

## **ASTOR COURT, LLC, LEASE APPLICATION**

Please complete all of the following pages of the lease application.

A non-refundable fee of \$40, payable by check, must accompany the completed application.

Make check payable to: Astor Court, LLC

### **Mail completed application and check to:**

Astor Court Apartments  
c/o W. H. Campbell  
6212 York Rd.  
Baltimore, MD 21212

### **Important information about your application**

Thank you for your interest in Astor court Apartments. Now that you have submitted your application, we would like to provide you with information about the process.

Please check that your application is fully completed. The more information provided, the quicker the process.

PLEASE MAKE SURE A VALID PHONE NUMBER IS PROVIDED.

### **For information on the status of your application, or if you have any questions, please contact:**

Susan Edgeworth  
Wallace H. Campbell & Co., Inc.  
Managing Agents for Astor Court, LLC  
410-532-1505  
[sedgeworth@whcampbell.com](mailto:sedgeworth@whcampbell.com)

Your application will be sent to D & L Reporting Service. It will take approximately 5 business days for Wallace H. Campbell & Co., Inc to receive your report. There are some issues that could delay our receipt of the report. D & L conducts an interview with each applicant, it is important for you to speak with them. They will also request various references from landlords, employers, etc. A slow response on any of these requests will delay the process. Once we receive the report, a decision on the application is generally made within 24 hours.

After approval, you will be contacted to schedule a time to sign your lease and schedule a move in date.

**ASTOR COURT LLC  
LEASE APPLICATION**

**DATE:** \_\_\_\_\_

Apt # \_\_\_\_\_ Monthly Rent: \_\_\_\_\_ Term: \_\_\_\_\_ Application Fee: \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_  
  **First**  **Middle**  **Last**

**Social Security #:** \_\_\_\_\_ **Driver's License Number:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Vehicle: Tag Number:** \_\_\_\_\_ **Model Make and Year:** \_\_\_\_\_

**Employment:**

Current Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

**Previous Employer: Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Other Sources of Income:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Bank References:**

Name of Bank:

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Credit References:**

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone#: \_\_\_\_\_

**Personal References:**

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**PERSONS TO OCCUPY APARTMENT IN ADDITION TO APPLICANT**

**(1) Name:** \_\_\_\_\_

**Relationship** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**(2) Name:** \_\_\_\_\_

**Relationship** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Person to be contacted in the event of emergency**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

**Current Landlord:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Terms: It is understood that applicant agrees:**

1. The application fee of \$40 is not refundable, payable by check.
2. If Astor Court LLC accepts this application either in writing or orally, applicant agrees to enter into a lease agreement in conformity to this application on Astor Court LLC standard form Lease Agreement .
3. If Astor Court LLC accepts this application and applicant does not enter into a lease as aforesaid, applicant shall still remain liable for all damages incurred by the Astor Court LLC as a result thereof.
4. If within fifteen (15) days from the signing of the Lease Agreement, tenant decides to terminate the tenancy, the landlord may retain that portion of the fees which represents the loss of rent if any resulting from the tenant's action.

I hereby affirm that the information I have provided herein are true and correct and that I have not knowingly withheld any fact or circumstance which would if disclosed affect my application unfavorably. As an inducement to enter into the Lease, I authorize the Landlord to verify any information contained in this application and to obtain an investigation consumer report including information as to my character, general reputation, personal circumstances and mode of living and release all concerned from any liability in connection with any information given. I understand that as part of this investigation, a visit to my present residence may be made. By this application, I am advised that I have the right under the Fair Credit Reporting Act to make a written request within a reasonable time, for a complete and accurate disclosure of the nature and scope of the investigation requested.

I have fully read and understand all of the provisions of this application and acknowledge that I have a completed copy of the same.

**Date** \_\_\_\_\_ **Applicant:** \_\_\_\_\_ **s** \_\_\_\_\_

# D&L Reporting Service

P.O. Box 424 Finksburg, MD 21048  
(410) 781-4221 fax (410) 781-3489

Other than traffic violations, have you ever been arrested and/or convicted of a misdemeanor or felony. If yes, please explain.

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Have you ever been evicted or owe a management/landlord money? If yes, please explain.

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### AUTHORIZATION FOR CREDIT INVESTIGATION REPORT

I hereby affirm that my answers to the foregoing questions are true and correct and that I have not knowingly withheld any fact or circumstance, which would, if disclosed, affect my application unfavorable. As an inducement to enter into a contract, I authorize D&L Reporting Service and **Astor Court, LLC** to verify any and all information contained in this application, to perform a criminal background and credit check and I hereby expressly release D&L Reporting Service and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information and understand that my application information may be provided to various local, state, and/or federal government agencies, including without limitation, various law enforcement agencies. I also have been advised that I have the right under the Fair Credit Reporting Act, section 606(B) to make a written request of D&L Reporting Service, within a reasonable time for a complete and accurate disclosure of the nature and scope of the investigation. This authorization remains in effect throughout the term of any lease agreement entered hereafter and until any and all current and/or future legal and/or financial obligations to **Astor Court, LLC** have been satisfied. Upon signing, I acknowledge receipt of The Summary of Your Rights Under the Fair Credit Reporting Act.

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS \_\_\_\_\_ DATE \_\_\_\_\_

CO-APP. \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS \_\_\_\_\_ DATE \_\_\_\_\_

PHONE NUMBERS TO CONTACT YOU:

\_\_\_\_\_  
NUMBER TYPE (HOME, CELL, ETC.)

\_\_\_\_\_  
NUMBER TYPE (HOME, CELL, ETC.)