

Application Process:

Steps Taken by Goldsborough Realty:

- **\$50.00 Non-Refundable Application Fee per Applicant must accompany application (anyone 18 years and older must fill out application).**
- Run Credit Report – Current good credit a must!
- Verify Employment/Salary
- Verify Current/Previous Rental History

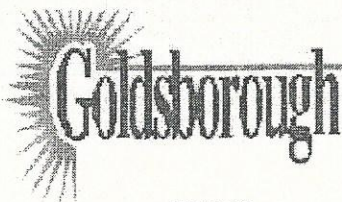
Documents Needed: Two Forms of ID Required

- Valid Driver's license. If not available, we would need the following:
 - Social Security Card
 - Valid Passport
- Signed Consumer Information Statement
- Copy of last 3 pay stubs. Not necessary – but will speed up the process.

Upon Approval of Application:

- Applicant will be notified that application has been approved.
- Arrangements will be made to have lease signed within several days.
- Upon signing lease, Security Deposit will be due. Security Deposit is equivalent to one month's rent.
- First month's rent will be due when tenant comes in to pick up key and take possession of the unit.
- Security Deposit and first month's rent must be two separate checks. We do accept personal checks.

Date: 01/07/2020



REALTY
MANAGEMENT
COMPANY

\$50 Non-Refundable Application Fee PER PERSON

Cash Receipt # _____

Check # _____

Money Order # _____

2115A CONCORD PIKE; Suite 200
WILMINGTON, DE 19810
302-575-1000
FAX 575-1511

RENTAL APPLICATION

Property _____ Rent _____ Possession Date _____

Upon approval of application, lease must be signed and first months rent must be paid within five (5) days. I understand that the first month's rent is not refundable. I further understand that **NO PETS** are permitted, that the premises must be used as a residence to be occupied by the below listed persons; and that occupancy is subject to possession being surrendered by a present occupant and proper municipal inspections being obtained. Prior to move in, the required Security Deposit must be paid in addition to any pro-rated rent. **First months rent and security deposit must be paid in certified funds. No personal checks will be accepted. Property is offered in "AS IS" condition unless negotiated otherwise IN WRITING.**

APPLICANT

PLEASE PRINT CLEARLY

Name _____

SS# _____

Cell # _____

Home Telephone # _____

Work Telephone # _____

Driver License-State _____ # _____

Place of birth _____

Date of Birth _____

Email Address _____

Present Address and Landlord

Present address _____

How long _____ Rent paid _____

Landlord name _____

Address _____

Phone # _____

Fax # _____

Previous Address and Landlord

Previous address _____

How long _____ Rent paid _____

Landlord name _____

Address _____

Phone # _____

CO-APPLICANT/SIGNER

PLEASE PRINT CLEARLY

Name _____

SS# _____

Cell # _____

Home Telephone # _____

Work Telephone # _____

Driver License-State _____ # _____

Place of birth _____

Date of Birth _____

Email Address _____

Present Address and Landlord

Present address _____

How long _____ Rent paid _____

Landlord name _____

Address _____

Phone # _____

Fax # _____

Previous Address and Landlord

Previous address _____

How long _____ Rent paid _____

Landlord name _____

Address _____

Phone # _____

Present Employer

Company _____
Address _____
Phone # _____
Position _____ How long _____
Salary: \$ _____ per (week) (month) (annual)
Supervisor _____
Other Income _____

Present Employer

Company _____
Address _____
Phone # _____
Position _____ How long _____
Salary: \$ _____ per (week) (month) (annual)
Supervisor _____
Other Income _____

Previous Employer

Company _____
Address _____
Phone # _____ How Long _____
Salary: \$ _____ per (week) (month) (annual)
Supervisor _____

Previous Employer

Company _____
Address _____
Phone # _____ How Long _____
Salary: \$ _____ per (week) (month) (annual)
Supervisor _____

Personal References (not employer or relative)

Name _____ Address _____ Phone # _____
Name _____ Address _____ Phone # _____

Name and Address of Nearest Relative

Name _____ Address _____
Relationship _____ Telephone # - Home _____ Work _____

Personal References – Co-Applicant (not employer or relative)

Name _____ Address _____ Phone # _____
Name _____ Address _____ Phone # _____

Name and Address of Nearest Relative -- Co-Applicant

Name _____ Address _____
Relationship _____ Telephone # - Home _____ Work _____

**** REQUIRED INFORMATION LISTED BELOW MUST BE COMPLETED ******REQUIRED INFORMATION - Occupants That Will Share Property: (Including those filling out this application!)**

Name _____ Age _____ Relationship _____
Name _____ Age _____ Relationship _____
Name _____ Age _____ Relationship _____
Name _____ Age _____ Relationship _____

I hereby certify that the application information supplied is correct to the best of my knowledge and believe that the listed information will be used to perform a credit evaluation and check and that the listed information will be used to verify employment and salary.

