

RENTAL APPLICATION CRITERIA

Agent's name: _____

Houseworks Realty, LLC.

296 E. Main St., PO Box 318, E. Brookfield, MA 01515

PHONE: 508-867-0903 FAX: 508-867-6039 EMAIL: cindyleinonen@gmail.com

NOTICE: All applicants for residency are processed in accordance with specific criteria. In reviewing your application, the following items will be taken into account. *Explain any derogatory information at the time of submitting an application. Specific credit problems (including judgments or bankruptcy), criminal convictions (not all conviction types will affect an applicant's consideration), and prior rental problems (including evictions). We reserve the right to refuse rental of properties to persons who (1) have been convicted of a felony, (2) have been convicted of a misdemeanor of a type that might be considered a risk to safety of others, or (3) have been evicted. Discuss these matters prior to submitting an application in order to avoid unnecessary payment of non-refundable application fees or deposits*

CREDIT

Applicants must submit a copy of their credit report that is less than one month old including your credit scores. You may obtain a free report from www.creditkarma.com

RESIDENT/RENTAL HISTORY

Information regarding the last three years of your resident/rental history must be provided on your application. Information must include the complete address of each residence; the names, & phone numbers of each landlord; and the dates of residence at each address. If you owned any places of residence, then information regarding your mortgage lender should be substituted for landlord information, along with the loan number. **Eviction history will be checked.**

EMPLOYMENT/SOURCE OF INCOME

Your local employment OR other source of regular income must be verified. Your NET monthly income must exceed **three** times the monthly rent of the residence that you wish to rent. If you are unable to verify your income OR if you have a marginal status regarding any of the above categories, either a co-signor may be required. **Please provide four paystubs with application.**

CRIMINAL RECORD CHECK

Your name and identity may be checked against records of law enforcement agencies. We reserve the right to refuse rental of our properties to persons who have been convicted of a felony.

IDENTITY VERIFICATION

We require identification for each adult applicant at the time that the application is submitted. It must be a government-issued photo ID, for example, a current passport, **a valid driver license**, a state ID card for non-driver, or a military ID card.

INFO PROVIDED BY APPLICANT

Failure to provide the required information will result in automatic rejection of the application unless an acceptable reason is provided for missing information at the time of submission of the application. Also, in order to maximize your chance of approval and to expedite the process, you should take the time to fill out the application completely and accurately. To ensure readability of the application, everything should be printed neatly, except for signature which should be cursive.

PLEASE SIGN ACKNOWLEDGEMENT OF THESE TERMS:

APPLICANT 1: _____

APPLICANT 2: _____

MANDATORY FEE DISCLOSURE - To All Prospective Tenants

To be given to all prospective tenants at the first personal meeting between the Agent and the prospective tenant. The purpose of this notice is to inform prospective tenants of this office's policy regarding the payment of a fee for assistance in finding a house or apartment to rent. All real estate agents are required by state regulation to provide prospective tenants with a fee disclosure form. We ask that prospective tenants review the following information and sign below. Agents to retain signed copy in file for three years.

TERMS AND CONDITIONS

1. NO FEE FOR SERVICE

Tenant
initial
here

A) This Office Policy is to NOT charge a fee for assisting you in finding a house or apartment to rent

-OR-

2. FEE FOR SERVICE

Tenant
initial
here

You have requested our assistance in finding housing accommodations for rent. In consideration of these services, you will be expected to pay us a fee as follows: Fee equal to 1/2 of one month's rent for services including apartment showings, processing of applications and credit reports, checking references, and providing lease documents. If compensation is offered from listing agency tenant fee due will be the balance of 1/2 month's rent minus compensation paid.

The fee is due by cash or check and will be payable at such time as you submit through our office an application to rent a particular housing accommodation. However, so long as you comply with the terms and conditions of the rental application and do not make any untrue statement therein, the fee will be refundable unless the application is accepted by the landlord and a tenancy is created. For this purpose, a tenancy will be created when both parties sign a lease or tenancy-at-will agreement or when you are allowed to take possession of housing accommodation.

Our agency also offers the following services for an additional fee:

- Meeting movers: \$100 per visit
- Meeting furniture deliveries: \$100 per visit
- Meeting with utility companies: \$100 per visit
- Inspections e.g. BOH, Housing Authority \$100 per visit

Scheduling additional services is based on agent's availability. Fees for additional services are due and payable at the time they are rendered, and are NONREFUNDABLE.

This form is being provided in accordance with regulations adopted by the Massachusetts Board of Registration of Real Estate Brokers and Salesmen.

I/we the prospective tenant(s) hereby agrees to the terms and conditions listed above.

