



RENTAL APPLICATION PROCESS GUIDELINES

In order to be considered as tenants for a property, and to hold the unit off the rental market for you while we process your applications, we will need **all items** below submitted.

1. **Prepare your financial documentation (complete the enclosed worksheet):**

- a) In order to income qualify, you will need to document that the *gross* monthly income (before taxes) for the household is at least 3X the monthly rent amount. Please provide us with income documentation such as pay stubs for the 2 most recent pay periods, or employment contracts.
- b) If you are self-employed, we will need sufficient documentation of income. This can be in the form of tax returns for the most recent year filed. You can discuss this situation with your leasing agent if you have a special circumstance or are unsure of how to provide this information.

3. **Prepare your application payments:**

- a) **Brokerage Fee:** Listed on the Review of Lease Terms² sheet, equal to 60% of the rent amount.
- b) **Holding deposit** *applies to non-managed properties only:* also outlined on the Review of Lease Terms² sheet, this is due within 3 days of application submission and applied to first month rent upon acceptance.

If you are unsure whether or not you are renting a managed or non-managed property, check the Review of Lease Terms form you received with your applications or ask your leasing agent.

We accept cash, credit/debit cards¹, bank transfers¹, money orders or bank checks - **personal checks will not be accepted.**

3. **Complete your Applications:** Please provide us as much information as possible. Part of our approval process is to check with your past and/or current landlords; please provide as much information for them on your application as possible. Often times we are unable to reach them by day, so an email address is a great way for us to confirm your good standing with your past/current landlords.

Our application paperwork includes:

- Application Form** - one per person.
- Brokerage Agreement** - one per household
- Review of Lease Terms²** - one per household (your leasing agent will provide this separately)

In order to hold a unit for you, we need a complete application packet plus the payments due on that particular unit. (see #3 above).

In addition to the application materials above, we will need credit report and income documentation:

1. A recent copy of your credit report, which you can pull here: <https://www.annualcreditreport.com>
2. 2 recent pay stubs for your job(s) sufficient to demonstrate your pretax monthly earnings are 3x rent or more. (If you cannot demonstrate this level of income, you would need to each have cosigners. This info can be filled in on the 2nd page of the rental application. They would sign a cosign agreement at the time you sign your lease.
3. Income worksheet completed and signed, documenting your monthly income is at least 3x the monthly rent amount.

Once you submit a complete application packet & payments, the unit is held for you, and no longer shown until you can be approved and a lease signed.³

¹ Debit /credit or bank transfer can only be used online at www.valleypm.com; unfortunately we cannot accept them over the phone or in person.

² This document is specific to the property you are applying for; the leasing agent will provide this to you at time of application for the property you chose to pursue.

³ The only time you would be competing with another applicant would be if two applications came in on the same property within the same 24 hour period (business hours). In this case we consider all applicants received during this period.



Income Requirement Worksheet

(Please complete for each applicant over the age of 18 to reside at the property)

Name: _____ Date: _____

Property Applying for: _____

Minimum monthly gross income is required to be equivalent to 3 times the monthly rent amount, income verification/documentation required. A co-signer is required for each lessee if minimum income cannot be documented.

Gross Income (before taxes)

Please express this in a monthly form (multiply weekly pay by 4.33 or divide annual salary by 12). If your pay varies week to week based on overtime, bonuses commissions etc, we may require you to provide more information, please contact us.

Job 1 \$ _____

Job 2 \$ _____

Soc Security \$ _____

Other (Alimony, Child Support, Etc) \$ _____

Total Monthly Income \$ _____ (Line 1)

Line 1 total X 0.33 = _____ This amount must be equal or greater than the monthly rent amount. If you do not meet this amount, you may provide a cosigner who does, this info would be provided on page 2 of the rental application. Please provide documentation of all income sources listed above via 2 most recent paystubs, bank statements, social security checks or advice of direct deposit, court agreements for child support, alimony etc. If self employed the summary page of most recent tax return will suffice.

Any intentional misrepresentation would disqualify you from renting through our company.

Print Name

Sign Name

Date



PO Box 3649 Amherst MA 01004

Tel: 413-225-1105 Fax: 413-301-0599 www.ValleyPM.com

RENTAL APPLICATION

I hereby make application to rent _____ (address) to be used as a dwelling unit.

