



INSTRUCTIONS FOR COMPLETING AN APPLICATION

The Following Items / Steps Are Required To Apply For a Unit:

- 1. Step 1 - BACKGROUND CHECK - Copy of the drivers licenses for any adults living in the unit. We perform a brief background check. You can email this to rosedalehousing@gmail.com or text this to us to expedite the process.**
- 2. Step 2 - SOURCE OF INCOME - Copies of 2 months pay stubs or source of income.**
- 3. Step 3 - COMPLETE REGISTRATION PAPERWORK - Completed Registration Form & Carbon Monoxide Form. (We will provide this.)**
- 4. Step 4 - PROVIDE PAYMENT - Provide payment in the form of cash or credit card for first weeks rental and security deposit. If you choose to rent monthly, it would be one months rent and one weeks security deposit.**



REGISTRATION CARD & APPLICATION

RULES & REGULATIONS

1. This is an Inn and the agreement is day to day only. Only Registered Tenants are permitted to stay overnight. One parking space per registered guest. No commercial vehicles permitted on lot.
2. Security Deposit plus a week's rent must be paid for at the time of registration. There will be no refunds on rent.
3. **ONE MONTH MINIMUM STAY.** We will not refund security deposits for shorter stays. No partial week refunds. If you stay one day into the coming week, you will be billed for a full week.
4. There will be a late charge of \$5.00 per day to be paid starting the day after the due date.
5. No partial payments for rent. There will be a one day grace period for rent payments. After that a lock will be placed on the door.
6. If I/We do not pay the rent prior to the following week, I/We agree to vacate immediately. Failure to pay the week's rent in full prior to the next due date, will result in Tenant's being evicted immediately. If tenants do not leave when evicted, they will be escorted by the sheriff. **WE CAN EVICT YOU AT ANY TIME FOR NON-PAYMENT. WE WILL FILE JUDGEMENTS ON ANYONE WHO VACATES WITH A PAST DUE BALANCE.**
7. Any damages done to the rooms, will be the responsibility of the tenant.
8. Personal locks are not permitted at any time. No electrical or fuel powered heating devices are permitted in rooms. No exceptions.
9. Rent is due the Friday before the coming week.
10. No pets or drugs will be allowed on the premises at any time. Management reserves the right to inspect the rooms periodically. Anyone caught with drugs or having wild parties will be evicted immediately without refund. **NO EXCEPTIONS.**
11. Security deposits will not be refunded until all contents are accounted for and keys returned.
12. Please turn off all appliances, lights, etc. when leaving.

By Signing I / We Acknowledge that I Have Read, Understand, and Agree to the Above Terms.

Tenant Printed Name: _____

Tenant Signature: _____ Date: _____

Tenant Printed Name: _____

Tenant Signature: _____ Date: _____

Witness Signature: _____ Date: _____



REGISTRATION CARD & APPLICATION

Tenant 1

Name: _____ Date of Birth: _____ Date: _____
First Name Middle Name Last Name

Phone: _____ Email Address : _____

Tenant 1 Drivers License #: _____ Tenant 1 Social Security#: _____

Car Make: _____ Model: _____ Year: _____

Current Address: _____

Employer Name: _____ Employer Phone: _____ Years Employed: _____

Emergency Contact: _____ Emergency Contact Phone: _____

PLEASE PROVIDE LAST TWO PAYSTUBS

Tenant 2

Name: _____ Date of Birth: _____ Date: _____
First Name Middle Name Last Name

Phone: _____ Email Address : _____

Tenant 2 Drivers License #: _____ Tenant 2 Social Security#: _____

Current Address: _____

Employer Name: _____ Employer Phone: _____ Years Employed: _____

Emergency Contact: _____ Emergency Contact Phone: _____

PLEASE PROVIDE LAST TWO PAYSTUBS

**- Maryland State Law Requires that We Obtain Positive Identification -
THANK YOU - ENJOY YOUR STAY - COME AGAIN**

- OFFICE USE ONLY BELOW THIS LINE -

DATE:		ROOM #:		AMOUNT PAID:		SECURITY DEPOSIT:	
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CARBON MONOXIDE / ALARM VERIFICATION FORM

RENTAL PROPERTY INFORMATION

Rental Property Address: 8326-8328 Old Philadelphia Road Rosedale, MD 21237 Unit#: _____
Property Account Tax ID#: 04151511770950 Council District: 15
Type of Dwelling: Single Family Home / Apartment (circle one)

PROPERTY OWNER INFORMATION

Property Owner Name: Hatteras Properties LLC Phone Number: 443 341-4799
Property Owner Address: 8326-8328 Old Philadelphia Road Rosedale, MD 21237

LEGAL AGENT INFORMATION

Legal Agent Name: _____ Phone Number: _____

Legal Agent Address: _____

Email Address: _____

This form is to verify that the owner and tenant have complied with the Carbon Monoxide Alarm Law of Baltimore County (BCC 35-5-213.1)

- Carbon Monoxide alarms have been installed in accordance with the manufacturers' specifications.
- An alarm is currently installed in the common area outside of each sleeping area.
- Information was provided by the owner on alarm testing and maintenance to at least one adult occupant of the dwelling unit. The owner will keep a signed copy of this form acknowledging receipt by the tenant.
- The owner will provide an alarm designed to alert hearing-impaired residents if an individual who is hearing impaired occupied the dwelling unit and has requested the installation of the alarm by certified mail.
- The tenant agrees to test and maintain the carbon monoxide and smoke alarms according to Management guidelines.
- The tenant agrees to replace the batteries in the alarm as needed and notify management by certified mail immediately of any malfunctions or any other problems with the carbon monoxide and smoke alarms. Upon receipt of such notice the owner agrees to repair or replace the alarm.
- The tenant may not remove or disconnect the alarm and may not remove the batteries or otherwise render the alarm inoperable.

The undersigned have read this document in it's entirety and agree to all requirements.

Owner Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH EVERY CHANGE OF TENANT.
NO EXCEPTIONS. - MANAGEMENT**