



Prospective Tenant Application

subject to owner's approval

Personal Information:		DOB: _____	Date: _____
Name of Applicant	Email Address	Cell Phone #	
Current Address	(City, State, Zip)	Social Security # <i>(absolutely required)</i>	
Emergency Contact	Email Address:	Cell Phone #	
Landlord History:			
Current Landlord	Email (preferred)	Phone #	Occupancy Dates: <i>(From – To)</i>
Previous Landlord	Email (preferred)	Phone #	Occupancy Dates: <i>(From – To)</i>
Previous Address	(City, State, Zip)		
Professional Information:	Verification Type(s) <i>(choose included)</i> : Recent Paystubs <input type="checkbox"/> Employment Letter <input type="checkbox"/> Tax Documentation <input type="checkbox"/>		
Current Employer	Address	Manager	Email / Phone #
Occupation	Type of Business	Yearly Salary	Length of Employment
Student Information: <i>(if applicable)</i>	Guarantor Required: Yes <input type="checkbox"/> No <input type="checkbox"/>		Off-Campus Housing Awards Attached <i>(optional)</i> : Yes <input type="checkbox"/> No <input type="checkbox"/>
School/University	Address	Registrar Contact Info	
Guarantor Name	Email	Phone #	

Apartment Rental Information:

Apartment Address:	Unit #:	City/State/Zip:
Entire Rent Amount:	Lease Term <i>(months)</i> :	From <i>(Date)</i> : To <i>(Date)</i> :
Total # Pets <i>(attach pictures)</i> :	Pet Breed(s):	Size/Weight:
Names of Co-Tenants: <i>(occupancy limited to named tenants ONLY)</i>		
ARE YOU A CONVICTED FELON? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, details requested)		

Payment Type:	Amount:	Due:
Contract Fee (\$200.00)		Application Submission
Application Fee (\$50.00)		Application Submission (per person)
Cosigner Fee (\$50.00)		Application Submission (when applicable)
First Month's Rent		DIRECTLY TO LANDLORD (name at top of lease)
Last Month's Rent		DIRECTLY TO LANDLORD (name at top of lease)
Security Deposit		DIRECTLY TO LANDLORD (name at top of lease)

Pursuant to Massachusetts Law, inquiries concerning race, religion, national origin, sex, sexual orientation, age (except if a minor), ancestry, marital status, veteran, armed force employment and/or handicap status will not be made of any Applicant(s) whatsoever. Agency does not engage in activities that constitute the unauthorized practice of law, nor will provide legal advice. Applicant(s) acknowledge Jamaica Plain Rentals and Sales LLC is a real estate agency, does not professionally manage any properties and Agents are independent contractors licensed by the state. Applicants give Agency consent to verify and obtain Landlord References, consumer credit report(s) and criminal history report(s). Agents are not authorized to accept or reject applicants on Landlords' behalf. Jamaica Plain Rentals and Sales LLC is neither responsible nor liable for Landlord decisions or actions made prior to, during and/or after transaction is complete. Agency does not collect monthly rent payments – deposits due to Landlord are transferred appropriately with signed contracts. Upon contract execution and key receipt, transaction between Agency, Landlord and Tenant has been completed and Jamaica Plain Rentals and Sales LLC will no longer be involved. Agency is not responsible for authorization of subletting or finding prospective roommate(s). Agency charges a Finders' Fee for apartment rental services or a Contract Fee for contract writing services, non-refundable if Applications are 'Accepted' but refundable if 'Rejected'. Agency charges non-refundable fees for processing applications. Undersigned acknowledges these terms and warrants all statements represented herein are true.

Signature of Applicant: _____ Date: _____ Processor: _____