

APPLICATION GUIDELINES

Please read all instructions carefully and thoroughly. Incomplete applications will NOT be processed. Applicant must complete and sign the attached application. All sections are to be completed. If a question does not apply, please specify N/A (not applicable).

1. Applicant must provide his/current address or place of residence. No Rural Routes or P.O. Boxes; street address is required.
2. Applicant must provide name, address and telephone number with area code of current and previous Landlord(s). All information will be verified, including payment history, dates of tenancy, and the amount of monthly rent.
3. Applicant may provide a Social Security Number. This is necessary in order for The Hamilton Company to examine and review Applicant's credit history. If applicant does not have a Social Security Number, (s)he must produce one of the following:
 - A valid I-20 for International students in US for purposes of studying in US.
 - A valid Work Visa for those authorized for residence in US for work purposes.
 - A valid International Tax Identification Number (ITIN #)
4. Applicant must provide name, address, and telephone number with area code of current employer. An employer verification must be submitted by the applicant with the attached application. It must be in writing by current employer on company letterhead, and include, occupation, date of hire, and weekly gross income. If the applicant cannot provide a written employer verification letter, the applicant must submit two consecutive current pay stubs with attached application.

If applicant is self-employed, (s)he may provide one of the following:

 - a signed copy of the previous year's Income Tax return;
 - three consecutive pay stubs;
 - a copy of previous year's W-2 showing annual gross salary.

If applicant is collecting alimony or child support payments (s)he may provide a copy of the order stating amount and terms of payments.
5. If applicant is a student, (s)he must provide a school ID number and the name and address of school in which the student is currently enrolled, the Program of study and the anticipated date of graduation. All information will be verified with the school enrollment office. ***If not currently enrolled, applicant must submit an acceptance letter for the coming semester.***
6. Applicant must provide the address and the apartment number for which (s)he is applying. The size, total number of occupants, the monthly rent, and the anticipated date of Move-in and length of tenancy are required. The names of any other co-applicants must be provided. All information will be verified.
7. Applicant must provide names of an Emergency contact. Please provide first and last name, street address, and telephone number with area code.
8. Applicant must complete the RIDER section of the application by providing the names of all children who will be occupying the unit. Occupants over the age of 18 years MUST complete and submit a separate application. If the number of occupants changes during a tenancy, The Hamilton Company must be notified. No one other than those individuals named on the Rider is allowed to occupy the apartment under any circumstances.

The Hamilton Company utilizes the services of the Credit Bureau. Credit history will be reviewed prior to the acceptance of a tenancy, and payment history may be reported to this bureau.



Enter Address and
Phone # of Site

LEASE APPLICATION

THE RENTING AGENT IS AN INDEPENDENT CONTRACTOR AND HAS NO AUTHORITY TOMAKE ANY REPRESENTATIONS CONCERNING THE PREMISES OR THE LANDLORD; THE RENTING AGENT IS ONLY AUTHORIZED TO SHOW THE APARTMENT FOR RENT.

