

Each adult applicant must submit a separate application.

MARYLAND RENTAL APPLICATION

NOTICE REGARDING CRIMINAL HISTORY RECORDS CHECK

Read this notice before paying any application fee. Maryland law requires the Landlord to give you this notice in writing before accepting an application fee (Md. Code, Real Prop. § 8-2A-04).

1. **Use of a criminal history records check.** The Landlord may conduct a criminal history records check as part of deciding whether to lease the Premises to you. If the Landlord conducts a criminal history records check, the Landlord must conduct one for every prospective tenant.
2. **When convictions may be considered.** A conviction for a crime listed in Md. Code, Real Prop. §§ 8-2A-05 and 8-2A-06 may be considered by the Landlord only after the Landlord has extended a conditional offer to you. A conditional offer is an offer to lease the Premises that is contingent on a later inquiry into your criminal history. Maryland law makes one exception: before extending a conditional offer, the Landlord may ask you to disclose the convictions and registration requirements listed in the Limited Criminal History Disclosure section of this application, and may reject your application on that basis. The Landlord may not conduct a criminal history records check until after a conditional offer has been extended.
3. **Your right to respond.** In response to a criminal history records check, you may provide, and the Landlord must consider, evidence demonstrating inaccuracies in your criminal history records, evidence of rehabilitation, and any other mitigating factors.
4. **Individualized assessment.** The Landlord will conduct an individualized assessment of your application.
5. **If a conditional offer is withdrawn.** If the Landlord withdraws a conditional offer based on your criminal history records check, the Landlord must give you written notice stating the specific reason for the withdrawal and informing you that you may request a reassessment by providing written evidence, signed under penalty of perjury, of inaccuracies in your records, rehabilitation, or other mitigating factors. Within thirty (30) days after that notice, you may request a copy of all information the Landlord relied on, including criminal history records, and the Landlord must provide it within ten (10) days after receiving your request. You may also file a complaint under § 13-401 of the Commercial Law Article.

Application Fee: \$ _____

Property Address: _____

Monthly Rent: \$ _____

Landlord's Name: _____

Landlord's Phone Number: _____

Landlord's E-mail Address: _____

Are you co-applying with anyone else? ☐ Yes ☐ No

If yes, enter their names: _____

Date: _____

APPLICANT INFORMATION

Applicant's Full Name: _____
Date of Birth: _____ SSN: _____ Driver's License #: _____
Phone Number: _____
E-mail Address: _____

CURRENT RESIDENCE

Property Address: _____
Monthly Rent: \$ _____
Lease Start: _____ Lease End: _____
Reason for Moving: _____
Landlord's Name: _____
Landlord's Phone: _____
Landlord's E-mail Address: _____

PREVIOUS RESIDENCE

Property Address: _____
Monthly Rent: \$ _____
Lease Start: _____ Lease End: _____
Reason for Moving: _____
Landlord's Name: _____
Landlord's Phone: _____
Landlord's E-mail Address: _____

EMPLOYMENT

Occupation: _____
Employer: _____
Start Date: _____
Gross Monthly Income: \$ _____
Supervisor's Name: _____
Supervisor's Phone: _____
Supervisor's E-mail Address: _____

OCCUPANCY

Will there be any minor dependents living with you? ☐ Yes ☐ No
If yes, describe: _____

Do you have any pets? ☐ Yes ☐ No

If yes, describe: _____

PUBLIC RECORDS

Do not include any information about your criminal history in this section. Criminal history is addressed in the Limited Criminal History Disclosure section below.

Eviction. Have you ever been evicted or a defendant in an eviction action? ☐ Yes ☐ No

If yes, describe: _____

Bankruptcy. Have you ever filed, or are you in the process of filing bankruptcy? ☐ Yes ☐ No

If yes, describe: _____

LIMITED CRIMINAL HISTORY DISCLOSURE

Maryland law allows the Landlord to ask about the convictions and registration requirements listed below before extending a conditional offer, and to reject your application on that basis (Md. Code, Real Prop. § 8-2A-05(a)(2)). Do not disclose any other part of your criminal history in this application.

