

## APPLICATION CHECK LIST

The information and materials detailed in the checklist below are necessary for the processing and approval of an application. Applications are not considered complete until all applicable information has been received by The Hamilton Company.

**THE HAMILTON COMPANY WILL NOT REVIEW OR PROCESS AN INCOMPLETE APPLICATION. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE RENTAL AGENT OR APPLICANT. THE SUBMISSION OF AN INCOMPLETE APPLICATION BY A RENTAL AGENT OR APPLICANT DOES NOT CONSTITUTE ANY FORM OF OPTION, RESERVATION, HOLD, OR RIGHT TO THE UNIT BEING APPLIED FOR.**

This check list must be completed and submitted with all applications. The rental agent or applicant submitting this application must check each line item that applies and all material checked below must be included in or attached to the application at the time of submission. This checklist must be signed.

The following items must be completed and/or attached to this application:

(Complete) (Check all line items that apply)

- Application:**
  - o All fields completed or answered 'N/A' except for section labeled "For Office Use Only"
  - o Signed by Applicant and Agent
- Application Rider:**
  - o Correct unit address
  - o Applicant initialed Paragraph 5 [LEAD PAINT DISCLOSURE]
  - o Completed Paragraph 6 [OCCUPANTS]
  - o Signed and dated by Applicant
- Verification Request:**
  - o Applicant name and signature
  - o Completed Employment Verification, Student Verification, Present Landlord Reference, and Previous Landlord Reference sections (if not applicable, state 'N/A')
  - o Agent's signature
- Employment Verification, if applicable:**
  - o Two (2) consecutive recent pay stubs; or
  - o Letter from Applicant's employer on company letterhead stating dates of employment and salary; or
  - o Current year tax return; or
  - o Proof of liquid assets of at least \$25,000 [for retired and/or independently wealthy applicants only]
- Student Verification, full-time students only:**
  - o Current course schedule; or
  - o Verification from applicant's school providing information on full-time status and anticipated date of graduation; or
  - o Valid I-20 (international students only). I-20 must be valid for the entire proposed term of the lease
- Identification:**
  - o Legible government-issued photo ID; or
  - o Valid passport and/or visa
- Guarantor application (if applicable)**
- Application Fee: \$30 per applicant**

I, the rental agent / applicant [select one], certify that the information, documents, and materials checked above are attached hereto and have been provided herewith at the time of submission of this application package to The Hamilton Company. I understand that only a complete application will be considered for review and approval and that an incomplete application may be returned to me for further processing and will not constitute any form of option, reservation, hold, or right to the unit being applied for.

\_\_\_\_\_  
(rental agent or applicant signature)

\_\_\_\_\_  
Date

**HAMILTON OFFICE USE ONLY:**

Application Reviewed by: \_\_\_\_\_

\_\_\_\_\_  
Date

Application Complete? Y / N [Circle missing items above]

Application returned to rental agent / applicant [select one] on \_\_\_\_\_

\_\_\_\_\_  
Date



## LEASE APPLICATION

39 Brighton Avenue  
 Allston, MA 02134  
 P- 617-783-0039  
 F- 617-783-0568

GENERAL INFORMATION					
NAME OF APPLICANT			HOME PHONE NO.		
DATE OF BIRTH		SOCIAL SECURITY NUMBER		INDIVIDUAL TAXPAYER IDENTIFICATION NO. ITIN#	
EMAIL			IF RENTING, IS LEASE IN YOUR NAME?		
PRESENT ADDRESS			LANDLORD'S NAME		DATES OF CURRENT OCCUPANCY FROM TO
			PHONE NO.		MONTHLY RENT
PREVIOUS ADDRESS			PREVIOUS LANDLORD		DATES OF PREVIOUS OCCUPANCY FROM TO
			PHONE NO.		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>B.U. STUDENTS ONLY - PLEASE ENCLOSE A COPY OF YOUR CURRENT COURSE SCHEDULE</b>	
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	DATE DUE
		BASE RENT PER MONTH		\$	
		LAST MONTH'S RENT		\$	
		SECURITY DEPOSIT		\$	
		DEPOSIT RECEIVED		\$	
		BALANCE DUE		\$	
<p>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.</p>					

**Rental Agent's Signature:** \_\_\_\_\_ **Office:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Balance must be paid by certified check or money order if received less than thirty (30) days prior to move-in date.  
 You may be charged a non-refundable credit processing fee per person.**

# APPLICATION RIDER

Unit Address: \_\_\_\_\_ Date: \_\_\_\_\_

**1. PARKING** - If parking is included, it is understood that it is for one car only. BEFORE PARKING IN ANY LOT, IT WILL BE NECESSARY TO OBTAIN AN AUTHORIZED PARKING STICKER FROM THE HAMILTON COMPANY. ANY CAR PARKING IN ANY LOT WITHOUT AN AUTHORIZED STICKER WILL BE TOWED. IT IS UNDERSTOOD THAT EVEN IF PARKING IS INCLUDED IN THE RENT, A STICKER MUST BE OBTAINED BEFORE YOU CAN PARK IN THE LOT.

**2. KEYS** - To help us guarantee security in your apartment and for your own protection, under no circumstances will we issue a key to any unauthorized person whose name is not on the lease. This will include all relatives, friends, etc.

**3. SATELLITE DISHES** – NO SATELLITE DISH INSTALLATION IS PERMITTED WITHOUT FIRST OBTAINING THE HAMILTON COMPANY APPROVAL AND COMPLETING THE NECESSARY PAPERWORK. Please contact The Hamilton Company at (617) 783-0039 in order to obtain the appropriate paperwork that is required *prior* to installation. Any satellite dish installed prior to obtaining written Landlord consent is subject to immediate removal by the Landlord and you will be held responsible for any damages to the premises and/or the building as a result of installation.

**4. DISCLOSURE**- In the event any law enforcement agency requests tenant information, the Landlord will release all documentation pertaining to the tenancy.

**5. LEAD PAINT DISCLOSURE**-I/We the undersigned, hereby acknowledge that the landlord, his agent(s), servant(s), broker(s), and/ or employee(s) have informed me/us that due to the age of the building, the apartment (together with the common interior and / or exterior areas), for which I/ we are making an application of tenancy, **MAY CONTAIN LEAD OR LEAD PAINT**. As such and in order to protect the health of young children who maybe affected by lead paint, Landlord requires that the following be completed by the applicant by checking the applicable provisions and signing this form.

**I/We DO NOT** intend, at this time, to occupy the premises together with any child seven (7) years of age or younger. If during the time of my/our tenancy I/we do intend to occupy the premises with any child **seven (7) years** of age or younger, I/we will notify the Landlord in writing prior to the commencement of the child's occupancy. If deleading is necessary, the Landlord will perform the deleading according to law prior to child's occupancy. Notices to Landlord should be made in writing to its managing agent. The Hamilton Company, 39 Brighton Avenue, Allston, MA 02134.

**I/We DO** have a child **seven (7) years** of age or younger with whom I/we plan to occupy the premises at some time or at all times during my tenancy and/ or occupancy. I/we acknowledge that commencement of my/our tenancy will be delayed for such reasonable time as it will require to delead the premises.

**6. OCCUPANTS** (minors only)- The following is a list of people under the age of 18, who intend to occupy the Premises:

_____ Minor's Name	_____ Age	_____ Minor's Name	_____ Age
_____ Minor's Name	_____ Age	_____ Minor's Name	_____ Age

**I/we have read, acknowledge and understand the above.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
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: \_\_\_\_\_

### RENTAL AGENT 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: \_\_\_\_\_  
(RENTAL AGENT)