

WHAT TO BRING WITH YOU WHEN YOU LEASE

✓ **A Form of State/Government Issued ID and other information**

Driver's license, State ID, Military ID, Passport or permanent resident card. Other information includes; Social Security number, color/make/model of vehicle and emergency contact information.

✓ **Proof of Income**

Most recent 2 pay stubs including the latest one. With a new job, you may be required to bring a letter on company letterhead stating your salary.

✓ **Rental History**

Names, dates and addresses of the places you rented from the past 2 years.

✓ **A Way to Pay**

Payment for the holding deposit (Checks or Money Order).

✓ **Pet Records and Information**

Please provide up to date Rabies Vaccination records, proof of Spay or Neuter and a picture of your pet(s).



Old Towne Village Apartments
10 Old Towne Road
Ayer, MA 01432
978-772-3788

Make sure you search for the perfect new apartment as simple as possible. There are several items and information that you will need to bring with you when you apply to lease an apartment, so you'll want to be prepared.

These items go beyond the obvious and having them handy will bring you one step closer to leasing that perfect apartment. Before heading to the leasing office, make sure you have these items.

For more tips contact: (888) 835-7017
www.apartments.com



GENERAL RENTAL AND OCCUPANCY CRITERIA GUIDELINES

Rental applications must be processed simultaneously on all prospective leaseholders 18 years of age or older. A NON-REFUNDABLE application fee must be paid for each applicant 18 years of age or older. All applications for residency will be evaluated using the following criteria.

IDENTIFICATION

- A valid government issued photo ID is required for all applicants and occupants 18 years of age and older.

OCCUPANCY

- Maximum number of persons per apartment: 2 per bedroom

TENANT PROFILE SCREENING

- This community uses TransUnion/Birchwood Credit Services for Tenant Screening to obtain your consumer credit and profile report. Your consumer credit report and profile contains information about you and your credit experiences, including but not limited to such items as your bill payment history, the number and types of accounts that you had late payments, collection actions, outstanding debt and the age of your accounts and debt-to-income ratio. It will also disclose other relevant criteria about you, including but not limited to information regarding any judgment in an unlawful detainer action that was previously entered against you. **In the event that your application is "Denied," you will be given the name, address and telephone number of the consumer reporting agency that provided your consumer information as well as other information required by law.**

DECLINED APPLICATIONS

If any of the following apply, the application(s) will automatically be declined:

- Unable to provide a valid government issued photo ID
- Unable to provide a social security number for credit and criminal background checks
- Falsification of the Application
- Anyone with an outstanding unpaid rental collection debt or has been evicted
- Anyone having an unsatisfied monetary judgement currently pending against them
- Bankruptcy filing that has not been dismissed or discharged
- Criminal Record – All felony convictions and/or charges; including but not limited to the following crimes: sex offender; violence related; fraud related; family relations; weapons related; organized crime related; drug related; sex related; animal related; computer/telecommunication related; public justice related; public order related; gambling related; victimless related crimes; crimes that are not provided; and certain property related, alcohol related, transportation and related.
- Misdemeanors and unclassified crimes that are not provided related to any of the aforementioned crimes

OCCUPANT ONLY

All persons 18 years of age and older who wish to be listed as an occupant only will have a criminal search processed. Occupant(s) only with a failed criminal search recommendation will not be allowed to occupy the apartment.

CO-SIGNER

The co-signer must be processed as an applicant and must also sign the lease prior to move-in.

SECURITY DEPOSIT

- Full month's rent

PETS

- \$75.00 monthly fee for 1 dog/\$125.00 monthly fee for 2 dogs
- \$30.00 monthly fee for 1 cat/\$50.00 monthly fee for 2 cats
- Maximum of 2 pets per unit
- Maximum full grown weight of 50lbs
- Restricted breeds: Pit Bulls, Rottweiler's, Boxer's, German Shepard's, Husky's, Malamutes, Doberman Pinschers, Staffordshire Terriers, Chow-chows and any mix of these breeds

****Please note: Pricing and availability subject to change at any time****



Old Towne Village Apartments

10 Old Towne Road
Ayer, MA 01432
P: 978-772-3788
F: 978-772-4575
leasing@otvapartments.com

Rental Application *(one application per applicant)*

\$500 deposit- CHECK OR M.O. Only (deducted from 1st month rent)

Applicant Information:

| | | | |
|---|--------------------------|----------------------------------|--------|
| Name: | | Email: | |
| Date of Birth: | SSN: | Lic.#: | Phone: |
| Current Address: | | | |
| City: | State: | Zip Code: | |
| Landlord Name and Address: | | Landlord Phone: | |
| | | How Long and reason for leaving? | |
| Own or Rent: | Monthly payment or rent: | | |
| Previous address if shorter than two years: | | | |
| City: | State: | Zip Code: | |
| Landlord Name and Address: | | Landlord Phone: | |
| | | How Long and reason for leaving? | |
| Own or Rent: | Monthly payment or rent: | | |

Employment Information:

| | | | |
|-------------------|--|----------------|-----------|
| Current Employer: | | | |
| Employer Address: | | | How Long? |
| City: | State: | Zip Code: | Phone: |
| Position: | Hourly or Salary Number of hours per week if Hourly | Annual Income: | |

Employment Information if shorter then One year:

| | | | |
|-------------------|------------------|----------------|-----------|
| Current Employer: | | | |
| Employer Address: | | | How Long? |
| City: | State: | Zip Code: | |
| Position: | Hourly or Salary | Annual Income: | |

Occupants Living with You:

| | |
|-------|-------|
| Name: | D.O.B |
| Name: | D.O.B |
| Name: | D.O.B |

Pets Living with You:

| | | |
|-----------------------|---------|-------|
| Pet: Dog(s) or Cat(s) | | |
| Breed: | Weight: | Name: |
| Breed: | Weight: | Name: |

Emergency Contact:

| | | |
|-------|---------------|--------|
| Name: | Relationship: | Phone: |
|-------|---------------|--------|

Car or Truck Information:

| | | |
|-------|--------|-----------------------------|
| Make: | Model: | Year, Color & License Plate |
| Make: | Model: | Year, Color & License Plate |

Please **initial** each box below:

| | |
|---|--|
| ____ I agree to the following statement | I represent that the information provided in this application is true, complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for eviction. |
| ____ I agree to the following statement | I understand that the information provided might be used by Landlord to determine whether to accept this application. I authorize Landlord to verify all the information given in this application, including past rental information, personal references and employment information provided. I authorize the Landlord to obtain a current credit check. |
| ____ I agree to the following statement | I authorize Old Towne Village to run a Criminal background and eviction check. |
| ____ I agree to the following statement | I understand that this application is not a rental agreement and that this application does not create any obligation on the Landlord. |
| ____ I agree to the following statement | If the application is NOT cancelled or withdrawn within 48 hours, the Holding Deposit will be forfeited and the apartment will be put back on the market and offered to any interested party. Refunds shall be made in accordance with the requirements of the law. |
| ____ I agree to the following statement | The holding deposit is required to reserve an apartment. All required documents must be submitted within 48 hours to hold apartment. If application is "denied," the holding deposit will be refunded. |

The undersigned represent that the information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any misrepresentation or omission of information is grounds for eviction.

| | | | | | |
|--------------------|--|-------------------|--|--------------|--|
| Print Name: | | Signature: | | Date: | |
| Print Name: | | Signature: | | Date: | |

