

Roxbury Hills Apartments
 123a Hutchings Street, Boston, MA 02121
 617-445-9500
 roxburyhills@schochet.com

Application for Residency

All Applicants will be evaluated on the following basis:

All applicants for residency will be checked through an appropriate credit-screening agency. All applicants for lease must be at least 18 years of age. Occupancy is without regard to age. However, all occupants at least 18 years of age will be held financially responsible and therefore, must be listed as leaseholders and complete the application process. In reviewing the application, all of the following areas will be taken into consideration.

CREDIT: Credit status will be verified through the appropriate Credit-Screening agencies/bureaus. Credit status must pass satisfactorily under site-specific rental score system. A person without any credit history or little history WILL NOT be disqualified.

RESIDENTIAL / RENTAL HISTORY: Residential/Rental history will be verified through the appropriate screening agencies/bureaus. All appropriate phone numbers and addresses, where this information may be VERIFIED, must appear on the application. **All resident rental history must be free of rental housing evictions, skips, and delinquencies.**

EMPLOYMENT/ INCOME: Applicant's current employment must be verified. Income will be verified by either of the following (i) employer, (ii) 2 current and consecutive paycheck stubs, (iii) offer letter and/or (iv) if self-employed, tax returns will be required. Applicant's monthly income must be 2.5 times the amount of one month's rent.

CRIMINAL BACKGROUND CHECK: All applicants, leaseholders and occupants age 18 or older must pass our criminal record check. An Applicant with a felony conviction or who has received deferred adjudication for crimes involving the actual or potential threat of physical harm to a person, firearms, illegal drugs, theft, destruction of property, or any crime involving a minor or that is sexual in nature, will not be accepted. Personals whose residency would result in a direct threat to the health, safety and welfare of other residents will not be accepted.

GUARANTORS: A guarantor can only be used if leaseholder is lacking sufficient income. We do NOT accept guarantors for unsatisfactory credit, landlord verifications, or any other unsatisfactory references. Monthly rent cannot exceed 30% of your gross monthly income.

IDENTIFICATION: All applicants must provide a valid Government Issued Photo I.D. A valid, verifiable social security number is required from each applicant(s). A valid foreign passport and an I-20, I-94, I-551, I-766 form, or an Individual Tax Identification Number (TIN) will be accepted for applicants without a valid, verifiable social security number. Another acceptable format is a valid passport and visa.

OCCUPANCY STANDARDS: No more than two people per bedroom, plus one person per den will be admitted for occupancy. We are subject to city/town and state occupancy limits and sanitary code minimum requirements on square footage. It is important to note that the maximum number of persons per bedroom is based on any combination of either adults or children regardless of sex or age.

Prior to moving in, All deposits must be paid in full in money order(s) or certified check(s); All adults residents must sign the lease; All residents must show proof of renters' liability coverage with a minimum coverage of \$100,000 liability; Verification of electric account at new address must be provided; Photo and required documentation of pets

Pursuant to Massachusetts law, the Management shall not make any inquiry concerning race, religious creed, color, national origin, sex, sexual orientation, age (except if a minor), ancestry or marital status of the Applicant or concerning the fact that the Applicant is a veteran or a member of the armed forces or is handicapped. The Applicant authorizes the Management to obtain or cause to be prepared a consumer credit report relating to the Applicant.

Providing any false, misleading or incorrect information on the rental application will be sufficient grounds for rejecting the application. Discovery of falsification of application after move-in will be sufficient grounds for immediate termination of the Lease Contract. All information provided by the prospective resident may be reviewed with appropriate state and local government authorities and/or consumer credit reporting agencies permitted by law.

This community's pet policy is as follows: Maximum of one (1) cat and /or one (1) dog 50lb adult breed weight limit. No other animals are permitted without written authorization from management. **Please notify Management if you are interested in adding a pet to your home.**

I HAVE READ, UNDERSTAND AND AGREE TO THE RENTAL POLICIES OF THIS COMMUNITY.

NAME: _____

PHONE NUMBER: _____

Providing any false, misleading or incorrect information on the rental application will be sufficient grounds for rejecting the application. Discovery of falsification of application after move-in will be sufficient grounds for immediate termination of the Lease Contract. All information provided by the prospective resident may be reviewed with appropriate state and local government authorities and/or consumer credit reporting agencies permitted by law.

