



# SUNSHINE MANAGEMENT

## COMMERCIAL LEASE APPLICATION

Property Address: \_\_\_\_\_  
Unit Description: \_\_\_\_\_ Space/SF \_\_\_\_\_  
Lease Commencement Date: \_\_\_\_\_ Lease Expiration Date: \_\_\_\_\_  
Rent Amount: \_\_\_\_\_ Deposit: \_\_\_\_\_  
Proposed Use of Premises: \_\_\_\_\_

### **Business Information**

Business Name: \_\_\_\_\_

Business Address City State Zip: \_\_\_\_\_

Is your business a corporation  LLC  or other entity  Federal Tax ID: \_\_\_\_\_

If other, what form of business entity? \_\_\_\_\_ Date entity formed: \_\_\_\_\_

State entity formed: \_\_\_\_\_ Business License#: \_\_\_\_\_

### **Applicant/Tenant Information**

Name of person who will sign lease: \_\_\_\_\_

Social Security #: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Current Address City State Zip: \_\_\_\_\_

How long at this Address? \_\_\_\_\_ years \_\_\_\_\_ months Do you own  rent

Current Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Previous Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Employer Address City State Zip: \_\_\_\_\_

How long employed? \_\_\_\_\_ years \_\_\_\_\_ months

Are you currently in the military? Yes  No

Commanding Officer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_



# SUNSHINE MANAGEMENT

## COMMERCIAL LEASE APPLICATION (Continued from Page 1)

Checking account #: \_\_\_\_\_ Bank Name: \_\_\_\_\_

Savings account #: \_\_\_\_\_ Bank Name: \_\_\_\_\_

Business Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Address City State Zip \_\_\_\_\_

Business Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Address City State Zip \_\_\_\_\_

Business Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Address City State Zip \_\_\_\_\_

If applying as an Individual, please fill out the following (if applying as a business or corporation, skip to Page 3):

### FINANCIAL INFORMATION

**Gross Monthly Employment Salary**      \$ \_\_\_\_\_

**Additional Monthly Income:**

Alimony      \$ \_\_\_\_\_

Child Support      \$ \_\_\_\_\_

Disability      \$ \_\_\_\_\_

Dividends      \$ \_\_\_\_\_

Interest Income \$ \_\_\_\_\_

Investments      \$ \_\_\_\_\_

Pension      \$ \_\_\_\_\_

Social Security      \$ \_\_\_\_\_

Social Services      \$ \_\_\_\_\_

Other      \$ \_\_\_\_\_

**TOTAL**      \$ \_\_\_\_\_

**Additional Expenses:**

Alimony \$ \_\_\_\_\_

Child Support      \$ \_\_\_\_\_

Other      \$ \_\_\_\_\_

**Total**      \$ \_\_\_\_\_





## SUNSHINE MANAGEMENT

### COMMERCIAL LEASE APPLICATION (Continued from Page 2)

Conditions and Information: A lease application, containing three (3) pages, must be completed by all persons who will sign the lease agreement. The completion of this application by tenant and the acceptance of this application by landlord creates no obligation of landlord to approve the application. This application will be approved or rejected usually within five (5) days of being submitted to landlord or landlord's agent. However, there is no obligation of landlord to notify tenant unless the application is approved. If this application is approved, tenant must make the security deposit and sign the lease before the tenancy begins. The applicant hereby waives any claim for damages by reason of non-acceptance of this application which the landlord or landlord's designated agent may reject.

The undersigned agrees to pay a non-refundable application processing fee of \$50.00 for credit check and processing of this application. For businesses and corporations, this fee shall be \$80.00. This is not a deposit on the unit and in no way guarantees applicant will be approved for this unit.

By your signature hereon, you agree that the information disclosed by you herein is true, complete and accurate to the best of your knowledge, and you agree that the information disclosed by you herein is material to the potential landlord's decision with respect to granting or denying your application to enter into a lease.

