



Salisbury Housing

Salisbury Housing Non-Student Application Process

Applicant & Co-Applicant

1. Housing Application: Complete all pages of the application in detail, sign and date the applicant signature line.
2. Identification: Provide a copy of a driver's license or state issued identification card.
3. Proof of Income: Two recent paycheck stubs **or** tax returns if guarantor works for themselves **or** have your employer complete the bottom of page 6 (you do not have to provide all 3).
4. Application Fee: The application fee is \$25 and can be paid via check or money order.

FAQ

When is the paperwork and security deposit due?

We request that all forms be returned to the office within five days to assure that the home you want will be assigned to you. The full payment of the security deposit with a signed lease holds the property for you for up to two weeks, until the lease process is completed.

Can I have the forms e-mailed?

We can e-mail all documents if needed. You can also email all documents to your leasing agent or to our general email, studenthousing@salisburyhousing.com. Please call to verify we received the information.

What is the application fee?

The application fee is \$25 and can be paid by check, money order or credit card. We cannot accept cash for any payments in our office

Have more questions? We are here to help! Call us at (410) 749-0010, or e-mail us at

StudentHousing@SalisburyHousing.com

**Salisbury Housing
102 Onley Road
Salisbury, MD 21804**

**Office: (410)749-0010
www.SalisburyHousing.com**



Salisbury Housing

Applicant's Name: _____
First Middle Last

Property Interested In: _____ Date of Occupancy: _____

Photo ID Provided: Yes ___ No ___ Referred By: _____

Applicant's Social Security Number: _____ Date of Birth: _____

Applicant's Driver's License Number: _____ Copy of License Provided? Yes ___ No ___

Vehicle Tag Number: _____ Make: _____ Model: _____ Year: _____ Color: _____

Home Address: _____

How Long Have You Lived Here? _____ Own/Rent/Other _____

E-Mail Address: _____

Cell Phone #: _____ Home phone #: _____

Current Landlord: _____ Phone #: _____

Address: _____

Reason for Moving: _____

Names of all persons/roommates to occupy premises (other than yourself):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

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

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Salisbury Housing Pet Policy

1. TENANT WILL NOT keep any pets in or about the Premises without the written permission of the Landlord. If Tenant is given written permission to keep a pet(s) on said premises, Tenant shall pay to Landlord a one-time Two Hundred Fifty Dollars (\$250.00) up-front non-refundable pet fee per pet. Tenant shall also pay a monthly fee to Landlord in the sum of Fifty Dollars (\$50) per pet. If an unauthorized pet is found at said Premises during the term of this Lease Agreement, Tenant agrees to pay Landlord a fee of Five Hundred Dollars (\$500.00) along with any other costs associated with the damage caused by said pet. If the unauthorized pet remains in the property after Landlord notifies tenant of said pet, the Tenant shall pay to Landlord additional fine(s) of \$500 per week. Notwithstanding the forgoing, Landlord shall not charge the above fees with respect to a service animal trained to work or perform tasks for the benefit of the individual requiring such service animal, but Tenant shall be responsible for any damages caused by such service animal.

2. All residents living in the apartment/house must be in agreement of the pet living in the stated address.

3. **Two** pets per apartment are allowed unless otherwise stipulated by prior written permission.

4. Pet(s) must not exceed 80 lbs. full grown**. All cats must be neutered or spayed and declawed.

Prohibited Breeds:

Rottweiler

American Staffordshire Terrier/

American Pit Bull Terrier

Doberman Pincher

Bull Terrier

German Shepherd

5. Pet owners shall be solely responsible for cleaning up pet waste and disposing of it in the proper manner. There will be a \$50 fine assessed per instance if owner does not clean up after pet.

6. Pet owners are responsible for any damages to the property and to indemnify and save us harmless from any claim, suit, or liability for injuries or damages caused by such a pet or to such a pet.

I acknowledge by my signature that I have read and agree to Salisbury Housing's Pet Policy.

Applicant Signature

Date



Salisbury Housing

Applicant #1: _____ Phone #: _____
First Middle Last

Applicant's SSN: _____ Date of Birth: _____

Driver's License # _____ Issued State: _____

Current Address: _____

E-Mail Address: _____ Applicant's Employer: _____

Applicant #2: _____ Phone #: _____
First Middle Last

Applicant's SSN: _____ Date of Birth: _____

Driver's License # _____ Issued State: _____

Current Address: _____

E-Mail Address: _____ Guarantor's Employer: _____

Applicant Survey

How Did you hear about us?
(check any and all that apply)

___ Facebook ___ Instagram ___ www.SalisburyHousing.com
___ Flyer ___ Google ___ Referral from friend
___ Housing Fair ___ Billboard ___ Business Referral
___ Craigslist ___ Apartments.com ___ Zillow

Reminder: Please provide Salisbury Housing with a copy of your Driver's License

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To induce the Landlord/Owner to enter into a lease described below, to extend the lease or to allow the assumption of the lease, the undersigned do/does hereby agree to guaranty the performance of the obligations under the lease of all original or future tenants, including but not limited to a future tenant who may assume the lease. Each guarantor will be held individually responsible for the entire Lease Agreement and any default or damage caused by the a fore mentioned tenant(s), tenant's family, and/or tenant's guests. The undersigned parents acknowledge that they have read and understand the terms of the Lease.

