



## RESIDENTIAL RENTAL APPLICATION REQUIREMENTS

(302) 629-4514  
500 W. Stein Hwy  
Seaford, DE 19973  
[www.cfmrealestate.com](http://www.cfmrealestate.com)

❖ **Please provide the following items to apply for a residential rental:**

- Completed application—All information must be filled out completely and accurately. If a question does not apply, write “none” or “n/a”. \*\*Page 3 of Consumer Information Statement must be signed by ALL adult applicants.
- Copies of Picture ID for ALL adult applicants going on the lease
- Copies of most recent pay stubs (1 month) or proof of income for ALL names going on the lease. **\*\*If self-employed:** copies of previous 2 years income tax returns and a current bank statement.
- Landlord Reference form—Have your current or most recent Landlord(s) fill out this form. Applicant must fill out and sign the top portion; **Landlord is to complete and sign the bottom portion of the form.**
- Non-refundable **application fee of \$30—Must be CHECK or MONEY ORDER**, made out to CFM

**\*\*APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL INFORMATION HAS BEEN COMPLETED AND REQUESTED ITEMS SUBMITTED. PLEASE ALLOW UP TO 7 BUSINESS DAYS FOR APPLICATIONS TO BE PROCESSED\*\***

❖ **Applications will be reviewed on the basis of:**

1. Verification of Income—Gross income needs to be **4 times the monthly rent to qualify.**
2. Credit check—credit report must be satisfactory
3. Longevity of Employment/source of income
4. Rental History (Present and Past)—please include the following information:
  - ✓ Landlord name(s) and current phone number(s)
  - ✓ Address and apartment number(s) on application.
  - ✓ Indicate if this is a house, duplex, condo, apartment, etc.

**\*\*Per our company policy, rental properties WILL NOT BE SHOWN without an approved application. Applicants must complete our company application and qualification will be determined by the Property manager. No other applications, credit reports, etc. will be accepted.**

**All properties are a ONE YEAR LEASE (unless otherwise stated)**

**PET DEPOSITS:**

Pets/animals may be approved at the sole discretion of the property owner and can be excluded for whatever reason is deemed appropriate. If approved, a pet deposit will be required.

**CLYMER RENTALS**

Property Managers Bea and Don Clymer, REALTORS®  
Callaway, Farnell and Moore, Inc. 500 W. Stein Hwy., Seaford, DE 19973  
Office: (302) 629-4514, Ext. 245 Fax: (302) 536-6275 Cell: (302) 236-1883  
Email: beacfmrental@gmail.com

***PLEASE PRINT INFORMATION REQUESTED***

Applicant Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Property Location Considered: \_\_\_\_\_ Date Needed: \_\_\_\_\_

NAMES OF ALL PERSONS TO OCCUPY PROPERTY (see "family size" on reverse side):

(1) Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Photo ID

(2) Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Photo ID

(3) Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Photo ID

(4) Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Photo ID

(5) Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Photo ID

HOME/CELL PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Landlord's Phone Number: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Landlord's Phone Number \_\_\_\_\_

(1) EMPLOYER: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Monthly Gross Salary: \_\_\_\_\_

Date Started: \_\_\_\_\_ Job Title: \_\_\_\_\_

(2) EMPLOYER: \_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Monthly Gross Salary: \_\_\_\_\_

Date Started: \_\_\_\_\_ Job Title: \_\_\_\_\_

OTHER INCOME: (child support, alimony, social security, disability, etc.)

\_\_\_\_\_

VEHICLES OWNED BY ALL APPLICANTS:

Year	Make	Model	Tag #	State
Year	Make	Model	Tag #	State
Year	Make	Model	Tag #	State

**TENANT SELECTION CRITERIA**

1. **INCOME:** MONTHLY SALARY SHOULD BE EQUAL TO OR GREATER THAN FOUR TIMES THE MONTHLY RENT. MUST BE VERIFIABLE.
2. **CREDIT:** A SATISFACTORY CREDIT HISTORY IS REQUIRED. If your credit report reveals any negative information (including, but not limited to, judgments, collections, and history of late payments), this is cause for your application to be denied.
3. **FAMILY SIZE:** Maximum \_\_\_\_\_ persons/residents/occupants in unit
4. **WORK HISTORY:** MUST HAVE SATISFACTORY WORK HISTORY, WHICH DEMONSTRATES STABILITY OF INCOME.
5. **PHOTO ID:** Photo ID of all lease applicants is required.

