

Full Name: _____
Address1: _____
Address2: _____
City State Zip: _____
Email: _____
Case Manager Email: _____

← Mail this application to the address at left.
Do not fax!

Date Generated: _____
Fold on this line _____

Dear
I am applying to the following waitlist, which I believe is open:

SECTION BELOW FOR WAITLIST ADMINISTRATORS ONLY:

IF REJECTING THIS APPLICATION, please email, mail, or fax the form below to HousingWorks. We will forward it on to the applicant. Include this page so we know who the application is from!

We will also update our system, so the changed status of your waitlists will reach thousands of applicants and their housing advocates. Also, you will boost your Fair Housing and ADA compliance exponentially!

support@housingworks.net
HousingWorks
P.O. Box 231104
Boston, MA 02123
617-536-8561 fax

- ☐ **This waitlist is closed. The only waitlists open at present are:**

- ☐ **This is not the right application. We have enclosed the correct application.**
- ☐ **You do not appear to qualify for this property, because:** _____
- Name of Waitlist Administrator *optional* _____
- Phone of Waitlist Administrator *optional*: _____ - _____ - _____ X _____

RENTAL APPLICATION FOR RESIDENTS AND OCCUPANTS

Each co-applicant and each occupant 18 years old and over must submit a separate application.



Date when filled out: February 8, 2023

ABOUT YOU

Full name (exactly as on driver's license or govt. ID card)

Your street address (as shown on your driver's license or government ID card):

Driver's license # and state: OR govt. photo ID card #:

Former last names (maiden and married):

Your Social Security #:

Do you or any occupant smoke? Yes No

Will you or any occupant have an animal? Yes No

Kind, weight, breed, age:

If animals are allowed at the community, You may not have any animals in your unit without management's prior authorization in writing. If we allow your requested animal, you must sign a separate animal addendum, which may require additional animal rents, and/or other obligations as an animal owner, including but not limited to registration in dog DNA programs, if applicable.

Current home address (where you now live):

City/State/Zip:

Home/cell phone: Current rent: \$

Email address:

Name of apartment where you now live:

Current owner or manager's name:

Their phone: Date moved in:

Why are you leaving your current residence?

Your previous home address:

City/State/Zip:

Apartment name:

Name of above owner or manager:

Their phone: Previous monthly rent: \$

Date you moved in: Date you moved out:

YOUR WORK

Present employer:

Address:

City/State/Zip:

Work phone:

Position:

Your gross annual income is over: \$

Date you began this job:

Supervisor's name and phone:

Previous employer:

Address:

City/State/Zip:

Work phone:

Position:

Gross annual income was over: \$

Dates you began and ended this job:

Previous supervisor's name and phone:

YOUR CREDIT HISTORY

Your bank's name, city, state:

List major credit cards:

Other non-work income you want considered. Please explain:

Past credit problems you want to explain. (Use separate page.)

WHY YOU APPLIED HERE

Were you referred? Yes No

If yes, by whom:

Name of locator or rental agency:

Name of individual locator or agent:

Name of friend or other person:

Did you find us on your own? Yes No If yes, fill in information below:

On the Internet Stopped by Newspaper (name):

Rental publication:

Other:

YOUR RENTAL/CRIMINAL HISTORY

(Check only if applicable. A positive response to any inquiry below will not be an automatic rejection of your application, but may require more information provided for evaluation.) Have you or any occupant listed in this Application ever: been evicted or asked

to move out? moved out of a dwelling before the end of the lease term without the owner's consent? filed for bankruptcy? been sued for rent or other breach of a residential lease? been sued for property damage? been convicted (or received an alternative form of adjudication equivalent to conviction) of a felony, misdemeanor involving a controlled substance, fraud, violence to another person or destruction of property, or a sex crime? Please provide additional information regarding any of the boxes checked above, including, but not limited to, the date of the event, the resolution (if any) and mitigating circumstances you would like to disclose. Please additionally note, that we will evaluate any positive answers to the above or disclosures on this application on a case by case basis and you agree to comply with any further requests for information to assist in that evaluation. The failure to provide documentation may result in the application being timed out and rejected. By checking the following box, you represent the answer is "no" to any item not checked above.