Tenant _____
Last First Mi

Cell Phone # _____ **Email** _____

Emergency Contact: _____
Name Phone Number

EMPLOYMENT INFORMATION

Current Employer _____ **Position** _____

Supervisor _____ **Phone** _____

Length Of Employment _____ **Gross Monthly Income/Salary** _____

If Less Than 6 Months

Previous Employer _____ **Position** _____

Supervisor _____ **Phone** _____

Length Of Employment _____ **Gross Monthly Income/Salary** _____

Any Other Source Of Income _____ **Amount** _____

HOUSING INFORMATION

Present Address _____

Dates Rented From _____ **To** _____

Landlord's Name _____ **Phone** _____

Email _____

Landlord's Address _____ (City State Zip)

Reason For Leaving _____

Previous Address _____

Dates Rented From _____ **To** _____

Landlord's Name _____ **Phone** _____

Landlord's Address _____

Reason For Leaving _____

DO YOU OWN PET(S)? Yes No IF SO, Please List Number Of Pets, Age, Breed, Weight, Color

Have You Ever Filed A Petition In Bankruptcy? _____

Have You Ever Been Evicted From Any Tenancy? _____

Have You Ever Intentionally Refused To Pay Any Rent When Due? Yes No

If So, What Were The Circumstances? _____

List Others to Reside in Apartment: _____

If Student: Major and Year of Graduation _____

VEHICLE INFORMATION

Please list vehicles you own to be kept at property

Make **Year** **Model** **Color** **License Plate #**

1) _____

2) _____

COSIGNER INFORMATION

Minimum gross income of at least 3 times the annual rent of the unit is required as evidenced by regular and reliable employment. A cosigner will be required if minimum income cannot be established. Please indicate name, address, home, and work phone numbers of the guarantor if applicable.

Name: _____

Home Phone: _____

Address: _____

Cell Phone: _____

City State ZIP: _____

Work Phone: _____

Email Address: _____

Or Fax: _____

By signing this form the applicant understands that a credit and reference check will be undertaken to determine rental history and ability to pay the rental amount. The applicant hereby authorizes the references listed above to release credit and other appropriate information to the landlord for this purpose. All information thus gathered by the landlord will remain confidential.

I declare the foregoing information to be true under penalty of perjury.

Applicant's signature

Date



RENTAL BROKERAGE FEE DISCLOSURE & AGREEMENT

SPECIFICATION OF FEE

The undersigned "Prospective Tenant" has requested our assistance in securing housing accommodations for rent. In consideration of these services, the Prospective Tenant will be expected to pay the Broker, herein listed, a fee equal to 60% of the monthly rent amount of the particular rental applied for ("The Fee"). This Fee, along with other property specific lease terms, shall be detailed on the "Review of Lease Terms" form, which is incorporated by reference, and shall be provided to Prospective Tenant at the time of application.

The Fee will be payable at such time as Prospective Tenant submits through our office an application to rent a particular housing accommodation. However, so long as Prospective Tenant complies with the terms and conditions of the rental application forms and do not make any untrue statement therein, The Fee will be refundable unless the application is accepted for a tenancy. If the application is accepted for a tenancy and the Prospective Tenant subsequently withdraws their application, The Fee paid shall be retained by Broker as liquidated damages.

INTRODUCTION TO RENTAL UNITS BY BROKER

The undersigned acknowledge and agree that any rental housing that is offered for rent by the Broker at the direction of the property owner (AKA Landlord) is subject to the The Fee regardless of the means of promotion or advertising. Further, the undersigned acknowledge that the brokerage fee is not a "finders fee" and Brokers services provided are comprehensive beyond simply identifying any particular rental.

BROKER AS ESCROW AGENT

The undersigned acknowledge that all deposit monies made payable to the Broker will be cleared through our bank account and turned over to the Lessor, except The Fee, to secure the apartment and fulfill the requirements of the Review of Lease Terms, rental agreement and/or lease. The undersigned authorize the Broker to release these funds and acknowledge that Broker assumes no responsibility for these funds once released to property owner or Lessor. Further, all payments must be paid by bank check, money order, Brokers online payment processor or cash; personal checks will not be accepted.

This fee disclosure form is provided in accordance with regulations adopted by the Massachusetts Board of Registration of Real Estate Brokers and Salesmen.

Entered into this agreement this _____ (day) of _____ (month) _____ (year)
as my free act and deed.

Prospective Tenant, Signature

Alan St. Hilaire – Licensed Broker #9529064

Prospective Tenant, Printed Full Name

Broker or salesperson to check indicating
Prospective Tenant refused to sign this form

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