Name of prospective tenant (print)

Signature of Agent

Signature of prospective tenant

License Number of Agent

Date

If tenant refuses to complete this form, check here and print prospective tenant's name:

LANDLORD RENTAL REFERENCE REQUEST – applicant 1

TO: Landlord name: _____ **FROM:** Houseworks Realty, LLC.

DATE: _____ **Landlord Email/fax** _____

RE: _____ (TENANT)

RENTAL OF: _____

Tenant's current address

We understand you may have rented to them in the past. Please furnish the information requested and FAX or mail your reply to us. Thank you for your help. Tenant only fill out highlighted fields.

TENANT'S AUTHORIZATION

I authorize the free and complete release of all information about my tenancy at ANY rental unit, and agree to hold Harmless anyone who so responds in good faith. A copy or fax of this authorization shall be accepted as if an original.

Date: _____ **Tenant Signature:** _____

Date: _____ **Tenant Signature:** _____

Tenant's only fill out highlighted yellow area!

1. When did the Tenant rent from you? From _____ TO _____
2. Most recent monthly rent was _____ Were Utilities included? YES./NO
3. Rent was received more than 5 days late YES/NO If so, how many _____?
4. Were there ever any insufficient checks? YES/NO If so, how many _____?
5. Did tenant damage the rental unit or common area of the property? YES/NO
6. What type of unit did tenant rent? Please circle: Single Family Condo Apartment.
7. Tenant was sent _____ notices of rental or lease violations (Explain if over 0) _____
8. Did/will Tenant receives the full security deposit, refund? YES/NO
9. Are you owed money by Tenant? YES/NO If yes how much? _____
10. Was there any Court action involving Tenant? YES/NO. If yes, why _____
11. Was an eviction ever given or cancelled? YES/NO If so, why _____
12. Would you lease to Tenant again? YES/NO 12(a) Is apartment clean? _____
13. Are you related to Tenant by blood or marriage? YES/NO
14. How many people are living in the apartment currently? _____ Are they all supposed to be there? Yes No
15. Is tenant cooperative? YES/NO
16. Are you aware of any financial difficulties, drug abuse problems or history of criminal conduct on the part of the applicant?
17. Does the tenant have any pets? If yes, type and number. _____
18. Did tenant give you proper notice to move out (in fact, did you know they are moving out!)? YES/NO
- 19. Have you had any complaints from the neighbors or any police calls to their apartment? YES/NO To be dated and signed by person completing form:**

Date _____ Sign & Print Name & title _____

EMPLOYMENT RENTAL REFERENCE REQUEST – applicant 1

TO: Employer: _____ FAX/EMAIL: _____

FROM: Houseworks Realty, LLC. _____ FAX: 508-867-6039 _____

DATE: _____

RE: _____ Employee Name

RENTAL OF: _____

Address of unit applying for

Tenant's only fill out highlighted yellow area!

We understand you are _____'s employer. Please furnish the information requested and FAX your reply to us at 508-867-6039. Thank you for your help.

TENANTS AUTHORIZATION

I authorize the free and complete release of all information about my employment, and agree to hold Harmless anyone who so responds in good faith. A copy or fax of this authorization shall be accepted as if an original.

Date: _____ Tenant Signature: _____

Date: _____ Tenant Signature: _____

1. Dates of Employment? From _____ TO _____
2. Supervisor's Name: _____
3. Position at Company: _____
4. Monthly Salary: _____
5. Is Employee's job secure? _____
6. Would you consider this employee reliable? _____
7. Would you consider this employee dependable? _____
8. How would you describe the applicant's ability to get along with client groups and/or co-workers?

9. Are you aware of any financial difficulties, drug abuse problems or history of criminal conduct on the part of the applicant? _____
10. Are you related to Tenant by blood or marriage? Yes No
11. Is there anything else that you can add to help aid us in our decision? _____

To be dated and signed by person completing form:

Date _____ Signed _____

Print Name and Title: _____

LANDLORD RENTAL REFERENCE REQUEST – applicant 2

TO: Landlord name: _____ **FROM:** Houseworks Realty, LLC.

DATE: _____ *Landlord Email/fax* _____

RE: _____ (TENANT)

RENTAL OF: _____

Tenant's current address

We understand you may have rented to them in the past. Please furnish the information requested and FAX or mail your reply to us. Thank you for your help. Tenant only fill out highlighted fields.

TENANT'S AUTHORIZATION

I authorize the free and complete release of all information about my tenancy at ANY rental unit, and agree to hold Harmless anyone who so responds in good faith. A copy or fax of this authorization shall be accepted as if an original.

Date: _____ **Tenant Signature:** _____

Date: _____ **Tenant Signature:** _____

Tenant's only fill out highlighted yellow area!

