



## **Application Check List**

Thank you for your interest to apply for an apartment with Boston Property Management.

**In order to approve your application, we need the following documents from you.**

- Application (see document below)
- Copy driver's license or passport
- 2 recent pay stubs
- Landlord Reference (see document below)
- W9 for your escrow account (see document below)
- Credit / Criminal Background Check (will be ordered through Cozy see document below)
- If student: notarized guarantor document (attached) plus recent pay stub from Co-signer

Once approved we will create a lease that you will sign online through DocuSign. All upfront costs will be collected online through our PayLease / WebAccess website.

**What we need before you move in:**

- Renter's Insurance
- Utility Account Numbers



Broker: \_\_\_\_\_

Name of Applicant				Cell Phone Number	Social Security Number
Email Address				Date of Birth	Student/Professional?
Current Address					Current Rent
Current Landlord		Email Address			Phone number
Former Landlord		Email Address			Phone Number
Current Employer		Email Address			Contact Number
Type of Company		Years with Company	Position		Salary
Personal Reference		Email Address			Phone Number
Emergency Contact		Email Address			Phone Number
Are you a convicted felon? Y/N					
Apt #:	# of Beds	Pets?	Total # of Occupants		
				Item	Amount Due
				Date Due	
Address:		H/HW Included?			
Occupancy Dates:		Terms of Lease:			
From: _____ To: _____					
Concept Properties is due a fee equal to one months rent in the				First Months Rent:	
amount of \$ _____ Lanlord pays \$ _____ Tenant Pays: _____				Broker Fee:	
				Last Month's Rent:	
				Security Deposit:	
				Key Deposit:	
				Balance:	
<p><b><u>Base rent and other monthly charges are due and payable on the first day of each month in advance.</u></b></p> <p>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 martial 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 and/or Renting Agency to obtain or cause to be prepared a consumer credit report relating to the Applicant.</p> <p>Neither the Owner nor the Management is responsible for the loss of personal belongings caused by fire, theft, smoke, water or otherwise, unless caused by their negligence.</p> <p>The undersigned warrants and represents that all statements herein are true and agrees to execute upon presentation a Rental Housing Association lease or Tenancy at Will agreement in the usual form, a copy of which the Applicant has received or has had occasion to examine, which lease or agreement may be terminated by the Lessor if any statement herein made is not true. Deposit is to be applied as shown above, or applied to actual damamges sustained by the Owner, except it is to be refunded if said application is not accepted by the Owner. This application and deposit are taken subject to previous applications.</p> <p>THIS APPLICATION MUST BE ACTED UPON BY THE OWNER ON OR BEFORE _____</p> <p>The Renting Agent is an independent contractor and has no authority to make any representation concerning the premises; the Renting Agent is only authorized to show the apartment for rent and to assist in the screening of Rental Applications.</p>					
Renting Agent: _____			Applicant Signature: _____		



## Landlord References

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Rental Unit: \_\_\_\_\_

I, \_\_\_\_\_ give permission to request information about myself and my tenant history from my former/current landlord.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please check one if it applies to you (sign above, skip landlord portion below);

- Applicant has never rented an apartment before.
- Applicant has rented an apartment before, but does not right now.

### Current Landlord:

\_\_\_\_\_  
Name: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_  
Address of Apartment: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tenancy From/To: \_\_\_\_\_

### Questions

1. What was the monthly rent and does tenant pay on time?
2. Did you have any issues with noise, condition of apartment or unreasonable demands?
3. Would you rent to this person again?
4. Do you have any additional comments you'd like to add?

Rental Agent Name: \_\_\_\_\_ Rental Agent Email: \_\_\_\_\_



## **Criminal and Credit Background Check**

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Rental Unit: \_\_\_\_\_

My Email: \_\_\_\_\_

I give permission to send me a background check request from Cozy.co. I understand that I will need to pay for the service (approx. \$40) and that my application is not approved until the background check is completed.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Guaranty of Lease



**Not everyone needs a “guaranty of lease”. Please only fill it out if you have the following situation.**

The guaranty of lease is needed if you are a student or have a low credit score. In these cases, please fill out the form with your co-signer and have it notarized. We will also need a recent pay stub or bank account statement from the guarantor to confirm the ability to pay your rent if needed.

# Guaranty of Lease

1. In consideration of the execution of a certain lease (the "Lease") for the premises located at: \_\_\_\_\_, unit #\_\_\_\_\_, Massachusetts starting date \_\_\_\_\_ and by the Lessor named therein, the undersigned jointly and severally guarantees to the Lessor and its successors and/or assigns the performance of all the covenants set forth in the Lease and any extension or renewal thereof including any new lease or tenancy for the apartment describe above between the landlord and the Lessee(s) named herein, including but not limited to the punctual payments of all rents and other payments payable under the Lease and further including amounts due and owing for damage to the premises during the period of the Lessee's occupancy or the leased premises or any extension or renewal thereof.
2. The undersigned hereby waives demand and notice of default or notice of non-payment, and all suretyship defenses and agrees that the liability of Guarantor herein shall be unlimited, and that but for the execution of this Guaranty by Guarantor, Lessor would not approve and execute the Lease or any extension or renewal of it. In the event Lessor incurs attorney fees or any other expenses or damages in connection with the enforcement of the lease, Guarantor shall be responsible for the same.
3. The undersigned agrees that this Guaranty shall be construed according to the laws of the Commonwealth of Massachusetts, and that jurisdiction in the courts of the Commonwealth shall be valid in all actions at law or in equity arising from this guaranty and from the Lease.
4. Lessor reserves the right to obtain a credit report on the Guarantor. Lessor's approval of the Lease is subject to receipt by Lessor of a satisfactory credit report on the undersigned Guarantor.
5. The undersigned Guarantor must provide the Lessor with updated contact information (Home Telephone, Email Address, Mobile Telephone, Work Telephone) at all times.

Occupant/Lessee(s): \_\_\_\_\_ Guarantor: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

Employer: \_\_\_\_\_ Annual Income: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

County of: \_\_\_\_\_ State of: \_\_\_\_\_ Date: \_\_\_\_\_ Then Personally appeared before me the above named \_\_\_\_\_ and being first duly sworn acknowledged the foregoing to be free act and deed.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_