



50 Franklin Street
Worcester, MA 01608
P- (508) 753-1612. F- (508)753-1620
www.bancroftcommons.com

FOR OFFICE USE ONLY
Date _____
Property _____
Apt. # _____
Rent _____

Application Date _____	Desired Occupancy Date _____	Apartment Size Needed _____
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Applicants Full Name _____ Date of Birth _____
Social Security # _____ Drivers License #/State _____
Phone Number _____ Email address _____
Apartment to be occupied by: # of Adults _____ # of Children _____
Names of Co-Occupants (all occupants over 18 years of age) _____
How did you hear about our property? _____
Have you lived in a Mayo Community Before? ___ Yes ___ No If yes, when? _____
Do you have a pet? _____ If so, is it a dog or cat? _____ If dog, what is the weight? _____

Present Address _____
City, State and Zip _____ Dates From: _____ To: _____
Present Landlord _____ Telephone _____
Monthly Rent \$ _____ Reason for Moving _____

Previous Address _____
City, State and Zip _____ Dates From: _____ To: _____
Previous Landlord _____ Telephone _____
Monthly Rent \$ _____ Reason for Moving _____

Your Status ___ Employed Full Time ___ Employed Part Time ___ Student ___ Retired ___ Not Employed
Present Employer _____ Dates From: _____ To: _____
Employer's Address _____ Telephone _____
Supervisor _____ Position _____ Gross Monthly Salary _____

Previous Employer _____ Dates From: _____ To: _____
Employer's Address _____ Telephone _____
Supervisor _____ Position _____ Gross Monthly Salary _____

If there are other sources of income you would like us to consider, please list income, source and person (Banker, Employer, etc.) who we could contact for information. You do NOT have to reveal alimony or child support unless you would like us to consider it for this application.
Amount \$ _____ Per _____ Source _____ Telephone _____

Have you ever: Been sued for non payment of rent? Yes No Been convicted of a felony Yes No
Been evicted to asked to move out? Yes No Broken a rental agreement or lease? Yes No
Been sued for damage to rental property Yes No Declared Bankruptcy Yes No
Do you owe rent to any previous landlord? Yes* No *If yes, to whom? _____ Amount _____

APPLICATION POLICY

- Application Fee: A non-refundable money order in the amount of \$35.00 for the verification of information for each applicant.
- Employment: Applicant must be able to provide documented verification of current employment and income, and must provide a minimum of two (2) pay stubs. Previous employment will be considered. An offer letter is sufficient in the event the applicant is starting a new position.
- Income Requirements: Two (2) and a half time the current market rent. Section 8 applicants will be reviewed according to law. Reasonable utilities and credit/debt obligations will be considered for all applicants.
- Credit Check: An investigative consumer report (credit check) will be obtained and used, in part, in the consideration of each applicant. Applicants must meet the minimum score as required by the community.
- Residence: Present and previous landlord must be verifiable. Sufficient notice must be given, with all obligations fulfilled in accordance with agreement. Homeowners must be able to provide a mortgage payment history. Applicants without previous rental or mortgage history or residences that can not be verified will be required to pay the last month's rent prior to move-in. Record of any legal proceeding/eviction filed by a previous landlord will result in your application being rejected as well as the loss of any deposits left.
- Public Records: A public records search will be conducted in order to determine whether any applicant has been convicted of a felony offense. Applicants with a felony conviction such as, but not limited to; sexual assault, murder, child molestation, robbery, kidnapping, assault, arson or possession of a controlled substance will be declined approval for occupancy.
- Maximum occupancy is two residents per studio, two residents per one bedroom, two residents of non-familial status per two bedroom or four residents.

APPLICATION AGREEMENT

APPLICATION FEE (NOT REFUNDABLE). Application has delivered to owner's agent an application fee in the amount of \$35.00 which partially defrays the cost of administrative paperwork and it is not refundable.

APPLICATION DEPOSIT (MAY OR MAY NOT BE REFUNDABLE). In addition to the above application fee, applicant has delivered to owner's agent and application deposit in the amount indicated below. The application deposit in the amount indicated below. The application deposit is not a security deposit at this time. Your application deposit will be credited to the required security deposit upon approval of your application. If you or any co-applicant withdraws this application for any reason after the allotted amount of time of twenty four (24) hours, or if you fail to sign a lease in form presented to you within seventy two (72) hours after your application has been approved, or the application is denied due to falsified information given, the application deposit of all applicants will be retained by owner as liquidated damages and the parties will have no further obligations to each other. If your application is disapproved, the application deposit (but not the application fee) will be returned to you.

Receipt **APPLICATION FEE (NOT REFUNDABLE) \$** 35

APPLICATION DEPOSIT (MAY OR MAY NOT BE REFUNDABLE) \$ 500

I AUTHORIZE YOU TO CONTACT PRESENT AND PREVIOUS LANDLORD(S), EMPLOYER(S), CREDIT AND PERSONAL REFEREENCES THAT I HAVE GIVEN IN THIS APPLICATION. I ALSO AUTHORIZE MANAGEMENT TO OBTAIN MY OBTAIN MY CONSUMER CREDIT REPORT.

The Above information, to the best of my knowledge, is true and correct.
Landlord will not be held responsible for any construction delays

Signature of Applicant _____ Date _____

Agent for Owner's Signature _____ Date _____



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Prospect Qualifying Criteria

The Company and this community comply with all federal, state and local regulations regarding fair housing for all applicants and residents. We do not discriminate against any person because of race, color, religion, sex, national origin, familial status or disability. An independent screening company will conduct a credit and criminal background check.

