



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 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 (4 weeks), (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 aged 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), certified check(s) or on the resident payment portal; 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 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

SIGNATURE

DATE



Please Print Eligibility

Personal Information

First Name: _____ Middle Name: _____ Last Name: _____

Current Address: _____

Cell Phone #: _____

Home Phone #: _____

Work Phone #: _____ Extension #: _____

Date of Birth: _____

Social Security Number: _____

Driver License #: _____ State: _____ **OR**

Government Issued ID / Passport / Visa _____

Email Address: _____

How did you hear about our community? _____

Desired move-in date: _____ Apartment size: _____

Other Occupants – List occupants other than yourself. All adults and minor occupants

Maximum occupancy for a one-bedroom is 3 occupants; Maximum occupancy for a two-bedroom is 5 occupants

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: _____

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: _____

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: _____

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: _____



Landlord Information

Provide information from previous **2 years** of occupancy.

Current Landlord (Name or Property Name) _____ Phone (____) _____

Dates of Occupancy: _____ Monthly rent: _____

Reason for vacating: _____

Is the Landlord a relative: **Yes or No**

Previous Landlord (if less than 2 years at previous address) (Name or Property Name) _____

Rental address: _____

Landlord Phone (____) _____

Dates of Occupancy: _____ Monthly rent: _____

Reason for vacating: _____

Is the Landlord a relative: **Yes or No**

Employment Information: Employment for the last 5 years is required (use back of application if needed)

Current Employer: _____

Employer Address: _____

Dates of Employment: _____ Occupation: _____

Gross Income: _____ (Weekly/Monthly/Yearly) Circle one

Supervisors name: _____ Supervisors phone #: _____

Previous Employer: _____

Employer Address: _____

Dates of Employment: _____ Occupation: _____

Gross Income: _____ (Weekly/Monthly/Yearly) Circle one

Supervisors name: _____ Supervisors phone #: _____



Additional Income:

Source: _____

Gross Income: _____ (Weekly/Monthly/Yearly) Circle one

Saving Income: _____ Bank: _____

Documentation of additional income and/or Bank Statement documentation to be submitted with application

Vehicle Information:

Year: _____ Make: _____ Model: _____ Color: _____ State: _____

License Plate: _____

Year: _____ Make: _____ Model: _____ Color: _____ State: _____

License Plate: _____

Copy of current registration needed for move-in and Permit

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 / Rabies Certification / Poo Print D.N.A test required / \$50 Lock Fee

Emergency Contact Information – list someone that will NOT RESIDE in the apartment

First Name: _____ Last Name: _____

Relations: _____

Address: _____

Phone (____) _____



Email: _____

Background Information

All information is required to submit application

An applicant for housing or credit with a sealed record on file with the court pursuant to section 16 of chapter 239 of the General Laws may answer 'no record' to an inquiry relative to that sealed court record.

- 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
- ☐ No Record

If Yes, Explain:

- Have you or your spouse/roommate ever been evicted or broken a rental or lease agreement?

- ☐ Yes
- ☐ No
- ☐ No Record

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
- ☐ No Record

If Yes, Explain:



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 the "First Month's Rent 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 and security deposits have been paid by certified funds. The application is preliminary and does not obligate the owner or owners' agent to execute a lease or deliver possession of the proposed premise. Applicant further acknowledges receipt of a same lease copy and Fee Disclosure Form.

Waitlist Agreement. If the applicant is applying for the waitlist, the "First Month's Rent Deposit" fee, holds your place on the waitlist. The "First Month's Rent Deposit", does not hold current rental rate, security deposit rate or associated fees. Once a unit is available to the waitlist applicant, the application is processed in the same manner as an applicant. See, first month rent deposit agreement.

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 (4 weeks), Color copy of your government issued Photo ID, Signed Verification from previous Landlord, MO/BK/PC for \$125 payable to Glen Meadow Owner LLC

Leasing Agent: _____ **Date:** ____/____/____

For Office Use only:

Approved by: _____ Date _____ Unit #/ Size: _____ Rent Amount: \$ _____

Move in Date: ____/____/____ Concessions: _____ Security Deposit: \$ _____



Verification from Previous Landlord – Applicant to sign and date below

To: _____

Phone: _____
Fax: _____

From: Glen Meadow Apartments
300 Glen Meadow Road
Franklin, MA 02038
Phone: 508-553-2956
Fax: 508-553-2957
Email: Glenmeadow@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.

X _____

Signature (Applicant to sign)

X _____

Date (Applicant to 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: _____



Welcome to Glen Meadow Apartments!

We are delighted that you have chosen Glen Meadow Apartments as your new home. We understand that moving involves many steps, and our goal is to make this transition as smooth and stress-free as possible. The information below is designed to guide you through the next steps, and answer some of the most common questions we receive from new residents.

We're here to support you every step of the way and encourage you to reach out with any questions. The entire team at Glen Meadow Apartments looks forward to welcoming you into our community.

Thank you once again for choosing to call Glen Meadow home — we are excited to have you with us!



Items to Submit with Your Application:

- Completed and signed/initialed application
- Color copy of government-issued ID (Driver's License, Passport, Visa, I-20, I-94, I-551, or I-766 form)
- Four weeks of pay stubs, bank statements, or documents for other sources of income



Move-In Costs:

- Security deposit equal to one month's rent
- First month's rent (prorated if move-in date is not the 1st; rent is due on the 1st of each month)
- Pet rent (if applicable)
- Poo Prints DNA fee (if applicable; estimated at \$47.00, subject to change based on provider)
- Lock fee: \$50.00
- Less any applicable rent concessions or the \$125.00 rent deposit already paid



Required Before Move-In:

- All move-in costs paid in advance via our online portal
- Renter's liability insurance covering all adult occupants
- Email confirmation of your National Grid account number
- Copy of vehicle registration(s)
- Color photo(s) of any pet(s) – please email to **glenmeadow@schochet.com**
- Copy of rabies vaccination for all pets / Copy of the Franklin Town Pet Registration
- Signed lease agreement (available at glenmeadowapt.com)
- Mailing address, if different from your apartment address
- Signed W-9 form (for security deposit interest processing)
- Signed acknowledgment of:
 - Community Rules
 - Non-Smoking Policy
 - "What Not to Flush" Guidelines
 - Review of Air Conditioning Policy

If you have any questions or need assistance with any of the above, please don't hesitate to reach out. We're here to help!

Welcome to the Glen Meadow Community!

– *The Glen Meadow Apartments Team*