



Residency Application

APPLICANT #1

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone: H _____ W _____
 Mobile Number _____
 E-Mail _____
 Social Security Number _____
 Date of Birth _____

Current Landlord _____
 Landlord' Phone # _____
 Landlord's Fax # _____

Employer _____
 Position/Title _____
 Address _____
 City _____ State _____ Zip _____
 Supervisor _____
 Supervisor's Phone # _____
 Salary _____ Dollars per _____
 Number of hours worked per week _____

Other Income Source _____
 Amount Per Month _____
 When Do Benefits Expire _____

Pets are allowed in select apartments. In order to have a pet, you must have written permission from Grove Street Management.

Type: _____ Weight _____
 Monthly Pet Fee \$ _____
 Non-Refundable Pet Deposit \$ _____

We hereby remit \$ _____ as my/our promise to execute a lease. In consideration of this, Grove Street Management agrees to reserve _____ until _____. In the event that I/we choose not to enter in to the lease agreement, I/we shall waive all rights and forfeit \$ _____. If this application is declined, my deposit will be returned less a \$ _____ administrative fee. If this application is accepted, I/we shall enter into a lease agreement prior to the established move-in date of _____ and deposit \$ _____, which shall be held as a refundable security deposit.

My/our signature(s) below serve as written permission for Grove Street Management to obtain a Consumer Report (credit history), previous landlord references, and income/employment verification. Grove Street Management may obtain credit information from other sources and may exchange credit information with consumer reporting agencies. The applicant(s) also affirm(s) that information in this application is true and complete. The undersigned makes the forgoing representation knowing that if any such information proves false, Grove Street Management may cancel and annul any lease made in reliance upon such information.

Signature _____ Date _____ Signature _____ Date _____

APPLICANT #2

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone: H _____ W _____
 Mobile Number _____
 E-Mail _____
 Social Security Number _____
 Date of Birth _____

Current Landlord _____
 Landlord' Phone # _____
 Landlord's Fax # _____

Employer _____
 Position/Title _____
 Address _____
 City _____ State _____ Zip _____
 Supervisor _____
 Supervisor's Phone # _____
 Salary _____ Dollars per _____
 Number of hours worked per week _____

Other Income Source _____
 Amount Per Month _____
 When Do Benefits Expire _____

List all other occupants:



Application Process

Application	Security Deposit	First Rental Payment
<p>\$25, non-refundable fee per applicant over 18 years of age. \$100 is due with application, as a holding fee.</p> <p><i>Approved Application</i>- the holding fee is applied directly to your security deposit. <i>Declined Application</i> - the holding fee is refunded back to you. <i>Cancelled Application</i> - you forfeit the \$100 holding fee and any other portion of the security deposit that has been paid.</p> <p>What we look at:</p> <p><u>Credit history</u></p> <ul style="list-style-type: none"> - You must have more good credit than bad. <p><u>Criminal history</u></p> <p><u>Rental History</u></p> <ul style="list-style-type: none"> - If you are currently renting, or have rented before, we contact your landlord. <p><u>Employment verification</u></p> <ul style="list-style-type: none"> - You must be able to verify that you make at least 3X the monthly rent each month by providing your 4 most recent pay stubs or your employers contact information. Income can be combined for married couples only. Roommates must qualify separately. 	<p>The security deposit is equivalent to one month's rent.</p> <p>When your application is approved, the holding fee is applied to your security deposit and you will set a move-in date.</p> <p>The security deposit must be paid in full as soon as your application is approved. If the application is later canceled, the entire security deposit is forfeited.</p> <p>At the end of your lease, the security deposit is refundable within 30 days of move-out, pending an apartment walk-through inspection by Grove Street Management.</p>	<p>The first month's rent is due the day you sign your lease and pick up your keys.</p> <ul style="list-style-type: none"> - If you move in on the first day of the month, then your first month's rent is due that day. - If you move in on or before the 15th of the month, your first month's rent is pro-rated. - If you move in after the 15th of the month, you pay the pro-rated rental amount for that month AND the following month's rent. <p>All subsequent rental payments are due on the first of each month, and are subject to late charges after the fifth of the month.</p>

Co-signers

An applicant must make three times the monthly rental amount each month to qualify. If an applicant does not meet this requirement, they may need a co-signer. Co-signers are for income purposes only, if you meet the income requirement, but have negative credit, a co-signer is not an option. Co-signers are subject to the same application process as prospective tenants, including the application fee. Both the applicant and the co-signer's information must be fully submitted to be processed and approved. The co-signer must be present at the lease signing and if that is not possible, they must sign a guarantee of lease form and have it notarized. The original document must be received by our office before keys will be issued to the residents.



Application Checklist

Submit Application:

- All necessary fields completed for applicants and cosigners
- Pay stubs (3 or 4 most recent)
- Application Fees (\$25/applicant/cosigner)
- Holding Fee (\$100) - see page two for holding fee policy

Once Approved:

- Remainder of Security Deposit is due _____
- Desired Move-In Date Established _____
- Amount due at Move-in Established _____
- Lease Signing is scheduled at our office at **38 Windsor Street** for _____

On Move-in Day:

- Bring your Driver's License
- Your first Month of Rent
- Your Guaranty of Lease (if necessary)