



LEASE APPLICATION CRITERIA

All applicants for residency will be processed through a credit-reporting agency. All responsible parties 18 years of age or older must complete and sign an application.

In review of the application, the following areas will be taken into consideration. If applicant requires a co-signer, then the following areas will also be taken into consideration for the co-signer in addition to the applicant.

1. **CREDIT**

All credit status will be checked through the appropriate Credit Bureau. The credit history must be free of any outstanding debt to previous landlords, and creditors. Debt to income will be reviewed.

2. **EMPLOYMENT INCOME**

Applicant's employment will be verified, including salary amount. Current salary must meet guidelines for rental payment which is three (3) times the amount of rent per month. **Please have your employer fax a letter on company letterhead indicating salary to (617)232-2336.**

3. **RESIDENT/RENTAL HISTORY**

Resident/rental history is required. All appropriate phone numbers and addresses, where this information may be verified, must appear on the occupancy application. All rental history must be free of rental housing evictions, skips and delinquencies.

4. **PROOF OF US CITIZENSHIP OR IMMIGRATION STATUS**

Must be able to provide US Citizenship or documentation from U.S. Immigration to verify legal entry and residency in the United States for the length of the lease term. Documents evidencing citizenship or legal residency include the following:

- Social Security Card (different from a 9-digit tax ID number)
- US Passport
- Certificate of US citizenship (Form N-560 or N-561)
- Certificate of Naturalization
- Permanent Resident Card
- Unexpired Temporary Resident Card (Form I-688)
- Unexpired Employment Authorization Card (Form I-688A)

5. **GRADUATE STUDENTS**

Graduate students need to obtain a co-signer, unless the resident is also employed and meets the rental income requirement which is three (3) times the amount of rent per month. Active status must also be confirmed with the college (letterhead from college)

No undergraduate students are allowed.

6. **INVESTMENT INCOME**

In the event a resident does not qualify on the basis of employment income, or is retired, they may use investment accounts as additional income to meet the 3 times rent requirement. In this case, they will need to provide documentation on the account showing balance, etc. on letterhead or statements.

7. **TAX RETURNS**

In certain circumstances, a resident may need to provide previous year's tax returns. This is a mandatory requirement if you are a sole proprietor.

This community is committed to **DRUG-FREE HOUSING**. The lease agreement prohibits criminal activity, including drug related criminal activity on or near the premises.

PLEASE TAKE YOUR TIME AND FILL OUT YOUR APPLICATION THOROUGHLY AND SIGN TO INSURE TIMELY PROCESSING. PROCESSING CANNOT BEGIN UNTIL A COMPLETED APPLICATION IS RECEIVED.

GROUNDS FOR DENIAL

Applicants will be denied if they do not meet the community owner's screening criteria. Applicants may be denied for any, or a combination of any, of the following reasons:

1. Misdemeanor or felony criminal background including, but not limited to, crimes against persons or property, theft/burglary, prostitution, history of violence, illegal controlled substances, harboring a fugitive, and/or alcohol abuse.
2. Unable to provide documentation from U.S. Immigration to verify entry in the United States and legal residency in the United States for the length of the lease term.
3. History of allowing unauthorized occupant(s) to reside in your apartment home as evidenced by previous landlord's verification(s);
4. Lack of six (6) months of verifiable continual rental history;
5. Poor housekeeping as evidenced by previous landlord's verification(s);
6. History of drug or alcohol abuse as evidenced by previous landlord's verification(s) or record of arrest and/or conviction, and current rehabilitative services;
7. History of paying rent late or poor rental background as evidenced by previous landlord's verification(s) and/or credit report;
8. Check writing code must be acceptable;
9. Poor credit report;
10. Refusal to occupy proper unit size in accordance with property unit size standards;
11. History of property damage to a apartment/townhouse or common areas as evidenced by previous landlord's verification(s) and/or credit report;
12. History of lease violations as evidenced by previous landlord's verification(s);
13. History of violence and interference with management's duties and responsibilities as evidenced by previous landlord's verification(s), government or social agencies' verifications, police reports, and/or criminal background check;
or

14. Failure to move into the rent-ready apartment on the agreed date; this will cause the application to be denied and the apartment will be offered to the next qualified applicant on the waiting list;

Applicants will not be denied on the basis of race, color, religion, national origin, sex, handicap or familial status.

Applicant Signature **Date**

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