



Application is hereby made to rent an apartment at Park Monroe, 3300 16<sup>th</sup> Street, N.W., Washington, D.C., 20010, (apt #), beginning on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and ending on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at a monthly rental rate of \$ \_\_\_\_\_ payable in advance on the first day of each month. A prorated amount of \$ \_\_\_\_\_ will be required at the time of lease signing. A non-refundable administrative fee of \$ \_\_\_\_\_ has been received (non-refundable after application has been approved). The administrative fee is \$350.00 for studios, \$400.00 for 1 bedrooms and \$500.00 for 2 bedrooms. A non-refundable application processing fee of \$ \_\_\_\_\_ has been received (\$50.00 per applicant or co-signer).

It is understood that the premises are to be used as a residence to be occupied by not more than \_\_\_\_\_ persons. It is also understood that anyone over the age of 18 must submit an application and be named as a leaseholder.

It is understood that Tenant shall, prior to occupancy, obtain a renter's insurance policy, which shall contain contents and liability coverage and name Landlord as additional insured, and which the Tenant further agrees to keep in force for the entire term of the lease.

If the application is not approved and accepted by Keener Management, Inc, the administrative fee will be refunded. If the application is approved and the undersigned decides not to rent the apartment, Keener Management, Inc. will retain the administrative fee as liquidated damages. All cancellations must be made in writing.

It is understood that the rental rate includes all gas, water, trash removal and sewer service. Electric, telephone, cable and internet are not included in the rental rate and are considered the responsibility of the tenant.

No pets will be permitted.

This application is an addendum to and part of the lease agreement.

### APPLICANT

1. Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_

2. Current Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ How Long? \_\_\_\_\_ Monthly Rent \_\_\_\_\_

3. Present Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Landlord's Email \_\_\_\_\_ Fax # \_\_\_\_\_

Reason for Moving \_\_\_\_\_

4. Previous Address (if less than two years at current address) \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Moving \_\_\_\_\_

5. Name of Employer \_\_\_\_\_ Work Phone # \_\_\_\_\_

Business Address \_\_\_\_\_

Position Held \_\_\_\_\_ How Long? \_\_\_\_\_

Gross Salary \_\_\_\_\_  Annual  Monthly  Weekly

Name & Title of Supervisor \_\_\_\_\_

Supervisor Email \_\_\_\_\_ Fax # \_\_\_\_\_

Initials \_\_\_\_\_

6. Other Source of Income \_\_\_\_\_ Amount \_\_\_\_\_

7. Have you ever lived in a Keener managed property?  Yes  No If yes, former address \_\_\_\_\_

**CO-APPLICANT**

1. Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_

2. Current Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ How Long? \_\_\_\_\_ Monthly Rent \_\_\_\_\_

3. Present Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Landlord's Email \_\_\_\_\_ Fax # \_\_\_\_\_

Reason for Moving \_\_\_\_\_

4. Previous Address (if less than two years at current address) \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Moving \_\_\_\_\_

5. Name of Employer \_\_\_\_\_ Work Phone # \_\_\_\_\_

Business Address \_\_\_\_\_

Position Held \_\_\_\_\_ How Long? \_\_\_\_\_

Gross Salary \_\_\_\_\_  Annual  Monthly  Weekly

Name & Title of Supervisor \_\_\_\_\_

Supervisor Email \_\_\_\_\_ Fax # \_\_\_\_\_

6. Other Source of Income \_\_\_\_\_ Amount \_\_\_\_\_

7. Have you ever lived in a Keener managed property?  Yes  No If yes, former address \_\_\_\_\_

**OCCUPANTS THAT WILL SHARE APARTMENT (All persons over the age of 18 must submit an application)**

Name \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_ Relation \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_ Relation \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_ Relation \_\_\_\_\_

**CO-SIGNER (In the event that that the salary requirement is not adequate)**

1. Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of \_\_\_\_\_

Email Address \_\_\_\_\_

2. Current Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ How Long? \_\_\_\_\_ Monthly Rent \_\_\_\_\_

3. Present Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Landlord's Email \_\_\_\_\_ Fax # \_\_\_\_\_

Reason for Moving \_\_\_\_\_

4. Previous Address (if less than two years at current address) \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for Moving \_\_\_\_\_

5. Name of Employer \_\_\_\_\_ Work Phone # \_\_\_\_\_

Business Address \_\_\_\_\_

Position Held \_\_\_\_\_ How Long? \_\_\_\_\_

Gross Salary \_\_\_\_\_  Annual  Monthly  Weekly

Name & Title of Supervisor \_\_\_\_\_

Supervisor Email \_\_\_\_\_ Fax # \_\_\_\_\_

6. Other Source of Income \_\_\_\_\_ Amount \_\_\_\_\_

7. Have you ever lived in a Keener managed property?  Yes  No If yes, former address \_\_\_\_\_

I/We certify that the information given above is correct to the best of my/our knowledge and belief, and that if any such information is false, it shall constitute a material misrepresentation and that any lease resulting from this application at the option of Keener Management, Inc., may be terminated at any time. It is understood and agreed that all tenants and co-signers are jointly and severally liable for performance under the terms and conditions of the lease agreement.

I/We do hereby authorize Keener Management, Inc., to obtain investigative credit reports which may contain, but not be limited to consumer credit reports, criminal history records, court records, general investigations, verification of residences, employment, income, information obtained through personal interviews with your Landlord, employer or others. Applicant(s) further agrees that any information so obtained may be used in case of an emergency and in the pursuit of the collection of any debt or claim arising out of any application, lease or the Landlord/Tenant relationship entered into between the parties. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of signature.

The Civil Rights Act of 1968, Title VIII (race, color, religion, sex and national origin), as amended by the Fair Housing Amendments Act of 1988 (physical and mental handicap and familial status), and all applicable state/local Fair Housing laws prohibits discrimination in the rental of housing. The Federal Agency which administers compliance with this law is the U.S. Department of Housing and Urban Development.

Keener Management supports your reasonable requests for accommodations and modifications as prescribed by the Fair Housing Amendments Act of 1988.

\_\_\_\_\_  
Signature & Date of Applicant

\_\_\_\_\_  
Signature and Date of Co-Applicant

\_\_\_\_\_  
Signature & Date of Co-Signer

\_\_\_\_\_  
Keener Management Representative's Signature & Date



**FOR MANAGEMENT USE ONLY**

Approved

Rejected

\_\_\_\_\_  
Senior Property Manager

\_\_\_\_\_  
Date