

**RENTAL APPLICATION**



PLEASE PRINT

**FOR OFFICE USE ONLY**

COMMUNITY	ADDRESS	MONTHLY RENT \$	OTHER CHARGES \$
TYPE OF APT.	FLOOR	TOTAL MONTHLY RENT \$	
RENTED BY	DATE RENTED		
OCCUPANCY DATE	NO. OF OCCUPANTS		
NOTES	TOTAL SECURITY DEPOSIT \$		

APPLICANT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE/ZIP \_\_\_\_\_ PHONE NO. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL / OTHER PHONE NO. \_\_\_\_\_

OWNER/MANAGEMENT CO. \_\_\_\_\_ PHONE NO. \_\_\_\_\_ MONTHLY RENT PAID \_\_\_\_\_

LENGTH OF RESIDENCY \_\_\_\_\_ OWN HOME? YES  NO

(IF LESS THAN 2 YEARS AT CURRENT)  
PREVIOUS ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE/ZIP \_\_\_\_\_ MONTHLY RENT PAID \_\_\_\_\_

OWNER/MANAGEMENT CO. \_\_\_\_\_ PHONE NO. \_\_\_\_\_ DATES OF RESIDENCY \_\_\_\_\_

FULL NAME OF OTHER OCCUPANTS  
 1. \_\_\_\_\_ SS# \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
 2. \_\_\_\_\_ SS# \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
 3. \_\_\_\_\_ SS# \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PRESENT EMPLOYER \_\_\_\_\_ BUSINESS PHONE NO. \_\_\_\_\_ BUSINESS FAX NO. \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ POSITION HELD \_\_\_\_\_ APPROX. INCOME  
\$ \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_

PREVIOUS OR OTHER EMPLOYER \_\_\_\_\_ BUSINESS PHONE NO. \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ POSITION HELD \_\_\_\_\_ APPROX. INCOME  
\$ \_\_\_\_\_

OTHER INCOME  
\$ \_\_\_\_\_ PLEASE DESCRIBE \_\_\_\_\_

IN CASE OF EMERGENCY, CONTACT (Other than co-applicant) NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ PHONE NO. \_\_\_\_\_

DO YOU OWN A PET? YES  NO  IF YES, PLEASE DESCRIBE \_\_\_\_\_

DOES ANYONE IN YOUR HOUSEHOLD SMOKE? YES  NO  IS APPLICANT CURRENTLY IN ANY BRANCH OF THE MILITARY SERVICE? YES  NO

HOW DID YOU HEAR ABOUT US? NEWSPAPER  \* GUIDE BOOK  \* DRIVING BY  \* INTERNET  \_\_\_\_\_ \*  
 RESIDENT  NAME/ADDRESS \_\_\_\_\_ \*  OTHER \_\_\_\_\_

This is to inform you that as part of our procedure for processing your application, an investigative report may be made where by information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics, and mode of living, whichever may be applicable. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. By signing below, applicant authorizes a credit background check and criminal background check.

The undersigned agrees to execute upon presentation a Rental Agreement in the usual form and on the terms and conditions therein stated, which Agreement may be terminated by the Owner or Agent if any statement herein made is not true. The undersigned makes the foregoing representations knowing that the Owner or Agent will rely on the accuracy thereof in acting on this application.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS/AGENT \_\_\_\_\_





## **STATEMENT OF RENTAL POLICY**

1. **WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER.** We fully comply with the federal Fair Housing Act. We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also comply with all state and local fair housing laws.
2. **APARTMENT AVAILABILITY POLICY.** Apartments become available to pre-lease when management receives written notice from a resident. We update our list of available apartment homes as each apartment becomes available. An apartment that was unavailable in the morning may become available later that same day.
3. **OCCUPANCY GUIDELINES.** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in an apartment. In determining these restrictions, we adhere to all applicable fair-housing laws and local ordinances.
4. **APPLICATION PROCESS.** We evaluate every apartment home application in the same manner. All applicants age 18 years and older must submit an application and answer all questions on the form.
5. **RENTAL CRITERIA.** To qualify for an apartment home, you must meet the following criteria:

**INCOME:** Applicant's rental payment may not exceed 30% of monthly income. All applicants' income must be verifiable.  
Total monthly payments should not exceed 50%.

