

**KENT CROSSING APARTMENTS  
AND  
COLONIAL MANOR APARTMENTS  
101 Morgnec Rd., Chestertown, Maryland 21620**

**Robert L. Davis, Jr.  
Manager**

**Phone: 410-778-3049  
Fax: 410-778-9381**

**RENTAL APPLICATION CRITERIA**

- 1. A \$25.00 application fee is required for processing an application. Make checks or money order payable to Kent Crossing Apartments or Colonial Manor Apartments.**
- 2. Minimum income requirements: Monthly income must be three (3) times one months' rent.**
- 3. Proof of Income: Each applicant must provide a minimum of three (3) most recent paystubs (if paid bi-weekly). 6 most recent paystubs (if paid weekly).**
- 4. If an applicant is self-employed, retired, or financially independent, proof of income must be provided in the form of one of the following: tax return, bank statements showing regular monthly deposits, or retirement benefits letter.**
- 5. Management must be aware of all residents occupying the apartment and their related vehicle information. If any changes are made in roommates, marriage, etc., management should be notified immediately.**
- 6. All applications must be completed, in full, and signed. In the event that any information is found to be incorrect, the application will be rejected.**
- 7. Acceptance of this rental application is subject to satisfactory income, credit, and personal references. Applicants will not hold Robert L. Davis Real Estate Inc. responsible for any information given or received incorrectly.**
- 8. Students, if your parent(s) are paying the rent, have them fill out the application as though they were applying for the apartment, because it will be their name(s) on the lease.**
- 9. One Year Lease**
- 10. NO PETS!**
- 11. Color copy of valid Driver's License.**

*Please Retain This Information For Your Records*

Rev. 9/2016





17. Spouse's Employer: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Position: \_\_\_\_\_ Date of Employment \_\_\_\_\_  
 Salary \$ \_\_\_\_\_ Week \$ \_\_\_\_\_ Month \$ \_\_\_\_\_  
 Other Income: Type \_\_\_\_\_ Week \$ \_\_\_\_\_ Month \$ \_\_\_\_\_

18. Previous Employer (If with present for less than 2 years)  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

19. Nearest Relative Not Living with You in Case of Emergency:  
 Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address \_\_\_\_\_

20. Have you ever been taken to Rent Court? \_\_\_\_\_ If Yes Explain: \_\_\_\_\_

21. Have you ever been evicted, found guilty for violating local, state or federal laws or taken to court for any reason? \_\_\_\_\_ If Yes Explain: \_\_\_\_\_

22. Have you always paid your rent when due? \_\_\_\_\_ If No Explain: \_\_\_\_\_

23. Have you ever been asked to vacate an apartment because of a violation of your lease or a violation of the rules of the apartment complex where you lived? \_\_\_\_\_  
 If Yes Explain: \_\_\_\_\_

24. Bank Name: \_\_\_\_\_  
 Checking \_\_\_\_\_ Savings \_\_\_\_\_

25. Last Vehicle Purchased from: \_\_\_\_\_ on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Financed by: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Length of Loan: \_\_\_\_\_ Account # \_\_\_\_\_  
 Amount Owning \$ \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

26. Installment Accounts or Personal Loans (List 2)

Firm and Address	Amount Due	Monthly Payment
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

27. Charge Accounts

Firm and Address	Amount Due	Monthly Payment
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

28. Character Reference—Not a Relative  
 Name \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

29. How did you hear about these apartments?  
 Newspaper \_\_\_\_\_ Referral \_\_\_\_\_ Sign \_\_\_\_\_ Internet \_\_\_\_\_ Drive-By \_\_\_\_\_ Other \_\_\_\_\_

30. Why are you choosing this apartment complex?  
 Close to Work: \_\_\_\_\_ Schools: \_\_\_\_\_ Shopping: \_\_\_\_\_ Complex Layout: \_\_\_\_\_  
 Size of Rooms: \_\_\_\_\_ Amount of Rent: \_\_\_\_\_

31. What other apartments have you looked at? \_\_\_\_\_



**KENT CROSSING APARTMENTS  
COLONIAL MANOR APARTMENTS**

**P.O. Box 630  
Chestertown, MD 21620**

**Telephone (410) 778-3049  
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**REQUEST TO DO A CREDIT CHECK**

**AUTHORIZATION TO RELEASE CREDIT INFORMATION**

**I hereby give permission to Mr. Robert L. Davis, Jr., Manager/Nancy Beck Community Manager at Kent Crossing Apartments and Colonial Manor Apartments to do a Personal Credit Check.**

\_\_\_\_\_  
**Applicant's Signature                      Date**

\_\_\_\_\_  
**Co-applicant's Signature                      Date**

\_\_\_\_\_  
**Applicant's Name Printed**

\_\_\_\_\_  
**Co-applicant's Name Printed**

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**AUTHORIZATION FOR BACKGROUND CHECK**

I, \_\_\_\_\_, authorize Robert L. Davis, Jr., Manager/Nancy Beck, Community Manager at Kent Crossing Apartments and Colonial Manor Apartments to perform a criminal background check on me or to hire a tenant screening firm to investigate my background. These actions may result in a report on my character, reputation, personal characteristics, and criminal history and will involve searching any state's sex offender (Megan's Law") database for my name.

I agree to hold Mr. Robert L. Davis, Jr./Nancy Beck harmless if the results of this search include incorrect information that Mr. Robert L. Davis, Jr./Nancy Beck, in the exercise of ordinary caution, would not know is incorrect.

I understand that Mr. Lee Davis, Manager/Nancy Beck, Community Manager at Kent Crossing Apartments and Colonial Manor Apartments will provide more information about the nature and scope of the report if I request it.

Signature of Applicant: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Date: \_\_\_\_\_



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Name of Inquirer: **KENT CROSSING APARTMENTS  
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**REQUEST FOR VERIFICATION OF EMPLOYMENT / LANDLORD (S)**

Name of Employer / Landlord: \_\_\_\_\_ / \_\_\_\_\_

Employer's Address: \_\_\_\_\_ / \_\_\_\_\_

Position: \_\_\_\_\_ Date Employed: \_\_\_\_\_ Salary \$ \_\_\_\_\_ per year

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize \_\_\_\_\_,  
(Name of Employer (s) and / or Landlord (s))

to furnish the information requested by Kent Crossing Apartments or Colonial Manor  
Apartments.

Applicant's Signature: \_\_\_\_\_ (Date)

Applicant's Name Printed: \_\_\_\_\_

Applicant's Date of Birth: \_\_\_\_\_