1. When did the Tenant rent from you? From _____ TO _____
2. Most recent monthly rent was _____ Were Utilities included? YES./NO
3. Rent was received more than 5 days late YES/NO If so, how many _____?
4. Were there ever any insufficient checks? YES/NO If so, how many _____?
5. Did tenant damage the rental unit or common area of the property? YES/NO
6. What type of unit did tenant rent? Please circle: Single Family Condo Apartment.
7. Tenant was sent _____ notices of rental or lease violations (Explain if over 0) _____
8. Did/will Tenant receives the full security deposit, refund? YES/NO
9. Are you owed money by Tenant? YES/NO If yes how much? _____
10. Was there any Court action involving Tenant? YES/NO. If yes, why _____
11. Was an eviction ever given or cancelled? YES/NO If so, why _____
12. Would you lease to Tenant again? YES/NO 12(a) Is apartment clean? _____
13. Are you related to Tenant by blood or marriage? YES/NO
14. How many people are living in the apartment currently? _____ Are they all supposed to be there? Yes No
15. Is tenant cooperative? YES/NO. 15(a) Is this tenant a complainer? _____
16. Are you aware of any financial difficulties, drug abuse problems or history of criminal conduct on the part of the applicant?
17. Does the tenant have any pets? If yes, type and number. _____
18. Did tenant give you proper notice to move out (in fact, did you know they are moving out!)? YES/NO
19. Have you had any complaints from the neighbors or any police calls to their apartment? YES/NO

To be dated and signed by person completing form:

Date _____ Sign & Print Name & title _____

Houseworks Realty, LLC.
P.O. Box 318, E. Brookfield, MA 01515

PH: 508-867-0903 FAX: 508-867-6039 email: cindyleinonen@gmail.com

EMPLOYMENT RENTAL REFERENCE REQUEST – applicant 2

TO: Employer: _____ FAX/email: _____

FROM: Houseworks Realty, LLC. _____ **FAX:** 508-867-6039 _____

DATE: _____

RE: _____ Employee Name _____

RENTAL OF: _____
Address of unit applying for

Tenant's only fill out highlighted yellow area!

We understand you are _____'s employer. Please furnish the information requested and FAX your reply to us at 508-867-6039. Thank you for your help.

TENANTS AUTHORIZATION

I authorize the free and complete release of all information about my employment, and agree to hold Harmless anyone who so responds in good faith. A copy or fax of this authorization shall be accepted as if an original.

Date: _____ **Tenant Signature:** _____

Date: _____ **Tenant Signature:** _____

1. Dates of Employment? From _____ TO _____
2. Supervisor's Name: _____
3. Position at Company: _____
4. Monthly Salary: _____
5. Is Employee's job secure? _____
6. Would you consider this employee reliable? _____
7. Would you consider this employee dependable? _____
8. How would you describe the applicant's ability to get along with client groups and/or co-workers?

9. Are you aware of any financial difficulties, drug abuse problems or history of criminal conduct on the part of the applicant? _____
10. Are you related to Tenant by blood or marriage? Yes No
11. Is there anything else that you can add to help aid us in our decision? _____

To be dated and signed by person completing form:

Date _____ Signed _____

Print Name and Title: _____

HOUSEWORKS REALTY, LLC.

PO Box 318, E. Brookfield, MA 01515 - Tel: 508-867-0903 - FAX: 508-867-6039 - EMAIL: cindyleinonen@gmail.com

RENTAL APPLICATION (please print clearly and fill out all sections thoroughly)

Property Address applying for: _____ **Rent amount:** _____ **Move in date:** _____

1. Full Name (Include maiden name): _____ Date of Birth: _____
2. Home Phone: _____ Work Phone: _____ Cell Phone: _____
3. Email: _____
4. Marital Status (circle one): Married Separated Divorced Single [If you circled Single, skip to question 7]
5. If Married/Separated, full name of spouse: _____ Spouses D.O.B. _____
6. If not married, do you plan on having a roommate? (circle one) Yes No [If you answered no, skip to question 12.]
7. If yes roommate's/spouse full name (include maiden name): _____
8. List roommate/spouse D.O.B. _____
9. Roommate/spouse Home Phone: _____ Work Phone: _____ Cell Phone: _____
10. Roommate/spouse's Email: _____
11. Will there be any children living with you? Yes/No Names of Children: _____
12. Ages of Children: _____
13. Driver's License # _____ State: _____ Driver's License # roommate/spouse: _____ State: _____
14. Number of cars that will be parking at property : _____
15. 16. Does anyone that will be living in the house smoke? Yes No
17. Have you ever been convicted of a felony or any other misdemeanor crime other than a traffic ticket? : YES / NO If yes, explain conviction: _____

18. Are you on any type of probation? : YES / NO If yes, explain for what: _____

19. Do you have any pets? If so, age & description of Pets _____
20. Have you ever been evicted from an apartment? Yes/No If yes, please explain: _____
21. Why are you looking to move? _____

22. How long do you think you'll be renting from us? _____
23. Have you ever been served a late notice? If so, when? _____
24. Have you had any reoccurring problems with your landlord? If so, please explain. _____
25. Have you been a party to a lawsuit in the past? If yes, please explain why. _____
26. Has a landlord ever claimed you damaged their property? If yes, explain. _____

RENTAL HISTORY

1. Current address: : _____ City _____ State _____ Zip _____
- How long at current address?: _____ Are you currently in a lease _____
- Current Landlord: _____ Landlord's Phone: _____
- Reason for leaving: _____ Was rent paid in full? _____ Did you give notice: _____

RENTAL HISTORY continued...