**CREDIT HISTORY:** Applicant(s) must have established good credit history.

**LANDLORD:** Applicant(s) must have good landlord references both past & present.

Date: \_\_\_\_\_

Lessee: \_\_\_\_\_

Lessee: \_\_\_\_\_





## Application & Move In Requirements

I understand and agree to the following:

- A. All applications must be submitted for approval. A credit check, landlord reference and income verification will be required.
- B. A photocopy of a driver's license or other government issued photograph i.d. is required to process an application.
- C. All Lessees must sign the lease, and all balances due must be paid in full to receive keys on move-in day. Balances include First Month's Rent, a Pro Rate (if Applicable), \$250 Key & Lock Fee, and Security Deposit.
- D. All move-in balances must be paid by certified funds, money order or cashier's check.
- E. Any change of move-in date or change of apartment must be approved by the property manager.

Date: \_\_\_\_\_

Lessee: \_\_\_\_\_

Lessee: \_\_\_\_\_





### Employment Verification

Below you will find a release signed by \_\_\_\_\_, allowing us access to any pertinent information that would be relative in considering them for our community.

I hereby authorize CPM & Regency Village to contact present and previous employers to verify the information I have provided on my Rental Application.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Please complete the following:

Name of Employer: \_\_\_\_\_

Position Currently Held: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Approximate Annual Income: \$ \_\_\_\_\_

Employment Outlook: \_\_\_\_\_

Signature of Verifier: \_\_\_\_\_

Title of Verifier: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you,  
Regency Village

**Please email to [RegencyVillage@CPMproperties.NET](mailto:RegencyVillage@CPMproperties.NET)**



## Landlord Verification

Below you will find a release signed by \_\_\_\_\_, allowing us access to any pertinent information that would be relative in considering him/her for our community.

I hereby authorize CPM & Regency Village to contact present and previous landlords to verify the information I have provided on my Rental Application.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Please complete the following information:

Current/Previous Address: \_\_\_\_\_

Length of time at above address? \_\_\_\_\_

Amount of Rent \$ \_\_\_\_\_

How many times has resident paid late? \_\_\_\_\_

How many NSF's? \_\_\_\_\_

Is account in arrears? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Did resident give proper notice? \_\_\_\_\_

Any outstanding concerns? If yes, please explain \_\_\_\_\_

\_\_\_\_\_

Would you re-rent? \_\_\_\_\_

Signature of Verifier: \_\_\_\_\_

Title of Verifier: \_\_\_\_\_ Date: \_\_\_\_\_

Thanks,  
Regency Village

PLEASE email to: [RegencyVillage@CPMproperties.NET](mailto:RegencyVillage@CPMproperties.NET)



*Regency  
Village*

**Advance Reservation Agreement**

I understand and agree that I can reserve an apartment at Regency Village under the following conditions:

- A. At the time I submit my application, I will deposit \$500 and this will reserve a specific apartment for me.
- B. This deposit is fully refundable if I notify Management in writing within seven (7) days of giving the deposit. It is fifty per cent (50%) refundable if I notify Management in writing between eight (8) and thirty (30) days of giving the deposit. After thirty (30) days it is non-refundable and Management shall be entitled to keep it as liquidated damages in payment for Management's time and effort in processing my inquiry and application, including making necessary investigation into the rental selection criteria and the time that the unit was reserved for me. I agree that this is a reasonable estimate of Management's damages as a result of my failure to fulfil my contractual obligation and is not to be construed as a penalty.
- C. If my application is approved and I execute a lease for the apartment, this deposit will be considered a portion of my first month's rent. If my application is not approved the deposit shall be refunded to me within five (5) business days of the date of rejection.
- D. I will sign the lease for the apartment on my move-in day and I will receive the keys for the apartment at that time.
- E. I understand that the estimated completion date of 2 Regency Village Way in Merrimac, MA is July 15, 2020. I understand that construction delays could change this date by up to sixty (60) days. I will be notified of such a change thirty (30) days prior to my anticipated move-in date. Such a change will not change my apartment reservation.

Date: \_\_\_\_\_

Apartment Number: \_\_\_\_\_

Lessee: \_\_\_\_\_

Lessee: \_\_\_\_\_