Please Print applicable information and sign below:

Applicant #1's Name: _____

Applicant #2's Name: _____

Property Address: _____

Social Security #: _____

Driver's License # & State: _____

Current Street Address: _____

City/State/Zip Code: _____

Home #: _____ Cellphone#: _____

Copy of Drivers License Provided? ____ Yes ____ No

We the Applicant(s) of the Lease, hereby agree to the following:

1. Guarantee of Payment and Performance. Guarantor(s) guarantee, unconditionally and absolutely, the full and faithful performance and observance of all the covenants, terms, and conditions of the Lease provided to be performed and observed by Tenant, expressly including, without being limited to the prompt payment of rent, when due, under the Lease

2. Lease Modification, Renewal, or Extension. The Landlord/Owner and Lessee/Tenant at any time and from time to time, without consent of or notice to the guarantor, may change the manner, place or terms of the Lease, including rental rate, or extend the term of Lease, renew or alter the Lease, and the Guaranty herein shall continue to apply to the liabilities of the tenants under the Lease as extended, renewed or altered, and the Landlord/Owner may exercise or refrain from acting without impairing or releasing the obligations of the undersigned hereunder

3. Liability Immediate and Not Contingent; Not Subject to Defenses of Tenants. The liability of the undersigned on this Guaranty shall be immediate and shall not be contingent upon the exercise or enforcement by Landlord/Owner of whatever remedies it may have against the tenants or others, and the undersigned will not have and will not set up or claim any defense, counter-claim, setoff or other objection of any kind to any action, suit or other proceedings in law, equity or otherwise or to any demand or claim that may be instituted or made under and by virtue of this Guaranty

4. Resident's Sublet or Assignment. This Guaranty shall remain and continue in effect even if the Tenant sublets or assigns whether or not Guarantor, any Tenant or Landlord/Owner received notice of such sublet or assignment or has consented to it.

5. Binding on successors and assigns. This Guaranty, and all of the terms hereof, shall be binding on Guarantor and the successors, assigns, and legal representatives of Guarantor and shall inure to the benefit of the successors, assigns, and legal representatives of Landlord/Owner.

6. Co-extensive Joint and Several Liabilities. The liability of Guarantor(s) is co-extensive with that of Tenant. If there is more than one

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7. No Demand Needed. Owner may proceed against the Guarantor without first making demand against Tenant and without first bringing any action or proceeding against Tenant and without joining Tenant as a party-defendant.

8. Waiver of right to default notice. Guarantor does not require any notice of Tenant's nonpayment, nonperformance, or nonobservance of the covenants, terms and conditions of the Lease. Guarantor expressly waives the right to receive such notice.

9. Resident's bankruptcy. Neither Guarantor's obligation to make payment in accordance with the terms of this Guaranty, nor any remedy for the enforcement thereof, shall be impaired, modified, released, or limited in any way by an impairment, modification, release, or limitation of the liability of Tenant or Tenant's estate in Bankruptcy Code of the United States or from the decision of any court interpreting the same.

10. Service of process. Guarantor irrevocably appoints Tenant as its agent for the service of process related to this Guaranty.

11. Venue and interpretation of Guaranty. Venue for any action or proceeding arising out of this Guaranty shall be in the county and state in which the Property is located. The Guaranty shall be governed by and interpreted under the laws of and enforced in courts of the State of **MARYLAND**.

12. Waiver of jury trial. Guarantor hereby waives the right by jury in any action of proceeding that may hereafter be instituted by Landlord against Guarantor in respect of this Guaranty.

13. Landlord's legal expenses. Guarantor will pay to Landlord all of Landlord's expenses including, but not limited to, attorney's fees that Landlord incurs in enforcing this Guaranty.

14. No waiver by Landlord. Landlord's failure or delay in exercising any rights under the Lease or Guaranty or in sending any notices, demands, or requests, or in requiring strict performance or observance of any term or covenant of the Lease shall not waive any of Landlord's rights created by the Guaranty.

15. Corporate authorization. If the Guarantor is a corporation, Guarantor represents and warrants that this guaranty has been duly authorized by all necessary corporate action on Guarantor's part, has been duly executed and delivered by a duly authorized officer, and constitutes Guarantor's valid and legally binding agreement in accordance with its terms.

16. Digital Signatures. The parties agree that digitally scanned and/or facsimile copies of this Agreement and the associated signatures shall be acceptable as legal and binding upon the parties.

Hereby authorize you to verify the information that I have provided herein by obtaining a current credit bureau report, to call or write employer and any other references to verify that my statements are true and accurate.

(Seal)
Applicant #1's Signature & Date

(Seal)
Applicant #2's Signature & Date

Printed Name

Printed Name

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Employment Verification Form

Applicant's Name: _____

Applicant's Employer: _____ Date: _____

Employer's Address: _____

Employer's Telephone #: _____

Attention: Human Resources

I have applied for residence at Salisbury Housing. Please furnish them with the information needed to process an application.
This information is for the confidential use of Salisbury Housing ONLY.

Applicant's Signature

Applicant's Name (Please Print)

Applicant's SSN: _____

Applicant's Address: _____

LOWER PORTION TO BE COMPLETED BY THE EMPLOYER ONLY (If Applicable)

Current Position: _____ Length of Employment: _____

Is their Position: ☐ Full Time ☐ Part Time Hours/Week: _____ ☐ Seasonal ☐ Permanent

Rate of Pay: _____ Commission: _____ Overtime: _____

Probability of Continued Employment: _____

Employer's Signature

Employer's Name (Please Print)

Date

Title (Please Print)

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