



PO Box 4102, Shrewsbury MA 01545
p. 508-621-7313

Last Revised 3/01/2023

Instructions for submitting your application

CAOBA Management collects a background check fee of \$50 per adult (over 18 years old) that intends to move into the unit.

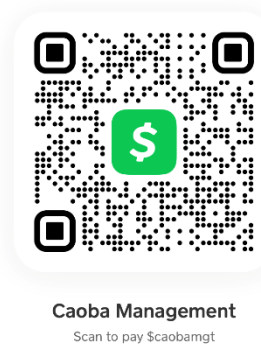
STEP 1. PAY BACKGROUND CHECK FEE. (\$50 per adult)

You can pay your background check fee by any of the following methods:

1. Via **Venmo**. Use the following QR code



2. Via **CashApp**. Use the following QR code



3. Via bank deposit. At any Bank of America branch. The nearest one to the property is on 919 Albany Ave, Hartford.

Fill out an out of state deposit slip using the following information:

- Account name: CAOBA MANAGEMENT
- Address: PO BOX 4102, SHRESBURY MA 01545
- Telephone: 508-621-7313
- Account type: Business Checking
- Account number: 0046-4646-1054
- Full name of application and unit address for which you are applying.



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STEP 2. SUBMIT YOUR COMPLETE APPLICATION PACKAGE.

A complete application consists of the application itself, copy of photo ID, copy of SS card and copy of the 2 most recent paystubs or housing voucher if applicable.

You can submit your application by fax to 888-620-7709 or by scanning and emailing it to admin@caobamanagement.com

Incomplete application packages will not be processed. Once submitted, you will receive a response within 48 hrs.

If you do not hear from us, please call 508-621-7313 to inquire about status.