This community's pet policy is as follows: Maximum of two (2) cats and /or two (2) dogs. 75lb adult breed weight limit. No other animals are permitted without written authorization from management.

I HAVE READ, UNDERSTAND AND AGREE TO THE RENTAL POLICIES OF THIS COMMUNITY

_____ Initials.

NAME: _____ PHONE NUMBER: _____

DATE OF BIRTH: _____



Personal Information:

All information is required to submit application

First Name: _____ Middle Initial _____ Last Name _____

Date of Birth: _____ / _____ / _____ Social Security Number _____ / _____ / _____ DL# _____ State: _____

Home Number: (_____) _____ Mobile Number (_____) _____

Work Number (_____) _____

Email: _____ How did you hear about us? _____

Landlord Information

Please provide information from previous 2 years – **All information is required to submit application**

1. Current Landlord (Name or Property Name) _____ Phone (_____) _____

Address:

City _____ State _____ Zip Code _____

Monthly rental amount: _____ How Long at Address _____

Reason for Leaving _____ Dates of Occupancy: _____

Is this a relative's home? Yes / No

2. Previous Landlord (Name or Property Name) _____ Phone (_____) _____

Address:

City _____ State _____ Zip Code _____

Monthly rental amount: _____ How Long at Address _____



Reason for Leaving _____ Dates of Occupancy: _____

Is this a relative's home? Yes / No

3. Previous Landlord (Name or Property Name) _____ Phone (_____) _____

Address:

City _____ State _____ Zip Code _____

Monthly rental amount: _____ How Long at Address _____

Reason for Leaving _____ Dates of Occupancy: _____

Is this a relative's home? Yes / No

Employment Information:

Please provide information for the previous 5 years - **All information is required to submit application**

1. Current

Employer: _____

Address:

Occupation: _____ Dates of employment: _____

Gross Income: _____ Weekly / Monthly / Yearly

Supervisor: _____ Telephone: (_____) _____

2. Previous

Employer: _____

Address:

Occupation: _____ Dates of employment: _____



Gross Income: _____ Weekly / Monthly / Yearly

Supervisor: _____ Telephone: (____) _____

If additional space is needed, use back of application

Additional Occupants:

All information is required to submit application

Name: _____ Relationship: _____ DOB: ____ / ____ / ____

Name: _____ Relationship: _____ DOB: ____ / ____ / ____

Name: _____ Relationship: _____ DOB: ____ / ____ / ____

Name: _____ Relationship: _____ DOB: ____ / ____ / ____

Vehicle Information

Year: _____ Make: _____ Model: _____ Color: _____ State: _____ License Plate: _____

Year: _____ Make: _____ Model: _____ Color: _____ State: _____ License Plate: _____

Pet Information

Type: _____ Breed: _____ Weight: _____ Age: _____ Sex: M / F

Color: _____ Name: _____

Type: _____ Breed: _____ Weight: _____ Age: _____ Sex: M / F

Color: _____ Name: _____

\$45 Pet Rent Per Month for Cats / \$55 Pet Rent Per Month for Dogs

\$50 Key/Lock Charge

Emergency Contact Information – list someone that will not reside in the apartment

Name: _____ Relationship _____ Phone (____) _____

Address: _____



Background Information

All information is required to submit application

- Have you ever been convicted of and/or pled “guilty” or “no contest” to a felony, regardless of Whether or not jail time was served or adjudication was withheld? Yes No

If Yes, Explain: _____

- Have you or your spouse/roommate ever been evicted or broken a rental or lease agreement? Yes No

If Yes, Explain: _____

- Are you currently registered as a sex predator or sexual offender, or charged with (an) offense(s) which may result in your registration as a sexual predator or sexual offender, regardless of a “no contest” or “not guilty” plea? Yes No

