

Rental Application Guidelines

Please read all instructions carefully and thoroughly. The information and documents detailed in the checklist below are necessary for the processing and approval of an application. Applications are not considered complete until all applicable information has been received by CCGA. CCGA will not review or process any incomplete application. Incomplete applications will be returned to the applicant.

Please complete the following checklist and submit it with your application along with any additional required documents. Please be sure to sign the checklist.

- Application:**
 - Complete all fields or answer 'N/A' except for section labeled "For Office Use Only"
 - Applicant must provide current address or place of residence (no P.O. Boxes)
 - Applicant must have a Social Security Number
 - Application must be signed by applicant

- Verification Request:**
 - Application name and signature
 - Completed Employment Verification, Student Verification, Present Landlord Reference, and Previous Landlord Reference sections.

- Employment Verification:**
 - Two consecutive recent paystubs (dated within the last month) or
 - Letter from Applicant's employer on company letterhead stating dates of employment and salary; dated within the last 30 days; or
 - Current year tax return

- Student Verification:**
 - Verification from Applicant's school providing information on full-time status and anticipated date of graduation; and
 - Valid I-20 (international students only). I-20 must be valid for entire term of lease.

- Identification:**
 - Government-issued photo ID; or
 - Valid passport and/or visa

- Application Ryder:**
 - Must include names of all individuals planning to reside in the unit (including children)
 - Must be signed

- Deposit:**
 - \$200.00 deposit is required to hold a unit while the application is being processed.
 - Once an application is approved, Applicant must sign a lease and pay 1st and last month's rent by way of bank check or certified check within 3 business days. Deposits are applied to the 2nd month's rent.

The management company utilizes the services of the Credit Bureau. Credit history will be reviewed prior to the acceptance of a tenancy, and payment history may be reported to this bureau.

I, applicant, understand that only a complete application will be considered for review and approval and that an incomplete application may be returned to me. I also understand my credit will be reviewed as part of this application process. In the event my application is approved, I am prepared to sign the lease and provide 1st and last month's rent within 3 business days of the date my application was approved.

Applicants Signature

Date

Rental Lease Application

Date: _____

57 Mill Street
Woburn, MA 01801
781.933.1414 PH
781.933.8679 Fax
LIVECCGA.COM

GENERAL INFORMATION				
NAME OF APPLICANT		HOME PHONE NO.		EMAIL ADDRESS
IF RENTING, IS LEASE IN YOUR NAME?	CELL PHONE NO.	DATE OF BIRTH		SOCIAL SECURITY NO.
PRESENT ADDRESS		LANDLORD'S NAME	PHONE NO.	DATES OF CURRENT OCCUPANCY FROM TO MONTHLY RENT
PREVIOUS ADDRESS		PREVIOUS LANDLORD	PHONE NO.	DATES OF PREVIOUS OCCUPANCY FROM TO MONTHLY RENT
HOW DID YOU HEAR ABOUT US?				MONTHLY RENT
EMPLOYMENT				
OCCUPATION		COMPANY	PHONE NO. AND CONTACT NAME	
HIRE DATE	WEEKLY GROSS SALARY	EMPLOYMENT (OTHER)		PHONE NO. AND CONTACT NAME
SCHOOL INFORMATION (student applicants only)				
COLLEGE/UNIVERSITY		PROGRAM		YEAR OF GRAD
FULL OR PART TIME?	SCHOOL ADDRESS		REGISTRAR'S OFFICE PHONE NO.	
PERSONAL INFORMATION				
HAVE YOU EVER BEEN CONVICTED OF A FELONY? Y____ N____ IF YES, PLEASE EXPLAIN:				
VEHICLE INFORMATION				
YEAR	MAKE	MODEL	COLOR	STATE & PLATE NO.
YEAR	MAKE	MODEL	COLOR	STATE & PLATE NO.
CONTACT INFORMATION				
IN CASE OF EMERGENCY (CONTACT NAME)		COMPLETE ADDRESS		PHONE NO.
APARTMENT INFORMATION				
NAMES OF ALL CO-TENANTS (EACH ADULT MUST FILE A SEPARATE APPLICATION)				
APARTMENT ADDRESS AND UNIT #		# OF BEDROOMS	TOTAL NUMBER OF OCCUPANTS	
OCCUPANCY DATES FROM TO		TERMS OF LEASE (MONTHS)	RENT COMMENCEMENT DATE	
COMMENTS (FOR OFFICE USE ONLY)		PAYMENTS		AMOUNT DUE
		BASE RENT PER MONTH		\$
		LAST MONTH'S RENT		\$
		SECURITY DEPOSIT		\$
		DEPOSIT RECEIVED		\$
		BALANCE DUE		\$
<p>This is an application form. The applicant understands that all information will be verified and credit bureau reports completed, of which the contents will be shared with the Landlord. Until the Landlord has approved the application, no tenancy has been created and you have no rights to this apartment. The rental agent has no power to make any representations as to whether or not this application has been accepted or denied by the Landlord. If denied, applicant's sole remedy shall be the return of any deposit made hereunder. Any person signing on behalf of an applicant warrants and represents that said person has the authority to sign on behalf of such applicant. Any deposit hereunder shall be deemed made by such applicant regardless of whether the applicant personally signs or through a representative and such representative by signing in such capacity waives all rights to such deposit. The undersigned warrants and represents that all statements contained in this application are true, and recognized that the Landlord will execute a Lease in reliance upon the truthfulness thereof. Applicant agrees to execute a Standard Apartment Lease, as from time to time revised, and on the terms and conditions contained herein. Any deposit made by applicant, up to one month's rent, may be retained by Landlord as liquidated damages for failure of applicant to execute such Lease, make any payment hereunder, or if such Lease is terminated prior to occupancy for the untruth of any statement contained herein.</p>				