GENERAL INFORMATION					
NAME OF APPLICANT			HOME PHONE NO.		
DATE OF BIRTH		SOCIAL SECURITY NUMBER		INDIVIDUAL TAXPAYER IDENTIFICATION NO. ITIN#	
EMAIL ADDRESS * <small>Providing us with your email will help us to better serve any future maintenance requests you may have and allow us to notify you of any specials.</small>			IF RENTING, IS LEASE IN YOUR NAME?		
PRESENT ADDRESS			LANDLORD'S NAME PHONE NO.		DATES OF CURRENT OCCUPANCY FROM TO MONTHLY RENT
PREVIOUS ADDRESS			PREVIOUS LANDLORD PHONE NO.		DATES OF PREVIOUS OCCUPANCY FROM TO MONTHLY RENT
HOW DID YOU HEAR ABOUT US?					
EMPLOYMENT					
OCCUPATION		COMPANY		PHONE NO. AND CONTACT NAME	
HIRE DATE	WEEKLY GROSS SALARY	EMPLOYMENT (OTHER)		PHONE NO. AND CONTACT NAME	
SCHOOL INFORMATION (student applicants only)					
COLLEGE/UNIVERSITY		SCHOOL ID #		SCHOOL ADDRESS REGISTRAR'S OFFICE PHONE NO.	
PROGRAM YEAR OF GRAD		ARE YOU ENROLLED FULL OR PART TIME?		B.U. STUDENTS ONLY- PLEASE ENCLOSE A COPY OF YOUR CURRENT COURSE SCHEDULE	
CONTACT INFORMATION					
IN CASE OF EMERGENCY (CONTACT NAME)			COMPLETE ADDRESS		PHONE NO.
APARTMENT INFORMATION					
NAMES OF ALL CO-TENANTS (EACH ADULT MUST FILE A SEPARATE APPLICATION)					
APARTMENT ADDRESS AND UNIT #			# OF BEDROOMS		TOTAL NUMBER OF OCCUPANTS
OCCUPANCY DATES FROM TO		TERMS OF LEASE (MONTHS)		RENT COMMENCEMENT DATE	
COMMENTS (FOR OFFICE USE ONLY)			PAYMENTS		AMOUNT DUE
			BASE RENT PER MONTH		\$
			LAST MONTH'S RENT		\$
			SECURITY DEPOSIT		\$
			DEPOSIT RECEIVED		\$
			BALANCE DUE		\$
This is an application form. The applicant understands that all information will be verified and credit bureau reports completed, of which the contents will be shared with the Landlord. Until the Landlord has approved the application, no tenancy has been created and you have no rights to this apartment. The rental agent has no power to make any representations as to whether or not this application has been accepted or denied by the Landlord. If denied, applicant's sole remedy shall be the return of any deposit made hereunder. Any person signing on behalf of an applicant warrants and represents that said person has the authority to sign on behalf of such applicant. Any deposit hereunder shall be deemed made by such applicant regardless of whether the applicant personally signs or through a representative and such representative by signing in such capacity waives all rights to such deposit. The undersigned warrants and represents that all statements contained in this application are true, and recognized that the Landlord will execute a Lease in reliance upon the truthfulness thereof. Applicant agrees to execute a Standard Apartment Lease, as from time to time revised, and on the terms and conditions contained herein. Any deposit made by applicant, up to one month's rent, may be retained by Landlord as liquidated damages for failure of applicant to execute such Lease, make any payment hereunder, or if such Lease is terminated prior to occupancy for the untruth of any statement contained herein.					

Rental Agent's Signature: _____ **Office:** _____ **Date:** _____

Applicant's Signature: _____ **Date:** _____

Verification Request

APPLICANT AUTHORIZATION TO RELEASE INFORMATION

I (PLEASE PRINT NAME) _____ hereby authorize all third parties indicated on my application to furnish the information requested below to The Hamilton Company. I release all third parties, their officers, agents, and employees from any and all liability associated with such disclosure of the requested information.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

_____ has applied for an apartment with our company and has listed you as a reference. Please fill in the information requested below that applies to you and return to the attention of _____ via fax at (617) 783-0568. If you have any questions, please contact me at (617) 783-0039. Thank you for your assistance!

Employment Verification

Position: _____

Is the employee full/part time, temporary/permanent: _____

Length of employment: _____

Weekly Gross Salary: _____

Your name and title: _____

Student Verification

Date of Graduation: _____

Graduate or Undergraduate: _____

Program enrolled in: _____

Your name and position: _____

Present Landlord Reference

Tenant's address: _____

Dates of occupancy: _____

Amount of rent: _____ Was it paid on time: _____

Would you re-rent to this tenant: _____

Any problems: _____

Your name and position: _____

Previous Landlord Reference

Tenant's address: _____

Dates of occupancy: _____

Amount of rent: _____ Was it paid on time: _____

Would you re-rent to this tenant: _____

Any problems: _____

Your name and position: _____

Prepared By: _____ Agency: _____