Have you ever been convicted of any of the crimes listed below? ☐ Yes ☐ No

- a. Manufacturing, distributing, dispensing, or producing methamphetamine on the premises of federally assisted housing. This applies only to a potential tenancy in federally assisted housing.
- b. A sexual offense under Title 3, Subtitle 3 of the Criminal Law Article.
- c. Child pornography under § 11-207 of the Criminal Law Article.
- d. Murder in the first degree under § 2-201 of the Criminal Law Article.
- e. Murder in the second degree under § 2-204 of the Criminal Law Article.
- f. Human trafficking under § 3-1102 of the Criminal Law Article.
- g. A crime in another state court or a federal court with the same criminal elements as a crime listed above.

Are you subject to a lifetime registration requirement under a state sex offender registration program? ☐ Yes ☐ No

Have you ever been subject to a registration requirement under a state or federal sex offender registration program? ☐ Yes ☐ No

If you answered Yes to any question above, describe: _____

You may also give the Landlord any evidence of inaccuracy in your records, evidence of rehabilitation, or other mitigating factors that you would like the Landlord to consider.

REFERENCES

Full Name: _____
Relationship to you: _____
Phone Number: _____
E-mail Address: _____
Full Name: _____
Relationship to you: _____
Phone Number: _____
E-mail Address: _____

CONSENT & ACKNOWLEDGMENT

I hereby certify that I am at least 18 years of age and that all information given on this application is true and correct. I authorize the Landlord and its agents to obtain an investigative consumer report including but not limited to credit history, OFAC search, and landlord/tenant court record search. **This authorization does not extend to a criminal history records check or a registered sex offender search.** The Landlord may conduct a criminal history records check only after extending a conditional offer to me, and only with the separate authorization set out at the end of this application. I authorize the release of information from previous or current landlords, employers, bank representatives, and personal references. I agree to furnish additional credit and/or personal references upon request. I understand incomplete or incorrect information provided in this application may cause a delay in processing which may result in denial of tenancy. This investigation is for resident screening purposes only and is strictly confidential.

Important information about your rights under the Fair Credit Reporting Act:

- You have a right to request disclosure of the nature and scope of the investigation.
- You must be told if information in your file has been used against you.
- You have a right to know what is in your file, and this disclosure may be free.
- You have the right to ask for a credit score (there may be a fee for this service).
- You have the right to dispute incomplete or inaccurate information. Consumer reporting agencies must correct inaccurate, incomplete, or unverifiable information.

Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Avenue N.W., Washington D.C. 20580.

In connection with my application for housing, I understand that the property owner/agent may obtain one or more consumer reports, which may contain public information, for the purposes of evaluating my application. These reports may contain information on my character, general reputation, personal characteristics, and mode of living.

Applicant's Signature: _____ **Date:** _____

Print Name: _____

CRIMINAL HISTORY RECORDS CHECK AUTHORIZATION

Do not sign this page unless the Landlord has extended a conditional offer to you. Leave this page blank when you submit your application.

Conditional Offer Extended On (date): _____

I acknowledge that the Landlord has extended a conditional offer to lease the Premises to me, contingent on an inquiry into my criminal history. I authorize the Landlord and its agents to conduct a criminal history records check, including a registered sex offender search.

I understand that:

1. The Landlord may consider only the convictions described in Md. Code, Real Prop. §§ 8-2A-05 and 8-2A-06 as potential grounds for withdrawing the conditional offer.
2. The Landlord may withdraw the conditional offer based on my criminal history records check only if the Landlord determines that withdrawal is necessary to fulfill a substantial, legitimate, and nondiscriminatory interest.
3. I may provide, and the Landlord must consider, evidence of inaccuracies in my criminal history records, evidence of rehabilitation, and any other mitigating factors.
4. If the Landlord withdraws the conditional offer, I may request a reassessment, and the Landlord must consider the nature and severity of the offense, my age when it occurred, how much time has passed, any evidence of rehabilitation and good conduct, the degree to which the offense would affect the safety of other tenants or the property if it reoccurred, and whether the offense occurred on a property I rented or leased.
5. I may file a complaint under § 13-401 of the Commercial Law Article.

Applicant's Signature: _____ **Date:** _____

Print Name: _____