OTHER OCCUPANTS

Please list the names and dates of birth for any minor child(ren) who will you intend to reside in the unit. Any individual over the age of 18 shall be required to submit an application and be listed as a resident above.

Name:

DL or govt. ID card # & State:

Birthdate (if under age of 18):

Name:

DL or govt. ID card # & State:

Birthdate (if under age of 18):

Name:

DL or govt. ID card # & State:

Birthdate (if under age of 18):

Name:

DL or govt. ID card # & State:

Birthdate (if under age of 18):

Name:

DL or govt. ID card # & State:

Birthdate (if under age of 18):

YOUR VEHICLES

List all vehicles owned or operated by you or any occupants (including cars, trucks, motorcycles, trailers, etc.). Continue on separate page if more than three.

Make and color of vehicle:

Year: License #: State:

Make and color of vehicle:

Year: License #: State:

Make and color of vehicle:

Year: License #: State:

EMERGENCY

Emergency contact person over 18, who will not be living with you:

Name:

Address:

City/State/Zip:

Work phone:

Home phone:

Relationship:

AUTHORIZATION

I or we authorize (owner's name) Commonwealth Babcock Associates Limited Partnership

to obtain reports from any consumer or criminal record reporting agencies before, during, and after tenancy on matters relating to a lease by the above owner to me and to verify, by all available means, the information in this application, including criminal background information, income history and other information reported by employer(s) to any state employment security agency. Work history information may be used only for this Rental Application. Authority to obtain work history information expires 365 days from the date of this Application.

Applicant's signature:

Applicant must also sign on the next page of this application.

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Contemplated Lease Contract Information

To be filled in only if the Lease Contract is not signed by resident(s) at time of application for rental.

The National Apartment Association Lease Contract to be used must be the latest version published by the association unless an earlier version is initialed by resident(s) and attached to this Application. The blanks in the Lease Contract will contain the following information:

- [illegible]

