



# Standard Rental Application

## IDENTITY THEFT AND IDENTITY FRAUD PROTECTION POLICY

All information received or gathered during the rental application process is private and privileged information. This information will be used for the sole purpose of verifying the applicant information in assessing the qualifications of the applicant. This information will not be offered, sold, distributed, or posted in any electronic form before, during, or after the tenancy has ended. The signed original remains on file inside our tenant's files. All files are kept in accordance with Massachusetts State Privacy Laws. We are required by state law to hold onto all rental applications and records up to 7 years after the tenancy has been terminated at which time any remaining personal information will be destroyed by shredding.

**Please attach a copy of proof of income (Pay Stub, SSI, Disability, etc.)**

### Property:

Applicant Personal Data – please list the names of all applicants who will be responsible for making monthly rental payments below				
Name #1	Soc Sec#	- -	Driver's Lic#	D.O.B. / /
Phone #	Cell #	Work #	Requested move in date / /	
Name #2	Soc Sec#	- -	Driver's Lic#	D.O.B. / /
Phone #	Cell #	Work #	Requested move in date / /	
Present Address:	City	State	Zip	Current Rent: \$
Landlord Name:	Landlord's Phone #		Years Occupied:	
Previous Address:	City	State	Zip	Previous Rent: \$
Previous Landlord:	Landlord's Phone #		Years Occupied:	
Additional Occupant Data – please list every occupants, names, and their relationship to the primary applicant(s)				
Name:	Age:	M or F	Relationship	D.O.B. / /
Name:	Age:	M or F	Relationship	D.O.B. / /
Name:	Age:	M or F	Relationship	D.O.B. / /
Do any of the applicants or occupants have a CORI? Y or N (please supply)				
Pets: Y or N	Type of Pet(s):		Pet Name(s):	
Income	#1 Present Occupation	#1 Previous Occupation	#2 Present Occupation	#2 Previous Occupation
Employer:				
Business Address				
Business Phone #				
Position Held:				
Supervisor's Name				
How Long There:				
Gross Monthly Income				
Additional Monthly Income				

**Credit References – please list all monthly or annual loan or credit expenses paid (i.e. credit cards auto loans, insurance, student loans, etc)**

Credit Type	Lien Holder Name	Loan Amount	Purpose of Loan	Open / Close Date

**Credit References – please list all common monthly expenses paid (i.e. utility bills, phone bills, cable TV, heating bills)**

Credit Type	Account Number	Vendor Name	Monthly Payment	Balance	Open / Close Date

**Additional Personal Data – please fill out all remaining sections and answer all questions below.**

Auto Make & Model	Year	Lic Plate #	Monthly Payment	Loan Amount	Balance Due	Account #	Bank or Lien Holder

Personal Reference Name	Address	Phone #	Occupation	Years Known	Relationship

Have you ever been evicted? (please explain)

Have you ever filed for bankruptcy? (please explain)

Have you ever been charged or convicted of any crime? (please explain)

What is the reason you are moving from your existing residence? (please explain)

I agree that the Landlord may terminate any agreement entered into immediately in reliance on any misstatements or misrepresentations made above. I further agree, that if granted the unit for residency, that I will supply the Landlord with copies upon request of:  
**1. Current Drivers License      2. Current Utilities (Heating) Bill      3. Current Electric Bill      4. Current Phone Bill**  
**5. Current Cable Bill              6. Current Credit Card Statement      7. Pay Stubs for 1 month or income statements**

**I declare that the foregoing information is true and correct. I authorize its verification and the obtaining of a criminal background report, consumer credit report, employment verification, and a current and previous landlord reference check.**

Applicant \_\_\_\_\_ Co-Applicant \_\_\_\_\_ Date \_\_\_\_\_