

**CORCORAN MANAGEMENT COMPANY**  
**100 GRANDVIEW ROAD - SUITE 205**  
**BRAINTREE, MA 02184**

Base Rent Per Month \_\_\_\_\_  
 Other Monthly Charges \_\_\_\_\_  
 Key/Lock \_\_\_\_\_  
 Last Month's Rent \_\_\_\_\_  
 Security Deposit \_\_\_\_\_  
 Total Deposit Received \_\_\_\_\_  
 Check # \_\_\_\_\_  
**Balance Due**  
**Upon Move in** \_\_\_\_\_

**Name of Property** \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ VOICE/TDD \_\_\_\_\_  
 No. Bedrooms \_\_\_\_\_  
 Apartment No. \_\_\_\_\_  
 Move in Date: \_\_\_\_\_  
 Today's Date \_\_\_\_\_

NAME First Mi Last Birthdate (\*) SS #

Present Address Home Phone

City State Zip How Long? Own \_\_\_\_\_ Rent \_\_\_\_\_

Landlord/Mortgagee's Name & Address Phone

Date of Current Occupancy From \_\_\_\_\_ to \_\_\_\_\_ Monthly Rent/Mortgage Payment \_\_\_\_\_

Previous Address City State Zip

Previous Landlord's Name & Address Phone

Co-Applicant Name Age Birthdate (\*) SS #

Present Address Home Phone

City State Zip How Long? Own \_\_\_\_\_ Rent \_\_\_\_\_

Person to Contact in Case of Emergency Phone

City State Zip

List below all other persons to occupy apartment: (Date of birth for minors only)

1. Name Relationship DOB	3. Name Relationship DOB
2. _____	4. _____

**EMPLOYMENT INFORMATION**

Present Employer (Applicant) Phone

Address City State Zip Annual Salary

Position Length of Employment

Co-Applicant's Present Employer Phone

Address City State Zip Annual Salary

Position Length of Employment

OTHER INCOME:	Applicant	Co-Applicant
Salary/Wages	_____	_____
Other Salary/Wages	_____	_____
Investment Income	_____	_____
Other Income	_____	_____
<b>TOTAL INCOME</b>	_____	_____

Applicant represents that the statements made on the attached rental application are true and correct. I hereby authorize Management to obtain consumer reports and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to credit history, housing court, social search, sex offender search, criminal background check, employment/income verification and prior residency verification. \*Applicant has provided birth date information solely for the purpose of obtaining a Scorex rating. Applicant acknowledges receipt of the qualifications standards for acceptance on the reverse side of the rental application. Applicant acknowledges that the application fee is non-refundable. If this application is accepted, I (we) agree to enter into a written lease for the above described apartment, in which case earnest money (exclusive of any application fee) will be applied to our account. **IF I (we) refuse to enter into a written lease upon being offered the above described apartment, Corcoran Management Company shall retain the earnest money as liquidated damages. Deposit is non-refundable after 48 hours.** We regret that Pets, Motorcycles, and Large Commercial Vehicles are not allowed on this property (this provision may apply at certain properties).

Signed by CMC Representative \_\_\_\_\_

Applicant Date

Applicant Date

CORCORAN MANAGEMENT COMPANY DOES NOT DISCRIMINATE IN ITS HOUSING PRACTICES. APPLICATIONS ARE AVAILABLE TO ELIGIBLE PERSONS WITHOUT REGARD TO RACE, COLOR, SEXUAL ORIENTATION, RELIGION, NATIONAL ORIGIN, SEX, VETERAN STATUS, AGE, MARITAL STATUS, RECEIPT OF PUBLIC/RENTAL ASSISTANCE, OR DISABILITY.



## QUALIFICATION STANDARDS

### Application

Each prospective resident must be of legal age to enter into a lease agreement. Applications are to be completed in full; applications containing untrue, incorrect or misleading information will be declined.

Note: the following will be required prior to approval by the Rental Manager or Property Manager.

1. The most recent pay stub or Leave and Earnings Statement, offer letter, or written verification.
2. A copy of applicant's drivers license, age of majority card or military I.D.

### Quick Move-Ins

If an applicant is to move in within 7 days, first month's rent, security deposit, or last month's rent and any other deposit except the application fee must be paid by certified check, bank check, money order, or credit card (if available).

### Occupancy Guidelines

Studio	Two occupants
One Bedroom	Two occupants
Two Bedroom	Four occupants
Three Bedroom	Six occupants
Four Bedroom	Eight occupants

### Roommates

Each resident and co-signor/guarantor is jointly and severally responsible for the entire rental payment and must sign the Lease Agreement. Management will not refund any part of a security deposit until the apartment is vacated by all leaseholders.

### Rental Score

Rental scoring systems assign points to certain factors identified as having a statistical correlation to future financial lease performance. Your rental score results from a mathematical analysis of information found in your credit report, application, and previous rental history. Such information may include your bill-paying history, the number and type of accounts you have, collection actions, outstanding debt, income and the number of inquiries in your consumer report. The final number, or rental score, represents an estimated level of risk as compared to the performance of other consumers in a range of scores.

**Approval Score \_\_\_\_\_ Approved with conditions \_\_\_\_\_**

### Employment History

If employed, the applicant must currently be in good standing. Self-employed applicants must provide the most current annual tax return (submission of W-2s only is not sufficient) and a notarized statement from your CPA or attorney indicating the amount of annual income you expect to receive. Retired and non-working applicants must provide documentation regarding source of income, e.g. social security, pension, savings. Copies of these documents will be maintained in the Lease file.

Third party documentation must be submitted to support the following and any other, sources of additional income you wish us to consider:

<i>Alimony</i>	<i>Dividends</i>	<i>Military Housing Allowance</i>
<i>Child Support</i>	<i>Interest</i>	<i>Retirement Income</i>

### Guarantors

Guarantors are not permitted if prohibited by federal state or local law.

Guarantors must meet all qualification standards listed. The documents must be notarized if not signed at the leasing office in the presence of a Corcoran Rental Office Employee.

Corcoran Management will make the final decision as to the approval or disapproval of your application. If you have any questions regarding credit information (furnished to us by the Credit Bureau, please call the Credit Bureau. We will, on request, provide you with the address and telephone number of the credit bureau.

# PET APPLICATION



## ABOUT MY HUMAN

Name(s) of Pet Owner	Apartment Number
Day Phone:	Cell Phone

## ALL ABOUT ME

Name(s)	Breed
License or ID #	Age
What you should know about me...	Weight

## PET EMERGENCY INFORMATION

Veterinarian
Name and Address
Phone
Pet's Emergency Caretaker
Phone

I have read and understand the house rules pertaining to pets and I and members of my household promise to fully comply.

Signature of Pet Owner:

Date

Signature of Manager Approval:

Date