Applicant's Signature: _____

Date: _____

Rental Application Rider

Unit Address: _____

Date: _____

1. DEPOSIT:

A good faith deposit has been accepted on behalf of the landlord. The property will not continue to be shown to other prospective tenants while the landlord is processing the application. The deposit will be refunded if tenancy is denied by the landlord or if the applicant terminates this agreement in writing within 24 hours. The applicant agrees to enter into a lease within 3 business days after being accepted by the landlord. If the applicant does not enter into a lease, the deposit will not be refunded.

2. PAYMENTS:

Base rent and Other Monthly Charges are due and payable on the first day of the month in advance.

3. FAIR HOUSING ACT:

Pursuant to Massachusetts law, the Management shall not make any inquiries concerning the race, religious creed, color, national origin, sex, 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 blind.

4. PARKING:

Before parking in any parking lot, it will be necessary to obtain an authorized parking sticker from the Management Company. Any car parking in any lot without an authorized sticker will be towed without warning.

5. KEYS:

To help us guarantee security in your apartment and for your own protection, under no circumstances will we issue a key to any unauthorized person whose name is not on the lease. This will include all relatives, friends, etc.

6. RENTER'S INSURANCE:

Neither the Owner nor the Management is responsible for the loss of personal belongings caused by fire, theft, smoke, water damage or otherwise, unless caused by their negligence. At his/her discretion lessee may apply for Renter's Insurance at his/her expense.

7. SATELLITE DISHES:

No satellite dish installation is permitted to the building exterior, roof or other common area. Any satellite dish installed to the building exterior, roof or other common area (including exterior window sill) is subject to immediate removal by the Landlord and you will be held responsible for any damages to the premises and/or the building as a result of installation.

8. DISCLOSURE:

In the event any law enforcement agency requests tenant information, the Landlord will release all documentation pertaining to the tenancy.

9. OCCUPANTS:

Minor only: The following is a list of people under the age of 18, who intend to occupy the Premises:

Minor's Name

Age

Minor's Name

Age

Minor's Name

Age

Minor's Name

Age

I/we have read, acknowledge and understand the above.

Applicant's Signature

Date

Applicant's Signature

Date

Rental Verification Request

APPLICANT AUTHORIZATION TO RELEASE INFORMATION

I (PLEASE PRINT NAME) _____ hereby authorize all third parties indicated on my application to furnish the information requested below to the management company. I release all third parties, their officers, agents, and employees from any and all liability associated with such disclosure of the requested information.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

The above-named has applied for an apartment with our company and has listed you as a reference. Please fill in the information requested below that applies to you and return to the attention of Rental Office via fax at 781.933.8679. If you have any questions, please contact us at 781.933.1414. Thank you for your assistance!

Employment Verification:

Position: _____
Is the employee full/part time, temporary/permanent: (Please circle) _____
Length of employment: _____ Weekly Gross
Salary: \$ _____
Your name and title: _____

Student Verification:

Date of Graduation: _____
Graduate or undergraduate: (Please circle) _____
Program enrolled in: _____
Your name and position: _____

Present Landlord Reference:

Tenant's address: _____
Dates of occupancy: _____
Amount of rent: _____ Was rent paid on time? _____
Would you re-rent to this tenant: _____
Any problems: _____

Your name and position: _____

Previous Landlord Reference:

Tenant's address: _____
Dates of occupancy: _____
Amount of rent: _____ Was rent paid on time? _____
Would you re-rent to this tenant: _____
Any problems: _____

Your name and position: _____