- AGE REQUIREMENTS:** Lease Holders must be at least eighteen (18) years of age. All Lease Holders and Occupants age eighteen (18) years or older are required to submit an application for approval.
- OCCUPANCY STANDARD:** Two persons maximum per bedroom. Any apartment that has an additional study or den without a door does not provide for additional occupants.
- INCOME / EMPLOYMENT:** We require monthly gross income to be at least two-and-one-half times the monthly rental rate. If income from employment is the primary source of income, stable employment of one (1) year at the present or most previous must be verified. We request income to be verified through two consecutive paycheck stubs or an offer letter on company letterhead. If self employed, must present income tax return from the previous year *and* bank statements from the previous two (2) months. If monthly income is less than two-and-a-half times the monthly leasing rate, applicants must provide proof of funds that will equal one years rent (i.e. a Financial Statement). **Income other than wages from employment such as allowances from parents, study or housing subsidies, commissions, tips, etc. may require notarized verification.** Alimony and/or child support payments will be considered when directed by court order. Students who recently graduated from high school or a training institute can substitute schoolwork for employment history. Proof of school attendance is required. If income qualifications cannot be met, a qualified guarantor is acceptable (see below).
Roommates – All applicants will be combined to equal minimum of two and one half (2 ½) times the apartment’s rental rent. Each roommate will be responsible for the entire rental payment and each must execute the lease agreement.
- RENTAL HISTORY:** Verifiable rental history for a period of at two (2) years, in which all lease terms are satisfactory fulfilled. Such as; rental payments, lease terms, rules and regulations If a home was owned, applicant must furnish all mortgage information.
- CREDIT HISTORY:** An applicants’ credit history is evaluated by First Advantage Safe Rent and the Scorex program. A minimum score (joint score in the case of roommates) as established by the community will be required to qualify.

Scores within a certain range will be accepted with conditions. The score as provided by First Advantage Safe Rent is a final score and is non-negotiable. If an applicants' score falls beneath the benchmark set by the community, the application will be denied.

CRIMINAL CHECK:

A criminal history will be checked for local and/or other counties based on current/previous address, if available. No one with a felony conviction or deferred adjudication of a felony will be accepted. Misdemeanor convictions or deferred adjudication of a misdemeanor against persons or property, including prostitution and/or drugs, within this same period will not be accepted. Any person convicted for crimes of a sexual nature, designated as a sexual predator/offender, or under consideration by any court for being declared a sexual predator/offender will not be accepted. Our decisions are based on the information provided by the County Courthouse at the time of application. We are not responsible for inaccurate information obtained.

IDENTITY VERIFICATION:

Identity must be verified by providing an original social security card or government issued identification. For non-U.S. citizens, we accept the Matricula Consular-ID Card and the following INS forms: Form I-551 – Permanent Resident Card, Form I-688 – Temporary Resident Card or I-688A – Employment Authorization Card or any INS replacement of these three. It is also required that INS Form I-94 – Arrival / Departure Record be accompanied by a passport and visa from the applicant's home country. Copies will be retained in the prospect or resident file. Non-U.S citizens must fill out a supplemental application for non-U.S. citizens.

GUARANTOR REQUIREMENTS:

A guarantor must complete an application and meet all rental criteria such as Income verification, Rental History, Credit History, Criminal Check and ID Verification.

APPLICATION FORM:

A full and accurate application is required of all prospective residents, adult occupants and guarantors. Falsification or omission of information will disqualify the applicant for residency.

APPLICATION FEE:

A non-refundable application fee payable by money order in the amount of \$35 will be submitted by each individual

I have read the attached Qualifying Criteria and understand the terms related to the application I / we have submitted:

Applicant Signature _____

Date _____

Agent for Owner Signature _____

Date _____

REVISED October 10, 2007





From: _____

To: _____

Fax: _____

Request for
**EMPLOYMENT
 VERIFICATION**

- Mail
 Fax
 Phone

The person(s) named below has made application for apartment/housing rental with us. You were listed as being their current or past employer. The applicant by his/her signature below, has authorized you to release information about employment. Your comments or recommendation on this matter will be sincerely appreciated. Thank you.

RE: Applicant's Name (s) _____

Request Submitted by: _____

APPLICANT'S AUTHORIZATION OF THIS INQUIRY: I hereby consent to the release of my employment information _____ Date _____
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Is the applicant a current employee of your company? ___ Yes ___ No
 If no, have the worked for you in the past? ___ Yes ___ No

What is/was their period of employment? Start Date _____ End Date _____

How many hours per week does the applicant work? _____

Can you verify that this is/was the applicant's salary? _____ Yes ___ No

What is/was the applicant's job title? _____

Is the applicant full time, part time or temporary? _____



From: _____

To: _____

Fax: _____

Request for
**RESIDENCY
 VERIFICATION**

- Mail
 Fax
 Phone

The person(s) named below has made application for apartment/housing rental with us. You were listed as having rented to this applicant. The applicant by his/her signature below, has authorized you to release information about prior residency. Your comments or recommendation on this matter will be sincerely appreciated. Thank you.

RE: Resident's Name (s) _____

Occupancy Address: _____

Dates of Occupancy: _____ to _____

APPLICANT'S AUTHORIZATION OF THIS INQUIRY:
 I hereby consent to the release of my residency information

Date _____

Property Owner's or Management Agent's Comments

Date Moved In _____ Date Moved Out _____ Still Occupied _____

Monthly Rent \$ _____ Utilities Included? _____

Rent Generally Paid On Time _____ 4 or less late _____ Often Late _____

Housekeeping Habits Good _____ Average _____ Poor _____

Would you consider renting to this person again? Yes _____ No _____ Not Sure _____

Other Comments:

X _____
 Signature Title Date

