

BCH PROPERTY MANAGEMENT
356 CONGRESS AVENUE
HAVRE DE GRACE, MD 21078
410-939-1900
410-939-1901 fax

APPLICATION CHECKLIST

Dear Applicant,

Thank you for your interest in our rental units. When returning you application, please make sure:

_____ 1.) Application is completely filled out.

A. Name, birth date, social security number, driver's license number, current address, and phone number.

B. 3 Yrs. residence history; addresses, phone numbers, landlord/owner names.

C. Employment history for 3 Yrs; employer name, phone number, address, position, and dates of employment.

D. Signed and dated.

_____ 2.) Gross Monthly Income must equal 3 times the rent. Please provide four weeks of current pay stubs

_____ 3.) Include \$35 non-refundable application fee per adult 18 years and older.

_____ 4.) Provide driver's license copies for all applicants.

The application process takes about 3-5 days. Upon approval, you will be asked to bring in the security deposit within 3 days. Payment will need to be by money order or certified funds.

ANY APPLICATIONS THAT ARE INCOMPLETE OR CONTAIN FALSE/INACCURATE INFORMATION MAY BE DECLINED.