

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
 - 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') **FOR AGENT ONLY**
 - o Agent's signature
 - Employment Verification, if applicable:**
 - o Two (2) consecutive recent pay stubs;(dated within last six weeks) or
 - o Current employees with direct deposit that don't receive paystubs need to provide a current Bank Statement that shows two (2) consecutive deposits.
 - o Current year tax return; or
 - o Proof of liquid assets of at least \$100,000 [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; and
 - 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 for Recent Graduates, Graduate Students and Atrium Student Applicants)**

- Application Fee: \$30 per applicant**
- FREE RENT OFFERED** **Circle one** **YES** **NO**
- FREE RENT AMOUNT** **\$** **#Of Months**
- TRANSFER:** **Circle One** **YES** **NO**

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



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 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 | MONTHLY GROSS SALARY | OTHER INCOME | PHONE NO. AND CONTACT NAME |
| SCHOOL INFORMATION (student applicants only) | | | |
| COLLEGE/UNIVERSITY | | SCHOOL ID # | SCHOOL ADDRESS |
| PROGRAM | YEAR OF GRAD | ARE YOU ENROLLED FULL OR PART TIME? | REGISTRAR'S OFFICE PHONE NO. |
| CONTACT INFORMATION | | | |
| IN CASE OF EMERGENCY (CONTACT NAME) | | COMPLETE ADDRESS | PHONE NO. |
| APARTMENT INFORMATION | | | |
| NAMES OF ALL CHILDREN UNDER THE AGE OF 18 (Occupying the Premises) | | | ARE ANY CHILDREN UNDER THE AGE OF 7 YEARS (CIRCLE) YES or NO |
| 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> | | | |

Balance must be paid by certified check or money order if received less than thirty (30) days prior to move-in date.

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: _____

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)