



How to Apply for a Rental Home

Renters Warehouse BW Metro
P.O. BOX 275, Glenelg, MD 21737
PH: (410) 878.7722 | Fax: (410) 442.8251
www.RentersWarehouse.com



Before applying, please contact your agent verify that the property is still available.

Your Agent's Contact Information:

Name: _____ Phone #: _____

E-mail: _____ Fax #: _____

All communications regarding your application should be discussed directly with your agent.

Online Application

- All applications must be submitted **online** at www.renterswarehouse.com/lease-application.
- **ALL OCCUPANTS** aged 18 and older must apply.
- Select the **Columbia** Location.
- Click **APPLY NOW** – *Please Note: Application must be completed within thirty (30) minutes or it will time out. Do not open more than one application at the same time.*
- **Application fee of \$45 per person must be paid via credit or debit card; please be sure that your card's billing address is correct, otherwise your payment will be rejected.**

Renters Warehouse requires additional supplemental documents. Many of these can be uploaded via the online application, for all others, see below.

Supporting Documents to E-mail/Fax to Agent

To be considered for a rental unit, please be sure to provide ALL of the following information to your agent:

- **Income.** *(Note: Renters Warehouse requires a minimum of three times the monthly rent gross income per month).* Please send all income sources for each financially responsible applicant over the last two months. This may include two months of recent paystubs, child support, alimony, military orders, housing allowance, housing voucher paperwork, as well as proof of any additional sources of income.
- **Rental History Release Form (attached).** Must include all financially responsible tenants.
- **Proper Identification.** ID may include: Driver's License, State ID, or Passport; *this is solely for Renters Warehouse to prevent identity theft. Your ID will not be sent to the Homeowner.*



If submitting via e-mail: Please use subject line:

[Income Verification for "property address & applicant name"]

If submitting via Fax: Please provide a cover letter clearly stating your name and agent's name.

When Will I Hear Something?

When will I hear something??

Applications are accepted or denied solely at the Homeowner's discretion. Providing false information or failure to provide all proper documentation may result in denial or rescinded acceptance. Renters Warehouse collects data and presents to the Homeowner for review. Renters Warehouse then must wait for the Homeowner's decision. As soon as a response is received, we will reach out to you. Typically turnaround is 2-4 business days. At times, when a Homeowner is unreachable, an answer may exceed our estimated time frame. We do our best to get you an answer as quickly as possible. If you have questions regarding the application process, please contact your agent directly.



Rental History Consent Form

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Please sign and return this form to your agent in order for your application to be considered complete.

Applicants agree and understand that:

- 1) This application, each occupant, and each pet are subject to acceptance and approval by the Homeowner.
- 2) The Homeowner is the sole decision maker for acceptance or denial, and Renters Warehouse acts as a third party gathering information on behalf of a Homeowner.
- 3) Applications are submitted on a first come/first serve basis and it is an applicant's responsibility to confirm there are no other applications pending prior to submitting an application.
- 4) Homeowner reserves the right to rescind acceptance and resume marketing the property at any time until a lease has been signed by all parties.
- 5) Tenant has verified and provided the information for the benefit of Homeowner and/or Property Manager. Tenant hereby acknowledges that Property Manager has permission to share Tenant's credit and rental history with all appropriate parties involved in the transaction.

Rental History Verification Release

I/We authorize Rental History Reports (RHR) and Renters Warehouse to do a complete investigation of all information provided in my application for residency. I/We have personally filled in and/or reviewed all information contained within the application. I/We understand failure to complete these documents completely and truthfully may result in denial and/or forfeit of deposit. A complete investigation may include any or all of the following: credit report, verification of employment and income, criminal record search, rental history references, unlawful detainer/eviction investigation, identity trace, sex offender search, terrorism search, check writing history and personal interviews with all provided references. The source of the information may come from, but is not limited to: credit bureaus, banks and other depository institutions, current and former employers, federal or state records including state employment security agency records, county or state criminal records, county agencies as it relates to the applicant's eligibility, non-eligibility and/or benefit amounts received by the tenant, or other sources as required. It is understood that an emailed photocopy or facsimile copy of this form will serve as authorization. I/we understand that the agent is unable to provide a copy of my report to me/us, and that I/we may contact RHR in order to obtain a copy of the report. I/We authorize RHR to produce to the credit granter federal and state records of employment and income history, including state employment security agency records. I/We authorize my previous Landlords to release information regarding my prior rental history. This authorization continues in effect for one (1) year unless limited by state law, in which case, the authorization continues in effect for the maximum period not to exceed one (1) year.

I hereby affirm that all information provided in my application is true and correct and that I have not knowingly withheld any information:

_____	_____	_____
Signature	Printed Name	Date
_____	_____	_____
Signature	Printed Name	Date



We do business in accordance with Federal Fair Housing Laws. Renters Warehouse enlists Rental History Reports to conduct background/credit checks. To obtain a copy of your report, please contact RHR directly at (888) 389-4023 or visit rentalhistoryreports.com.