	From / To	From / To
Dates of Employment			

We may run a criminal background check and a credit check. Is there anything negative that we will find, that you would like to comment on?

Agreement & Authorization Signature

I attest that the above statements are true to the best of my knowledge. It is understood that a copy of this form will also serve as authorization. I hereby authorize Empire Mortgage to perform the following:

- Verify all information provided within this application, including past and present employment earnings records.
- Communicate with any and all names listed within this application.
- Order a consumer credit report to verify other credit information, including past and present mortgage and landlord references.
- Order a criminal background check.

The information obtained is only to be used in the processing of my application to become a tenant. I understand that any discrepancy or lack of information may result in the rejection of this application. I understand that this is an application to become a tenant in a property that Empire Mortgage owns and does not constitute a rental or lease agreement in whole or part. Any questions regarding rejected applications must be submitted in writing and accompanied by a self-addressed stamped envelope.

SIGN: _____ PRINT: _____ TIME: ____AM/PM Date: __/__/____