NOTE: Applications are retained on file for 6 months unless otherwise requested.

**DISCLOSURE:**

**The Consumer Information Statement is attached. All applicants must sign and date on page 3.**

**FAIR HOUSING:** Our Association of REALTORS® insures equal access to housing and equal professional services to all clients and customers without regard to race, color, religion, creed, national origin, marital status, age, or handicap, according to the laws of this land.

**Have you ever been convicted of a criminal offense? \_\_\_\_\_ If yes, please explain:**  
\_\_\_\_\_  
\_\_\_\_\_

**The signatures below grant permission for Callaway, Farnell and Moore, Inc., to conduct a credit investigation on the above applicants including, but not limited to, the use of a credit reporting agency.**

Signature	Today's Date	Social Security #
Signature	Today's Date	Social Security #
Signature	Today's Date	Social Security #

**A NON-REFUNDABLE application fee of \$30.00 activates this signed application.**

**\*\*\* Fee payable by Check or Money Order Only, made out to CFM \*\*\***



**LANDLORD REFERENCE FORM**

(302) 629-4514  
500 W. Stein Hwy  
Seaford, DE 19973  
www.cfmrealestate.com

Applicant Name: \_\_\_\_\_

Applicant Current/Former Address: \_\_\_\_\_

\*I hereby authorize my current/former Landlord(s) to release the information requested below:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Current/Former Landlord:**

The above applicant has applied to rent our premises and has named you as a former/current landlord. Please complete the information below and return it to us as soon as possible. Your assistance in this matter is greatly appreciated.

Duration of Applicant's Lease: From \_\_\_\_\_ to \_\_\_\_\_.

Does the applicant still owe you any rent or fees? [ ] Yes [ ] No

If yes, what is the balance owed: \_\_\_\_\_

Did the applicant pay you rent on time? [ ] Always on time [ ] Sometimes late [ ] Always late

Did the applicant give proper notice before vacating the premises? [ ] Yes [ ] No

Was the premises left in habitable condition when the applicant vacated? [ ] Yes [ ] No

Did the applicant cause property damage beyond normal wear and tear? [ ] Yes [ ] No

If yes, please explain: \_\_\_\_\_

If damage was caused to the property, did the applicant pay for the damages? [ ] Yes [ ] No

Did the applicant break any lease terms or Landlord—Tenant laws? [ ] Yes [ ] No

If yes, please explain: \_\_\_\_\_

Were there any complaints about the applicant from neighbors or co-tenants? [ ] Yes [ ] No

If yes, please explain: \_\_\_\_\_

Would you rent to this applicant again? [ ] Yes [ ] No

If no, please explain: \_\_\_\_\_

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

Current/Former Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_





## Consumer Information Statement (CIS) for Consumers Seeking to Purchase or Sell Residential Property Designed for Use by 1-4 Families

**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. You are encouraged to read this CIS before you list your home for sale or go to view homes to buy. This is first given to you to explain Agency law in Delaware. It must be signed prior to signing an Agreement of Sale, a Listing Agreement, or any other brokerage agreement such as an Exclusive Buyer Agency 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 buyer and seller with duties owed to both which is called dual agency as explained below.

### **Compensation:**

Broker and agent compensation is not set by law and is fully negotiable. There is not a "standard commission." You should discuss compensation and the scope of services to be provided for such compensation with your real estate agent early in the process. Brokers can set their own compensation and fees based on what services are offered and their business model in the competitive marketplace. To protect your interests, it is recommended that you enter into a written agency agreement outlining your real estate agent's duties, as well as your rights and responsibilities.

### **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](http://www.dpr.delaware.gov).

**Designated Agent:** An independent contractor working with you under statutory agency. He or she may be licensed as a broker, associate 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 buyer and seller in a transaction, then that salesperson or associate broker, his or her broker, and brokerage organization are all dual agents.
2. If the buyer and seller 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 broker are not.
3. If the buyer and seller 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 buyer is willing to pay more for the property than what has been offered.
2. The seller is willing to accept less than the asking price.
3. The seller or buyer 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](http://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 sale.
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 sales 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.