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

Updated 2/13/24

**PLEASE READ CAREFULLY**

**APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION**

This release and authorization acknowledges that Sunshine Mgmt Corp, may now, or any time while I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine tenant eligibility under Sunshine Mgmt Corp tenant policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential renter, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

I authorize Resolve Partners, LLC and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative of Sunshine Mgmt Corp

**I have read and understand this release and consent, and I authorize the background verification.** I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide Resolve Partners, LLC with all information that may be requested. I hereby release all of the persons and Agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

I do hereby agree to forever release and discharge Sunshine Mgmt Corp, Resolve Partners, LLC and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any Agency arising from retrieving and reporting of information. According to the Federal Fair Credit Reporting Act, I am entitled to know if tenant was denied based on information obtained by my prospective employer and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name Clearly

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Print Name Clearly

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



STATE OF MARYLAND  
REAL ESTATE COMMISSION

## Consent for Dual Agency

*(In this form, the word "seller" includes "landlord"; "buyer" includes "tenant"; and "purchase" or "sale" includes "lease")*

### When Dual Agency May Occur

The possibility of Dual Agency arises when:

- 1) The buyer is interested in a property listed by a real estate broker; and
- 2) The seller's agent and the buyer's agent are affiliated with the same real estate broker.

### Important Considerations Before Making a Decision About Dual Agency

A broker or the broker's designee, acting as a dual agent does not exclusively represent either the seller or buyer; there may be a conflict of interest because the interests of the seller and buyer may be different or adverse. As a dual agent, the real estate broker does not owe undivided loyalty to either the seller or buyer.

Before the buyer and seller can proceed to be represented by a broker acting as a dual agent, they must both sign Consent for Dual Agency. If the buyer has previously signed Consent for Dual Agency, the buyer must **affirm** the buyer's consent for the purchase of a particular property before an offer to purchase is presented to the seller. If the seller has previously signed Consent for Dual Agency, the seller must **affirm** the seller's consent for the sale of the property to a particular buyer before accepting an offer to purchase the property. The **affirmation** is contained on Page 2 of this form.

### Your Choices Concerning Dual Agency

In a possible dual agency situation, the buyer and seller have the following options:

1. **Consent in writing to dual agency.** If all parties consent in writing, the real estate broker or the broker's designee (the "dual agent") shall assign one real estate agent affiliated with the broker to represent the seller (the seller's "intra-company agent") and another agent affiliated with the broker to represent the buyer (the buyer's "intra-company agent"). Intra-company agents are required to provide the same services to their clients that agents provide in transactions not involving dual agency, including advising their clients as to price and negotiation strategy.
2. **Refuse to consent to dual agency.** If either party refuses to consent in writing to dual agency, the real estate broker must terminate the brokerage relationship for that particular property with the buyer, the seller, or both. If the seller's agreement is terminated, the seller must then either represent him or herself or arrange to be represented by another real estate company. If the buyer's agreement is terminated, the buyer may choose not to be represented by an agent of his or her own but simply to receive assistance from the seller's agent, from another agent in that company, or from a subagent from another company. Alternatively, the buyer may choose to enter into a written buyer agency agreement with a different broker/company.

## Duties of a Dual Agent and Intra-Company Agent

Like other agents, unless the client gives consent to disclose the information, dual agents and intra-company agents must keep confidential information about a client's bargaining position or motivations. For example, without written consent of the client, a dual agent or intra-company agent may not disclose to the other party, or the other party's agent:

- 1) Anything the client asks to be kept confidential; \*
- 2) That the seller would accept a lower price or other terms;
- 3) That the buyer would accept a higher price or other terms;
- 4) The reasons why a party wants to sell or buy, or that a party needs to sell or buy quickly; or
- 5) Anything that relates to the negotiating strategy of a party.

\* **Dual agents and intra-company agents must disclose material facts about a property to all parties.**

## How Dual Agents Are Paid

Only the broker receives compensation on the sale of a property listed by that broker.

If a financial bonus is offered to an agent who sells property that is listed with his/her broker, this fact must be disclosed in writing to both the buyer and seller.

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## Consent for Dual Agency

I have read the above information, and I understand the terms of the dual agency. I understand that I do not have to consent to a dual agency and that if I **refuse** to consent, there will not be a dual agency; and that I may withdraw the consent at any time upon notice to the dual agent. I hereby **consent** to have

\_\_\_\_\_ act as a Dual Agent for me as the  
(Firm Name)

\_\_\_\_\_ **Seller** in the sale of the property at: \_\_\_\_\_.

\_\_\_\_\_ **Buyer** in the purchase of a property listed for sale with the above-referenced broker.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## AFFIRMATION OF PRIOR CONSENT TO DUAL AGENCY

- The undersigned **Buyer(s)** hereby affirm(s) consent to dual agency for the following property:

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- The undersigned **Seller(s)** hereby affirm(s) consent to dual agency for the Buyer(s) identified below:

\_\_\_\_\_  
Name(s) of Buyer(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date