If Yes, Explain: _____

Applicant’s Signature

I hereby agree that all information provided in the application is true, correct and has not been misrepresented in anyway. If I have provided any false information or have misrepresented any of the information in this application, I understand that my application will be denied residency. If the misrepresentation or false information is discovered after a rental agreement or lease has been signed, I understand that my tenancy will be terminated. All persons named in this application may freely give any information concerning me and I hereby authorize verification of the above references, credit report, and criminal background check. I hereby waive all rights of action for any consequence resulting from such information. In addition to the foregoing, applicant has paid the sum of \$0 as a non-refundable fee for the cost and expenses in checking applicant’s credit/background. First Month’s Rent Deposit Agreement. Applicant has on deposit a “First Month’s Rent Deposit” of **\$125** in consideration of owners taking the dwelling unit off the market while considering approval of this application. If owner approves applicant and the lease is entered into, the First Month’s Rent Deposit shall be credited to the 1st month rent. If applicant(s) is approved but fails to enter into a lease the First Month’s Rent Deposit shall be retained by the owner in consideration for the owner having taken the dwelling unit off the market. If Applicant is/are approved with First Month’s Rent Deposit, applicant(s) have 72 hours to cancel application AFTER notification of approval with no penalty and security deposit will be returned. The First Month’s Rent Deposit will be refunded if applicant is not approved. Keys will be furnished only after all parties have properly executed the lease and other rental documents and only after applicable rent, security deposits and applicable fees have been paid by certified funds. The application is preliminary and does not obligate the owner or owners’ agent to execute a leave or deliver possession of the proposed premise. Applicant further acknowledges receipt of a same lease copy and Fee Disclosure Form.

I give the Schochet Companies permission to obtain a credit report and verify any and All information on the applicant.

Any person(s) know/found to be falsifying and information written or verbally is subject to immediate denial of their housing application.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED:

Applicant’s Signature:

_____ Date: _____ / _____ / _____



Submit Application with copies of your last 2 paystubs, Color copy of your government issued Photo ID, Signed Verification from Previous Landlord, MO/BK for \$125 payable to RAHF IV Roxbury Hills LLC

Leasing Agent: _____ Date: _____ / _____ / _____

For Office Use only:

Approved by: _____ On: _____

Confirmed Move in date of: _____ Unit: _____

Apartment size desired: _____ Unit Number: _____ Style: Garden / Townhouse

Rent Amount: \$ _____ Move in Date: _____ / _____ / _____

Concessions: _____

Security Deposit \$ _____ Additional Amounts: \$ _____



Verification from Previous Landlord

To: _____

Phone: _____
 Fax: _____

From: Roxbury Hills Apartments
 123a Hutchings Street
 Boston, MA 02121
 Phone: 617-445-9500
 Email: roxburyhills@schochet.com

Subject: Verification of rental history, etc., for the following applicant:

Name: _____

Address: _____

We ask your cooperation in providing the following information and returning it to the property listed at the top of the page. Your prompt response will help to ensure timely processing of their application for residency. The applicant has consented to the release of information below.

1. Is or was applicant a resident in your building: Yes / No
2. If yes, list dates of occupancy _____ Monthly Rent \$ _____
3. Did the resident make rental payments on time? Yes / No
4. If no, how often was the applicant late? _____
5. Is there a past due balance? _____
6. Has applicant ever been subject to legal action due to non-payment? Yes / No
7. Did the applicant give you the required move out notice? Yes / No
8. Has applicant ever been subject to disciplinary or legal action due to building or policy violations? Yes / No
If yes, please explain: _____
9. Did the applicant leave your apartment in unacceptable condition? Yes / No
If no, please explain: _____
10. How many people were living with the applicant: _____
11. Would you rent to this tenant again? Yes / No
12. Is the applicant related to you? Yes / No Relationship? _____

Comments _____

Applicant/Resident Consent for Release of Information: I hereby authorize the release of the requested information. Information obtained under this consent is limited to information that is no older than 36 months. There are circumstances that would require the owner to verify information that is up to 5 years old, which would be authorized by me on a separate consent attached to a copy of this consent.

Signature _____ Date _____

Note to Applicant/Resident: You do not have to sign this form if either the requesting organization or the organization supplying the information is left blank

Landlord Name: _____

Landlord Address: _____

Phone: _____

Landlord Signature _____

Date _____