Name of Applicant (print)

Signature of Applicant

Date

Name of Co Applicant / Signer (print)

Signature of Co Applicant / Signer

Date

ADDENDUM TO APPLICATION

PROPERTY ADDRESS _____

Please use the following area to list any request or questions that you may have about the property that you are interested in renting.

COMMENTS: _____

I understand that all agreements between the parties are contained herein. I further understand that no promise is made at this point as to the above listed comments but that all items will be clarified before signing of the lease.

SIGNED:

DATED:

_____/_____
_____/_____

(Social Security #)



Consumer Information Statement (CIS) for Consumers Seeking to
Rent Residential Property
This information is from the Delaware Real Estate Commission and is not a contract.

Delaware law, title 24 ch.29 requires real estate salespersons, associate brokers, and brokers to provide this CIS to you at the earlier of your first scheduled appointment, the first showing of a property, or making an offer unless you are a tenant for 120 days or less. You are encouraged to read this CIS before you list your home for rent or go to view homes to rent. This is first given to you to explain Agency law in Delaware. It must be signed prior to completing a rental application, or the signing of a rental agreement (lease), a listing agreement, or any other brokerage agreement.

Presumed Agency: You are a customer when you first contact a broker or salesperson who immediately owes you a duty of confidentiality as explained below. You automatically become a client and the other Statutory Duties begin upon the earlier of (i) the first scheduled appointment, (ii) the first showing of a property, (iii) making an offering, or (iv) the agent working for you, unless a CIS is signed indicating there is no agency relationship which means there are no duties owed to you other than confidentiality. **Under Delaware Law, it is presumed that you consent to dual agency unless you fill out this form saying you do not want dual agency.** Dual agency is explained below.

Brokers and Salespersons as Statutory Agents: Under Delaware law, a real estate broker, associate broker, or salesperson is a statutory agent of yours and may be a dual agent representing both parties unless you elect, in a written agreement, to enter into a common law agency relationship or to decline dual agency. A statutory agent is an independent contractor. He or she is NOT your fiduciary, but is an agent with duties specified by Delaware statutory law. Unless you say otherwise, the broker, associate broker, or salesperson also may represent both the tenant and landlord with duties owed to both which is called dual agency as explained below.

Important Terms:

Client: The member of the public who is the principal in the statutory agency relationship.

Customer: A member of the public who is working with a licensee, before the presumed agency relationship begins or who declines agency representation which means there are no duties other than confidentiality.

Delaware Real Estate Commission: The regulatory body which issues licenses to brokers and salespersons under Delaware law, and which hears complaints filed by the public with respect to licensees. License law and rules and regulations are available on the Real Estate Commission's website at www.dpr.delaware.gov.

Designated Agent: An independent contractor working with you under statutory agency. He or she may be licensed as a broker, associated broker, or a salesperson.

Dual Agency: Whenever a dual agency relationship exists, the designated salesperson or associate broker, that agent's broker, and the brokerage organization may be dual agents. Examples are listed below:

1. If the same salesperson or associate broker represents both the tenant and landlord in a transaction, then that salesperson or associate broker, his or her broker, and brokerage organization are all dual agents.
2. If the tenant and landlord are represented by two different salespeople or associate brokers working for the same broker, then the broker and the brokerage organization are both dual agents, but the salespersons or associate brokers are not.
3. If the tenant and landlord are represented by two different salespeople or associate brokers working for different brokers under the same brokerage organization, then only the brokerage organization is a dual agent.

Statutory Agent: An agent with duties under Delaware statutory law, not common law fiduciary duties. The agent is a statutory agent for you and may be a dual agent as explained above.

Confidentiality: Brokers and salespersons have a duty of confidentiality to all parties from the moment of their first contact. **A broker or salesperson MAY NOT disclose the following information UNLESS the affected party has provided his or her informed consent:**

1. The tenant is willing to pay more rent than what has been offered.
2. The landlord is willing to accept less than the rent rate asked.