Were you asked to leave? If yes, why? _____

Last rent amount. _____ Were utilities included? _____

2. Previous address: : _____ City _____ State _____ Zip _____

How long at previous address? _____ Why did you move? _____

Previous Landlord: _____ Previous Landlord's Phone: _____

Reason for leaving: _____ Was rent paid in full? _____ Did you give notice: _____

Were you asked to leave? If yes why? _____

Last rent amount. _____ Were utilities included? _____

3. Previous address: : _____ City _____ State _____ Zip _____

How long at previous address? _____ Why did you move? _____

Previous Landlord: _____ Previous Landlord's Phone: _____

Reason for leaving: _____ Was rent paid in full? _____ Did you give notice: _____

Were you asked to leave? If yes why? _____

Last rent amount. _____ Were utilities included? _____

ROOMMATE/SPOUSE INFO:

1. Current address: : _____ City _____ State _____ Zip _____

How long at current address?: _____ Are you currently in a lease _____

Current Landlord: _____ Landlord's Phone: _____

Reason for leaving: _____ Was rent paid in full? _____ Did you give notice: _____

Were you asked to leave? If yes, why? _____

Last rent amount. _____ Were utilities included? _____

2. Previous address: : _____ City _____ State _____ Zip _____

How long at previous address? _____ Why did you move? _____

Previous Landlord: _____ Previous Landlord's Phone: _____

Reason for leaving: _____ Was rent paid in full? _____ Did you give notice: _____

Were you asked to leave? If yes why? _____

Last rent amount. _____ Were utilities included? _____

3. Previous address: : _____ City _____ State _____ Zip _____

How long at previous address? _____ Why did you move? _____

Previous Landlord: _____ Previous Landlord's Phone: _____

Reason for leaving: _____ Was rent paid in full? _____ Did you give notice: _____

Were you asked to leave? If yes why? _____

Last rent amount. _____ Were utilities included? _____

IN CASE OF EMERGENCY CONTACT INFORMATION

Nearest Relative _____ Relation to you _____

Street Address _____ City _____ State _____ Zip _____ Phone: _____

Roommate Nearest Relative _____ Relation to you _____

Street Address _____ City _____ State _____ Zip _____ Phone: _____

EMPLOYMENT & INCOME INFORMATION (Please provide pay stubs)

Employed by _____ Supervisor's Phone: _____ Ext. _____

Street Address _____ City _____ State _____ Zip _____

Monthly Salary: _____ How long at current employer?: _____

Your Position: _____ Supervisor's Name: _____

Roommate/Spouse's Employer _____ Supervisor's Phone: _____ Ext. _____

Street Address _____ City _____ State _____ Zip _____

Monthly Salary: _____ How long at current employer?: _____

Their Position: _____ Supervisor's Name: _____

OTHER SOURCES OF INCOME YOU WANT TO INCLUDE: (must provide proof if you want it to be included. Child support must be court ordered)

Child support: _____ Food Stamps: _____ Other: _____

Applicant Signature _____ Date _____

CREDIT REFERENCES: (Authorization Release form)

The applicant gives to the property owner or manager the right to obtain credit information and verify references. I (we) certify that the name social security, and address given are true and correct to the best of my (our) knowledge. You are here authorized to make any investigation of my (our) personal and financial history and pull a credit report through credit reporting agencies. I (we) hereby authorize the release of all information, including credit, employment, salary, and rental information to RHOL tenant credit checks. I (we) are willing that a photocopy of this authorization be accepted with same authority as the original.

Applicant One Full Name (include Maiden name if applicable): _____

Date of Birth Applicant One: _____

Present Address Applicant 1: : _____ City _____ State _____ Zip _____

Former Address Applicant One: : _____ City _____ State _____ Zip _____

Applicant Two Full Name (include Maiden name if applicable): _____

Date of Birth Applicant Two: _____

Present Address Applicant 2: : _____ City _____ State _____ Zip _____

Former Address App 2: : _____ City _____ State _____ Zip _____

SIGNATURE FOR CREDIT CHECK AUTHORIZATION

APPLICANT 1: _____

APPLICANT 2: _____

DATE: _____

DATE: _____