

# RENTAL APPLICATION CRITERIA

Houseworks Realty, LLC.

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

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**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](http://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 GROSS 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 insure 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

FROM: Houseworks Realty, LLC.

DATE: \_\_\_\_\_

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.

TENANTS 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:** \_\_\_\_\_

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

**DATE:** \_\_\_\_\_

Tenant's only fill out highlighted yellow area!

**RE:** \_\_\_\_\_ Employee Name

**RENTAL OF:** \_\_\_\_\_  
Address of unit applying for

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

**FROM:** Houseworks Realty, LLC.

**DATE:** \_\_\_\_\_

**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.

TENANTS 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 \_\_\_\_\_

**EMPLOYMENT RENTAL REFERENCE REQUEST – applicant 2**

**TO:** Employer \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**FROM:** Houseworks Realty, LLC. \_\_\_\_\_ **FAX:** 508-867-6039 \_\_\_\_\_  
**DATE:** \_\_\_\_\_

Tenant's only fill out highlighted yellow area!

**RE:** \_\_\_\_\_ Employee Name

**RENTAL OF:** \_\_\_\_\_  
Address of unit applying for

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](mailto: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: \_\_\_\_\_ SS#: \_\_\_\_\_ 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. Spouses SS# \_\_\_\_\_ (if spouse will be living with you)
7. If not married, do you plan on having a roommate? (circle one)          Yes          No [If you answered no, skip to question 12.]
8. If yes roommates full name: \_\_\_\_\_
9. List roommates SS#'s \_\_\_\_\_ List roommates D.O.B. \_\_\_\_\_
10. Roommates Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
11. Roommates Email: \_\_\_\_\_
12. Will there be any children living with you? Yes/No Names of Children: \_\_\_\_\_
13. Ages of Children: \_\_\_\_\_
14. Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Driver's License # roommate: \_\_\_\_\_ State: \_\_\_\_\_
15. Number of cars that will be parking at property : \_\_\_\_\_ 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? \_\_\_\_\_

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**ROOMATE 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):** \_\_\_\_\_

Social Security Applicant One: \_\_\_\_\_

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):** \_\_\_\_\_

Social Security Applicant Two: \_\_\_\_\_

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: \_\_\_\_\_