3. The landlord or tenant will agree to terms other than those offered.
4. Any personal motivations for any party to a transaction, **IF** that party has requested that the information be kept confidential.
5. Other confidential information, **UNLESS** disclosure is required by law, or **UNLESS** failure to disclose would be fraud or intentional misrepresentation.
6. Facts or suspicions regarding circumstances which may psychologically impact or stigmatize property under Section 2927 of Title 24 of Delaware law unless by law it must be disclosed.
7. Facts or suspicions that someone is a registered sex offender under Delaware law. Information regarding registered sex offenders is available from the Delaware State Police at www.state.de.us/dsp/sexoff/index.htm.

Important Information:

1. The client and his or her broker and designated agent are not responsible for the wrongful actions of the other unless they had actual knowledge of the wrongful act, error, omission or misrepresentation; however, the person who was wrong is still responsible.
2. Notice given to a designated agent is considered notice to that designated agent's client. **Notice given to anyone else in the licensee's office is not considered notice to that client.**
3. Put it in writing! Statements and negotiations by a party are not binding until they are in writing and signed by the party.

Brokers, Associate Brokers, and Salespersons MUST:

1. Comply with all applicable laws, including performing the duties required of him or her by the statute and rules and regulations of the Delaware Real Estate Commission.
2. Follow all other applicable laws, including laws governing fair housing and civil rights.
3. Perform as required by the terms of any written brokerage agreement, if one exists.
4. Exercise reasonable skill and care as a broker or salesperson.
5. Advise you to obtain expert advice on material matters outside his or her expertise.
6. Account to you in a timely manner for all money and property received.
7. Help to inform the parties regarding the progress of the transaction.
8. Disclose adverse material facts or defects actually known by the broker or salesperson.
9. Put any compensation agreement in writing.

Brokers, Associate Brokers, and Salespersons MAY:

1. List similar properties for rent.
2. Show clients properties not owned by their other clients.
3. Show the same property one client is interested in to one or more other clients.
4. Provide information generally available to licensees, such as recent rental activity.
5. Give advice and opinions throughout the real estate transaction.
6. Help you prepare offers and counteroffers and present them in a timely manner so long as the forms used advise the parties that they may seek legal advice prior to signing.
7. Develop negotiating strategies or options for how to proceed with a transaction.
8. Perform ministerial tasks.
9. Cooperate with other brokers or salespersons.
10. Provide clients with relevant information and advice when requested.
11. Transmit financial information provided to them. Although they do not independently verify the accuracy or completeness of this information, they **MAY NOT** transmit financial information they know is false.

Common Law Agency: Under Delaware law, salespersons, associate brokers, and brokers are statutory agents as explained in this form and are not common law agents. If you are considering hiring a common law agent, you should obtain disclosure of the potential legal liability and financial risks of common law agency and read and understand those risks before you enter into a common law agency relationship.

1. Client(s) or Customer(s): _____

2. Licensee: Thomas Reynolds, III

3. Brokerage Office Name and Registered Phone Number:

Goldsborough Realty Management Company 302-575-1000

4. Relationship: Nothing needs to be completed in this paragraph because the law presumes you want Agency Representation and Dual Agency unless you want to opt out by choosing a different status.

I am the LANDLORD. The licensee identified above is:

My designated landlord's agent and dual agent, if I am renting my property to a tenant whom the agent also represents. This relationship is presumed by law unless you choose a different relationship by initialing one of these lines. **You do not need to initial any of these lines if you are staying with the presumed status of agency and dual agency.**

☐
☐

My designated landlord's agent **only**. Or

☐
☐

The tenant's agent and **NOT** my agent.

I am the TENANT. The licensee identified above is:

My designated tenant's agent and dual agent, if I am renting a property from a landlord whom the agent also represents. This relationship is presumed by law unless you choose a different relationship by initialing one of these lines. **You do not need to initial any of these lines if you are staying with the presumed status of agency and dual agency.**

☐
☐

My designated tenant's agent **only**. Or

☐
☐

The landlord's agent and **NOT** my agent.

5. Signing this form does not obligate me to pay anything. I am only obligated to pay a fee if I enter into a separate written brokerage agreement (for example, a listing or tenant representation agreement) signed by me. This CIS must be signed prior to completing a rental application or the signing of a rental agreement (lease), a Listing Agreement, or any other brokerage agreement.

By signing this form, I acknowledge that I have been given an opportunity to read this CIS and recognize the agency relationship indicated above in section 4.

Signature of Landlord or Tenant

Signature of Landlord or Tenant

Signature of Landlord or Tenant

Signature of Landlord or Tenant

Signature of Broker or Licensee

Date given to Landlord or Tenant: _____