Application Agreement

1. **Lease Contract Information.** The Lease Contract contemplated by the parties is attached—or, if no Lease Contract is attached, the Lease Contract will be the current Lease Contract. Special information and conditions must be explicitly noted on an attached Lease Contract or in the Contemplated Lease Information.
 2. **First Month's Rent Deposit (may or may not be refundable).** You have delivered to our representative a first month's rent deposit in the amount indicated in paragraph 13 of this Rental Application. *The first month's rent deposit is not a security deposit.* However, it will be credited toward the required first month's rent when the Lease Contract has been signed by all parties; OR it will be refunded under paragraph 9 if you are not approved; OR it will be retained by us as liquidated damages pursuant to 940 CMR 3.17(6)(c) if you fail to sign or attempt to withdraw under paragraph 5 or 6.
 3. **Approval When Lease Contract Is Signed in Advance.** If you and all co-applicants have already signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of our approval, sign the Lease Contract, and then credit the first month's rent deposit of all applicants toward the required first month's rent.
 4. **Approval When Lease Contract Isn't Yet Signed.** If you and all co-applicants have not signed the Lease Contract when we approve the Application, our representative will notify you (or one of you if there are co-applicants) of the approval, sign the Lease Contract when you and all co-applicants have signed, and then credit the first month's rent deposit of all applicants toward the required first month's rent. The balance of First Month's Rent shall be due pursuant to the executed Lease Contract.
 5. **If You Fail to Sign Lease Contract After Approval.** Unless we authorize otherwise in writing, you and all co-applicants must sign the Lease Contract within 3 days after we give you our approval in person, by telephone, or by email, or within 5 days after we mail you our approval. *If you or any co-applicant fails to sign as required, we may keep the first month's rent deposit as the agreed upon liquidated damages pursuant to 940 CMR 3.17(6)(c), and terminate all further obligations under this Agreement.*
 6. **If You Withdraw Before Approval.** You and any co-applicants may not withdraw your Application or the first month's rent deposit after you have tendered the deposit, completed this application, and after we have processed same. *If before signing the Lease Contract, you or any co-applicant withdraws*
- an Application or notifies us that you've changed your mind about renting the dwelling unit, we'll be entitled to retain all first month's rent deposits as the agreed upon liquidated damages pursuant to 940 CMR 3.17(6)(c) and the parties will then have no further obligation to each other.*
7. **Completed Application.** An Application will not be considered "completed" and will not be processed until all of the following have been provided to us (*unless checked*): ☐ a separate Application has been fully filled out and signed by you and each co-applicant; ☐ a first month's rent deposit has been paid to us. *If no item is checked, all are necessary for the Application to be considered completed.*
 8. **Nonapproval in Ten Days.** We will notify you whether you've been approved within ten days after the date we receive a completed Application. Your Application will be considered "disapproved" if we fail to notify you of your approval within ten days after we have received a completed Application. Notification may be in person, by email, by mail, or telephone unless you have requested that notification be by mail. You must not assume approval until you receive actual notice of approval.
 9. **Refund after Nonapproval.** If you or any co-applicant is disapproved or deemed disapproved under paragraph 8, we'll refund your first month's rent deposit within _____ days (not to exceed 30 days; 30 days if left blank) of such disapproval. Refund checks may be made payable to all co-applicants and mailed to one applicant.
 10. **Extension of Deadlines.** If the deadline for signing, approving, or refunding under paragraphs 5, 8, or 9 falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.
 11. **Notice to or from Co-applicants.** Any notice we give you or your co-applicant is considered notice to all co-applicants; and any notice from you or your co-applicant is considered notice from all co-applicants.
 12. **Keys or Access Devices.** We'll furnish keys and/or access devices only after: (1) all parties have signed the contemplated Lease Contract and other rental documents; and (2) all applicable rents and security deposits have been paid in full.
 13. **First Month's Rent deposit:** \$ 500.00
 14. **Signature.** *Our representative's signature is consent only to the above application agreement. It does not bind us to accept applicant or to sign the proposed Lease Contract. No such agreement shall be established until and unless a lease is signed by all applicants and the owner.*

Acknowledgment. You declare that all your statements in this Application are true and complete. You authorize us to verify the same through any means. If you fail to answer any question or give false information, we may reject the application, retain all first month's rent deposits as the agreed upon liquidated damages pursuant to 940 CMR 3.17(6)(c) for our time and expense, and terminate your right of occupancy. Giving false information is a serious criminal offense. In lawsuits relating to this application, we may recover all attorney's fees and litigation costs in enforcement of this agreement. We may at any time furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your legal obligations, including both favorable and unfavorable information about your compliance with the Lease Contract, the rules, and financial obligations.

This Rental Application and the Lease Contract are binding documents when signed. Before submitting a Rental Application or signing a Lease Contract, you may take a copy of these documents to review and/or consult an attorney. Additional provisions or changes may be made in the Lease Contract if agreed to in writing by all parties.

Applicant's Signature: _____ Date: _____

Signature of Owner's Representative: _____ Date: _____

FOR OFFICE USE ONLY

1. Apt. name or dwelling address (street, city): _____ Unit # or Type: _____

2. Person accepting application: _____ Phone: (_____) _____

3. Person processing application: _____ Phone: (_____) _____

4. Date that applicant or co-applicant was notified by ☐ telephone, ☐ letter, or ☐ in person of ☐ acceptance or ☐ non acceptance: _____
 (Deadline for applicant and all co-applicants to sign lease is three days after notification of acceptance in person or by telephone, five days if by mail.)

5. Name of person(s) who were notified (at least one applicant must be notified if multiple applicants): _____

6. Name of owner's representative who notified above person(s): _____

