



APPLICATION INSTRUCTIONS

Thank you for your application. All deposits **except** the application fee, are refundable if you are not approved and so long as information is not falsified. One month's rent Real Estate fee unless otherwise agreed.

CHECK LIST:

1. **\$40.00 Non-refundable Application fee.**
2. Copy of a **Valid Identification (ID)**
 - a. Driver's License
 - b. Identification Card
 - c. Military ID (automatically waives your application fee)
 - d. Passport/Visa
3. **Credit Report** (you may include a copy however we reserve the right to pull credit if need be)
4. **Pay Stubs or employment offer letter**
5. **Income Verification Form.** Please fill out the top portion of this form on page 5 and email it to your employer, make sure you include us on this email so that your employer will have permission to disclose the information to us. You do not need to wait on this form to submit your application.
6. **Holding Deposit: A Bank Check or money order for \$500 or one-month's rent.** This is refundable if your application is declined. However, if you are approved, but later you choose to decline the unit, you will forfeit your deposit of at least one month's rent. Your submittal of your application signifies that you have read, acknowledged, and agreed to these terms.

Meichelle A. Ferguson
Real Estate Broker & Notary of the Public
www.HiltonRealtyHomes.com
Meichelle@HiltonRealtyHomes.com
(617) 905-9527 please text if any questions

Rental Application

(Subject to Owners Approval)

DATE _____ NUMBER _____

NAME OF APPLICANT		PHONE (Indicate home, work or cell)	EMAIL ADDRESS	INITIAL (if over 18 years of age)
PRESENT ADDRESS		DATES OF CURRENT OCCUPANCY: FROM		TO
CITY	STATE	ZIP CODE	AUTOMOBILE: MAKE/YEAR/REG. STATE & NO.	
PRESENT LANDLORD		COMPLETE ADDRESS		PHONE NUMBER
FORMER LANDLORD		OCCUPANCY	COMPLETE ADDRESS	PHONE NUMBER
CURRENT EMPLOYER		COMPLETE ADDRESS		PHONE NUMBER
OCCUPATION/SOURCE OF INCOME	TYPE OF BUSINESS		SALARY	LENGTH OF EMPLOYMENT
FORMER EMPLOYER		LENGTH OF EMPLOYMENT	COMPLETE ADDRESS	PHONE NUMBER
PERSONAL REFERENCE (NAME)		COMPLETE ADDRESS		PHONE NUMBER
IN CASE OF EMERGENCY NOTIFY (NAME)		COMPLETE ADDRESS		PHONE NUMBER
CREDIT REFERENCE		COMPLETE ADDRESS		PHONE NUMBER
BANK-CHECKING ACCOUNT		BRANCH ADDRESS		ACCOUNT NUMBER
BANK-SAVINGS ACCOUNT		BRANCH ADDRESS		ACCOUNT NUMBER

NAME OF ALL CO-TENANTS (EACH ADULT MUST FILE A SEPARATE APPLICATION)

APARTMENT NO./TYPE	TOTAL NO. OF OCCUPANTS	NO. OF ADULTS	NO. OF PETS
ADDRESS			
NAMES & AGES OF MINOR CHILDREN			
CITY	OCCUPANCY DATE	RENT BEGINS	
TERM OF LEASE (MONTHS)	FROM (DATE)	TO (DATE)	

Base rent per month \$ _____
 (Subject to escalation as set forth in lease)
 Other Monthly Charges _____
 (e.g. parking, etc.) _____

Key/Lock _____
 Last Month's Rent _____
 Security Deposit _____
 Deposit on Account _____
 Balance Due _____
 Upon Acceptance _____

ARE YOU A CONVICTED FELON? (Y/N) _____ If "Yes" Please submit detail of conviction(s).

Base rent and other monthly charges are due and payable on the first day of each month in advance.

Subject 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, gender identity, genetic information 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.

THIS APPLICATION MUST BE ACTED UPON BY THE OWNER ON OR BEFORE _____

The Renting Agent is an independent contractor and has no authority to make any representation concerning the premises; the Renting Agent is only authorized to show the apartment for rent and to assist in the screening of Rental Applicants.

Renting Agent _____ Applicant Signature _____



RENTAL BROKERAGE FEE DISCLOSURE
(Required only where fee is being charged)

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: one month's rent

The fee 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.

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

Date:

Handwritten signature of Michelle A Ferguson

Signature of Broker or Salesperson
Michelle A Ferguson

009522614
License Number

Signature of Prospective Tenant

Name:
(Please Print Full Name)

Signature of Prospective Tenant

Name:
(Please Print Full Name)

(To be checked by broker of salesperson if applicable). The prospective tenant(s) named above refused to sign this form



Tenant Certification Form

Required Federal Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention. The **Massachusetts Tenant Lead Law Notification and Certification Form** is for compliance with state and federal lead notification requirements.

Owner's Disclosure

- (a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):
- (i) Known lead-based paint and/or lead-based paint hazards are present in the housing (explain). _____
 - (ii) Owner/Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- (b) Records and reports available to the owner/lessor (Check (i) or (ii) below):
- (i) Owner/ Lessor has provided the tenant with all available records and reports pertaining to lead -based paint and/or lead-based paint hazards in the housing (check documents below).
 Lead Inspection Report; Risk Assessment Report; Letter of Interim Control; Letter of Compliance
 - (ii) Owner/Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant's Acknowledgment (initial)

- (c) _____ Tenant has received copies of all documents circled above.
- (d) _____ Tenant has received no documents listed above.
- (e) _____ Tenant has received the Massachusetts Tenant Lead Law Notification.

Agent's Acknowledgment (initial)

- (f) _____ Agent has informed the owner/lessor of the owner's/lessor's obligations under federal and state law for lead-based paint disclosure and notification and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Owner/Lessor	Date	Owner/Lessor	Date
Tenant	Date	Tenant	Date
Agent	Date	Agent	Date

Owner/Managing Agent Information for Tenant (Please Print):

Name	Street	Apt.
City/Town	Zip	Telephone

I (owner/managing agent) certify that I provided the Tenant Lead Law Notification/ Tenant Certification Form and any existing Lead Law documents to the tenant, but the tenant refused to sign this certification.

The tenant gave the following reason: _____
 The Massachusetts Lead Law prohibits rental discrimination, including refusing to rent to families with children or evicting families with children because of lead paint.

Contact the Childhood Lead Poisoning Prevention Program for information on the availability of this form in other languages.

Tenant and owner must each keep a completed and signed copy of this form.



Email Complete Form to:
Meichelle@HiltonRealtyHomes.com

Verification of Employment

Applicants Name: _____

Address: _____

Signature

STOP THIS SECTION TO BE FILED OUT BY EMPLOYER

Dear Employer,
The above-listed party has authorized us to obtain the below-listed information. Please complete the following questions and return it to me via email.

Name of Employer: _____

Address: _____

Telephone: _____

Employment Position of Applicant _____

Dates of Employment From _____ to _____

Annual Income/Salary _____

Amount of hours worked per week for this employee _____

Additional Comments: _____

Do you foresee any termination of employment in the near future? _____

Name

Signature