



STUDENT RENTAL PROCESS & FORMS

Thanks for your interest in our rentals! Amherst student rentals can be very competitive, so take the time you need to make a careful decision, and once you have, the quicker you can submit your application materials, the better your chances of getting the place you want, these rentals are being shown all the time by myself and 3 other agents with Valley Property Mgt.

Below are the application forms. We will need the following:

Signed Collectively by Group:

1. Review of Lease Terms (will be separate form, property specific)
2. Good Neighbor Policy

Complete One Per Person (up to 4 Lessees per unit):

1. 2 pg Rental Application
2. Dean of Students Form (**return to us, not D.O.S. Office**)
3. Brokerage Agreement (detailing our fee and services)

Next Steps to hold the unit: You would need to pay the brokerage fee and submit this paperwork in order to hold a property and start the screening process. Payments can be any combination of cash, money order / certified check, or online with link below (from a bank account or credit card. **We cannot hold the rental for you without complete application materials (including payment in full and all rental forms complete and submitted).**

Additionally for Non Managed Properties: within 3 business days of application submission, the holding deposit must be submitted, which is applied to first month rent upon move in (as shown on Review if Lease Terms document).

Payments: We accept 3 forms of payments:

1. **Cash** - many find it the simplest and free of any fees. We will of course write you a receipt
2. **Certified bank check or money order** - we do NOT accept personal checks – sorry.
3. **Online payments** - link below (or through our website www.valleypm.com then click **renter services** under main menu).

https://www.paylease.com/index_out.php?pm_id=9912106

Note that with debit or credit cards, there is a fee charged by or payment processor (a small % of the total payment). If you chose to use a bank account to pay, our processor charges a flat \$2.95/transaction fee, but you will need the account number and routing number for that account. (Google for more info).

Please note that for online payments, the processing fees are non-refundable, even if the housing applications are not accepted.

Submitting Applications and Next Steps:

1. **In Person:** We can meet up with you by appointment to collect the forms and payments,
2. **Electronically / Online:** There is a free app for iphone called "docscan" (camscanner for droid) that you could use to PDF your forms and email them to me as well. Please be sure to have them lying flat, well lighted, and in focus. They need to be legible.
3. Use a scanner and computer or fax machine, our email and fax info is shown below.

Please reach out to Agent you are working with if you have any question, we look forward to hearing from you!

Office hours by appointment: 35 University Dr ([click here for directions](#))
Mail to: PO Box 3649 Amherst MA 01004 413-225-1105 www.valleypm.com

Valley Property - Good Neighbor Policy and Pledge

Living with friends off campus can be a very positive experience. You must realize that you are not a campus resident any more, you are instead a member of the community of Amherst. As such you need to understand that there are many expectations, guidelines, and laws that affect you, your neighbors, and the community at large. Valley Property Management prides itself in having the very best tenants, tenants who take their role as members of the community seriously. Please make note of the following components of off campus life.

Parties: For students living off campus, there is a large temptation to host parties. Your neighbors consist of families, working people, elderly people, graduate students, professors, and people from all kinds of social demographics. Many of these people go to sleep much earlier than the average undergraduate student. Please respect your neighbors' right to the quiet and peaceful enjoyment of their homes. If the police come to your residence in response to any complaint, you can expect no fewer than three categories of repercussion:

- 1) The police can fine each member of the household \$300 for even a single party. Additionally, they can arrest and prosecute the household members, especially if the residents or guest are uncooperative with law enforcement, and/or if there are any underage people found to be consuming or in possession of alcohol.
- 2) You can expect official lease violation notices to be issued by your landlord's agent. These notices may be sent to the cosigners. In more extreme, or repeat cases, this can lead to eviction from the residence.
- 3) The police and management may inform the University. The offending students will then be subject to the University Code of Student Conduct. This can result in probationary sanctions, expulsion, and/or may affect that student's ability to graduate.

Trash: All refuse must be put in the containers provided by the trash service. If trash service is a tenant obligation, the tenants must comply with public health code and put the trash in acceptable containers which must be emptied by private trash services, as required in the lease agreement. No trash shall be allowed to accumulate in the premises or outside on the property. Fines for violation of the above start at \$50 per day and can rise from there. For the method of disposal of bulky trash items, please contact your property manager or landlord.

Parking: Parking of vehicles shall be allowed only in approved areas. No parking or driving on the lawn is allowed at any time. Any damage caused to the lawn or premises as a result is the responsibility of the tenants. Vehicles parked improperly may be towed by management at any time, without notice. If you park your vehicle improperly and you find it missing, call the Amherst Police Department. They will tell you if it has been towed. If you have questions about where you can park, call your property manager or landlord.

Occupancy Bylaw: The Town of Amherst has a bylaw stating that no more than four unrelated adults may reside in a single rental unit at one time. Regardless of the size or appearance of a rental unit, this is a requirement of the local zoning law. This is administered by the local Board of Health and Building Department. Please be advised that any violation of this law is borne solely by the tenants. Valley Property Management does not condone the violation of this, nor any law, by it's residents.

Acknowledgement and Signatures:

I have read the above Policy and hereby agree to abide by the requirements set forth herein:

_____	_____	_____
Print	Sign	Date
_____	_____	_____
Print	Sign	Date
_____	_____	_____
Print	Sign	Date
_____	_____	_____
Print	Sign	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



UNIVERSITY OF MASSACHUSETTS
AMHERST

OFFICE OF THE DEAN OF STUDENTS

227 Whitmore Administration Building
181 Presidents Drive
Amherst, MA 01003-9313

voice: 413.545.2684
fax: 413.545.9704

Landlord Reference Request

Student Name: _____
Last, First MI

Student ID: _____ Phone: _____

Email: _____

I have lived in a UMASS residence hall and/or apartment. Yes _____ No _____

I have completed the Living Off Campus Certification. Yes _____ No _____

The Living Off Campus Certification is an on-line learning tool designed to provide students with information about living off campus. The University encourages all students living off campus to complete the Certification. Visit www.umocss.org for more information.

I authorize the Dean of Students Office at the University of Massachusetts Amherst complete this form and return it to:

Prospective Landlord: VALLEY PROPERTY MANAGEMENT

Phone: 413-225-1105 Fax: 413-301-0599

Address: PO BOX 3649 AMHERST, MA 01004
Address City State Zip Code

Applicant Signature Print Name Date

*Please note: Requests are reviewed three days per week.
Please allow 3-5 business days for requests to be processed.*

For University Official Use Only

Eligibility to live in UMass Amherst residence halls and/or apartments

_____ Eligible On active sanction until _____ Not on active sanction _____

_____ Ineligible On active sanction until _____ Not on active sanction _____

Date processed: _____ By staff member: _____



(One Per Person)

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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