

**CLARK REALTY MANAGEMENT LLC
APARTMENT RENTAL APPLICATION – MARKET-RATE**



(PLEASE PRINT)

Property Name: Fort Totten Station 5210 3rd Street NE. Washington, DC 20011 Unit Number _____ Monthly Rent _____
Lease Term _____ months, starting on ___/___/___ Concessions _____

PART ONE – HOUSEHOLD COMPOSITION

APPLICANT: Married Single Divorced Separated Widowed

Last Name	First Name & Middle Initial	Relationship to Applicant	Date of Birth (MM/DD/YYYY)	Social Security or Alien Reg. No.
		HEAD/Applicant		

Daytime Phone: _____ Evening Phone: _____ Cell Phone: _____
E-Mail: _____
Driver's License #: _____ Issuing State: _____ Expiration Date: _____

OCCUPANTS (Note: Occupants over 18 years of age MUST complete separate application form):

Last Name	First Name & Middle Initial	Relationship to Applicant	Date of Birth (MM/DD/YYYY)	Social Security or Alien Reg. No.

Emergency Contact Name: _____ Phone Number: _____
Address: _____ Relationship: _____

Do you have any pets? Yes No Type: _____

PART TWO – RENTAL / OWNERSHIP HISTORY

Current Address: _____ Apt/Unit: _____
City: _____ State: _____ Zip: _____ County: _____
Monthly Rent / Mortgage Payment: _____ Length of Residency: _____ Landlord's Name: _____ Landlord's Phone: _____

If less than 2 years at Current Address:
Previous Address: _____ Apt/Unit: _____
City: _____ State: _____ Zip: _____ County: _____
Monthly Rent: _____ Length of Residency: _____ Landlord's Name: _____ Landlord's Phone: _____
Move-Out Date: _____ Reason for Move: _____

PART THREE – EMPLOYMENT

(Circle all applicable): Full-time, Part-time, Self-employed, Non-employed, and Unemployed.
Current Employer: _____ Position: _____ Start Date: ___/___/___
Address: _____ HR Phone #: _____ HR Fax#: _____
Salary: _____ (Circle: hr,wk,bi-wk,mo,yr) Tips/Week: _____ Hrs/Week: _____ HR Contact: _____

If less than 2 years at Current Employer:
Previous Employer: _____ Position: _____ Start Date: ___/___/___
Address: _____ HR Phone #: _____ HR Fax#: _____
Salary: _____ (Circle: hr,wk,bi-wk,mo,yr) Tips/Week: _____ Hrs/Week: _____ HR Contact: _____

PART FOUR – SIGNATURES & DEPOSIT

APPLICANT'S STATEMENT: In connection with this Application for Apartment Home number _____ located at _____ (the "Apartment Home"), the undersigned ("you" or "your") hereby deposits with Clark Realty Management, LLC. ("we", "us", or "our") the sum of \$_____ (the "Deposit"), plus the sum of \$_____ (the "Application Fee"). We will apply the Deposit in accordance with the provisions set forth below. The Application Fee is a non-refundable application fee for processing this Application and will not be refunded to you. Upon receipt of this Application, the Deposit and the Application Fee, we will set aside and reserve the Apartment Home for you.

By submitting this Application, you agree to enter into a lease ("Lease") for the Apartment Home under the terms specified in this Application. We may require you to sign the Lease concurrently with your submission of this Application. However, if we put you on a waiting list for an Apartment Home, you will not be obligated to sign a Lease until we advise you (in writing, in person, or by telephone) that an Apartment Home is available, and you accept the Apartment Home. You will have 24 hours after you are notified by us to accept or reject the Apartment Home, which you may do in writing, in person, or by telephone. If you accept the Apartment Home, you will have 24 hours to pay all associated deposits and you must sign a lease within ten (10) days or your rights to lease the Apartment Home will terminate. If you do not timely notify us of your acceptance of the Apartment Home, we will thereafter have no obligation to lease the Apartment Home to you.

If, for any reason, we decline this Application, then we will refund the Deposit to you in full. If we approve this Application, we will ask that you execute the Lease (if you have not already done so). Upon your execution of the Lease, we will apply the Deposit to the Amenity Fee [Charge/Rent] that is due upon the execution of the Lease. If, however, you decide prior to executing the Lease that, notwithstanding this Application, and our approval, you no longer wish to proceed with the Lease, you must so notify us in writing (the "Termination Notice"). To be effective, the Termination Notice must be delivered by you during regular business hours to one of our representatives at the leasing office where the Apartment Home is located. Concurrently with your delivery of the Termination Notice to us, in consideration for our having held the Apartment Home off the market and reserved the Apartment Home for you, you agree to pay to us a "Reservation Fee" in an amount equal to the product of (i) the number of days from the date of this Application until we received the Termination Notice; multiplied by (ii) the base rent that would have been payable by you under the Lease for the Apartment Home (calculated on a per diem basis). After our receipt of the Termination Notice, we will refund the Deposit to you in accordance with our customary practice, less the full amount of the Reservation Fee, unless you have previously paid the Reservation Fee to us, in which case no deductions from the Deposit will be made.

If you have not executed and returned the Lease to us within ten (10) days after this Application is signed by you, we will assume that you are not interested in proceeding, the Apartment Home will no longer be reserved for you, and we will refund the Deposit to you, less the full amount of the Reservation Fee.

By accepting the Deposit and the Application Fee from you, we are not obligated to approve this Application or rent the Apartment Home to you. Our approval of this Application is contingent upon our receipt of a satisfactory report of your rental history, credit history and other information that we deem necessary.

By signing this Application, you certify that all persons over eighteen years of age who will be occupying the Apartment Home have completed and provided to us a separate Application for Residency, and that each such occupant of the Apartment Home will sign the Lease at the time required by us.

I understand that this application is subject to approval, and if my application is not accepted, my deposit will be returned in full. I agree to be bound by the Rules and Regulations of the building. I understand that my \$50.00 application fee is non-refundable. I also understand that this is not a Lease and should my application be accepted, I agree to sign your Lease form currently in use. If, for any reason whatsoever, you are unable to make the apartment, which is the subject of this application, available at the beginning of the Lease term, I hereby waive any and all rights to actual, punitive or consequential damages.

By execution of this application, I hereby authorize Clark Realty Management LLC or its agent to make such investigation into my credit, employment, rental and criminal history as they may deem appropriate, and release all parties from all liability for any damage that may result from their furnishing information to you. I understand that this property limits the number of occupants to two people per bedroom.

I represent to you that I have read this entire application and that all of the above information is true and correct. I further represent that my rental and credit records are in good standing with no judgments or liens against me. If any of the above information is false, I hereby agree that my entire \$200.00 deposit may be forfeited to you. I also agree that if I am accepted and fail to complete this transaction by signing your Lease and paying the appropriate funds, my entire deposit shall be forfeited to you.

Acknowledged By:
Applicant Name: _____ Applicant Signature: _____ Date: ___/___/___

Received By:
Management Representative: **Clark Realty Management LLC**

By: _____ Date: _____
Name: _____ Title: _____



By: _____ Date: _____
Name: _____ Title: _____