

RENTAL APPLICATION CRITERIA

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

Your credit history will be checked through the appropriate credit reporting agencies and applicable governmental agencies. There will be a non-refundable charge of **\$25 per applicant** to run credit checks. Applicants may submit a copy of their credit report if less than one month old including your credit scores.

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.

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 two items of identification for each adult applicant at the time that the application is submitted. One 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. The second item should also include a photo if possible, for example, a photo credit card. If you do not have two photo id's than a utility bill will be allowable.

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

A) AMOUNT OF FEE: This office charges a fee for assisting you in finding a home or apartment to rent. The amount of the fee is:_____

B) TIME/MANNER OF PAYMENT: You are required to pay this when_____.

C) FEE IF A TENANCY IS NOT CREATED: If a tenancy is not created, it is the policy of this office to
_____.

3. CREDIT CHECK COST

Tenant
initial
here

A) There will be a \$25 per adult applicant cost for any credit check we run. This must be paid by certified funds or cash only; no personal checks will be accepted.

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:

Houseworks Realty, LLC.
P.O. Box 318, E. Brookfield, MA 01515
PH: 508-867-0903 FAX: 508-867-6039

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:

- When did the Tenant rent from you? From TO
- Most recent monthly rent was Were Utilities included? Yes No
- Rent was received more than 5 days late times (please indicate 0 or amount, explain if over 0)
- Did tenant damage the rental unit or common area of the property? Yes No
- What type of unit did tenant rent? Please circle: Single Family Condo Apartment.
- Tenant was sent notices of rental or lease violations (Explain if over 0)
- Did/will Tenant receives the full security deposit, refund? Yes No
- Are you owed money by Tenant? Yes No 8(a) If yes how much?
- Was there any Court action involving Tenant? Yes No. If yes, why
- Would you lease to Tenant again? Yes No 10(a) Is apartment clean?
- Are you related to Tenant by blood or marriage? Yes No
- How many people are living in the apartment currently? Are they all supposed to be there? Yes No
- Is tenant cooperative? Yes No. 13(a) Is this tenant a complainer?
- Are you aware of any financial difficulties, drug abuse problems or history of criminal conduct on the part of the applicant?
- Does the tenant have any pets? If yes, type and number.
- Did tenant give you proper notice to move out (in fact, did you know they are moving out!)? Yes No
- 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 Signed

Print Name and Title:

Houseworks Realty, LLC.
P.O. Box 318, E. Brookfield, MA 01515
PH: 508-867-0903 FAX: 508-867-6039

EMPLOYMENT RENTAL REFERENCE REQUEST – applicant 1

TO: Employer _____ **FAX:** _____

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

DATE: _____

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: _____

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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:

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 times (please indicate 0 or amount, explain if over 0)
4. Did tenant damage the rental unit or common area of the property? Yes No
5. What type of unit did tenant rent? Please circle: Single Family Condo Apartment
6. Tenant was sent notices of rental or lease violations (Explain if over 0)
7. Did/will Tenant receives the full security deposit, refund? Yes No
8. Are you owed money by Tenant? Yes No 8(a) If yes how much?
9. Was there any Court action involving Tenant? Yes No. If yes, why
10. Would you lease to Tenant again? Yes No 10(a) Is apartment clean?
11. Are you related to Tenant by blood or marriage? Yes No
12. How many people are living in the apartment currently? Are they all supposed to be there? Yes No
13. Is tenant cooperative? Yes No. 13(a) Is this tenant a complainer?
14. Are you aware of any financial difficulties, drug abuse problems or history of criminal conduct on the part of the applicant?
15. Does the tenant have any pets? If yes, type and number.
16. Did tenant give you proper notice to move out (in fact, did you know they are moving out!)? Yes No
17. 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 Signed

Print Name and Title:

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EMPLOYMENT RENTAL REFERENCE REQUEST – applicant 2

TO: Employer _____ **FAX:** _____

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

DATE: _____

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: cindylavine@charter.net

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

Property Address applying for: _____ Rent amount: _____

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? _____

RENTAL HISTORY

Current address: : _____ City _____ State _____ Zip _____

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

Current Landlord: _____ Landlord's Phone: _____

Previous address: : _____ City _____ State _____ Zip _____

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

Previous Landlord: _____ Previous Landlord's Phone: _____

ROOMMATE INFO:

Current address: _____ City _____ State _____ Zip _____

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

Current Landlord: _____ Landlord's Phone: _____

Previous address: : _____ City _____ State _____ Zip _____

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

Previous Landlord: _____ Previous Landlord's Phone: _____

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)

Employer _____ 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: _____