

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 us see document below)
- If student, low credit score or low income: notarized guarantor document (see document below) plus recent pay stub from Co-signer

Once approved we will create a lease that you will sign online through DocuSign.

We prefer that you pay all upfront costs online through Rentmanager.

| | | | | |
|--|------------------------------|-------------------------|-----------------------------------|--------|
| Name of Applicant | | Cell Phone Number | Social Security Number | |
| Email Address | | Date of Birth | Student / Professional / Voucher? | |
| Current Address | | | Current Rent | |
| Most recent Landlord's Name | Most recent Landlord's Email | | Most recent Landlord's Phone | |
| Notice given: () Y () N | Reason for leaving: | | | |
| Current Employer | Type of Company | Position | Years | Salary |
| Emergency Contact | Email Address | | Phone Number | |
| Apartment Address incl. unit number you want to rent | | Lease Start Date | Lease End Date | |
| | | Pets? (if yes, explain) | Total # of occupants | |
| Base Rent | Last Month Rent | Security Deposit | Pet Fee | |
| Name of Broker | | Broker's Email | | |
| Have you ever been served an eviction notice or been asked to vacate a property you were renting? | | [] Y [] N | | |
| Have you ever been convicted of a crime? | | [] Y [] N | | |
| Have you ever had a judgment entered against you? | | [] Y [] N | | |
| Are you presently an illegal abuser of a controlled substance? | | [] Y [] N | | |
| Have you ever been convicted of illegal manufacture or distribution of any controlled substance? | | [] Y [] N | | |
| <ul style="list-style-type: none"> • Base rent and other monthly charges are due and payable on the first day of each month in advance. • 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 and/or Renting Agency to obtain or cause to be prepared a consumer credit report relating to the Applicant. • 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. • 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 damages 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. | | | | |
| If you are part of a voucher program, please fill out the fields below: | | | | |
| Voucher Program | | Voucher Amount | Voucher Bedroom Count | |
| Case Worker's Name | Case Worker's Email | | Case Worker's Phone | |

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

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: _____ Phone: _____

Address of Apartment: _____

Tenancy From/To: _____ Given Notice: yes no

Questions for Landlord:

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? _____

Signature of person who filled out this form

Name of person who filled out this form

Criminal and Credit Background Check

Necessary for everyone 18 years old or older

Name of Applicant: _____ Date: _____

Proposed Rental Unit: _____

My Email: _____

I give permission to initiate a background check. 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, have little income or a credit score smaller than 700 points. 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.

Please email these documents to management@bostonpropertyventures.com.

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: _____ Mobile Phone #: _____

Employer: _____ Annual Income: _____

Home Address: _____

Signature _____ Date: _____

County of: _____ State of: _____ Date: _____

the above named _____ personally appeared before me and being

first duly sworn acknowledged the foregoing to be free act and deed.

Notary Public _____ My Commission Expires: _____