

The Comprehensive Standard Rental Application Package for Greater Boston Area Use



Blue Ocean Realty

www.BlueOceanBoston.com

15 N Beacon St, Suite NR1A, Boston MA 02134

617-206-5700

Application Check List

Required Items

Thank you for your interest to apply for a rental unit through Blue Ocean Boston. To approve your application, we need the following documents **from all adult renters**.

- Broker fee disclosure form
- Standard application form
- Rental application provisional agreement
- New tenant offer and deposit agreement
- Copies of non-expired passport and state ID
- Copies of 2 recent pay stubs or tax return if self-employed
- Proof of current employment (job offer or employment letter)
- Recent 2 months of bank statement showing consistent income earning deposits
- Credit report (FICO, Credit Karma, or any other certified credit report)

*Combined income and bank statements of all members must be at least 3 times the rent amount. The more proof of funds you show the more promising your application will be.

Additional Items

This is REQUIRED for any adult renter who is: student, low or without income, or have no credit history or a credit score that is less than 700 or the disclosed minimum score required.

- Consent to check credit form (if no credit history) **\$20 FEE WILL APPLY**
- Notarized co-signer form (co-signer must have 700+ credit score)
- Co-signer passport and ID
- Co-signer proof of income
- Co-signer recent 2 months of bank statement showing income earning deposits

If your application is approved, you will be instructed to lease signing and pay appropriate fees as required.



REQUIRED DOCUMENT GUIDELINE

Required for ALL adult applicants & co-signers

- Copies of non-expired passport and state ID
- Copies of 2 recent pay stubs or tax return if self-employed
- Proof of current employment (job offer or employment letter)
- Recent 2 months of bank statement showing consistent income earning deposits
- Credit report (FICO, Credit Karma, or any other certified credit report)

PROOF OF EMPLOYMENT

Provide official employment letter or job offer stating salary and employment date. Must include employer reference contacts



GLOBEX INCORPORATED
2838 Sundown Lane, Austin, Texas, 78748

Verification Of Employment Letter

January 15, 2020

To whom it may concern:
This is to affirm that the person indicated below is employed with us with the following information:

Name of Employee	Position
[REDACTED]	Director for Marketing
Date Hired	Type of Employment
January 13, 2020	Regular

Income Information:

Gross Annual Income	\$100000
Guaranteed Bonuses	\$10000
Total Annual Income	\$110000



MAGNUSSON KLEMENCIC ASSOCIATES
Chief Operating Officer

May 18, 2018

[REDACTED]
326 [REDACTED] NE
[REDACTED] [REDACTED] 98105

Re: Employment Offer

Dear [REDACTED]

Thank you for your interest in Magnusson Klemencic Associates (MKA). We are impressed with your education and experience, and know that you will make a great addition to our firm. It is my pleasure to offer you employment at MKA starting in June or July 2018. The following outlines our proposal to you.

- Position – Civil Engineer 1
- Monthly salary – \$5,167.00, with annual compensation review in December each year; paid semi-monthly approximately 4 business days following each payroll period.
- Signing bonus – \$2,500.00, paid the Friday following your start date.
- Over-standard hours – will be “banked” and paid as straight time, withdrawal allowed quarterly.
- Year-end bonus plan – eligible at year end, based on company profitability and individual contribution to the firm.

Self-employed applicant must provide a form of business registration stating that you are the owner



William Francis Galvin
Secretary of the Commonwealth of Massachusetts



HOME DIRECTIONS CONTACT US

Corporations Division

Business Entity Summary

ID Number: 472648001

[Request certificate](#)

[New search](#)

Summary for: BLUE OCEAN REALTY LLC

The exact name of the Domestic Limited Liability Company (LLC): BLUE OCEAN REALTY LLC		
Entity type: Domestic Limited Liability Company (LLC)		
Identification Number: 472648001	Old ID Number:	
Date of Organization in Massachusetts: 12-30-2014		
Last date certain: 01-01-2068		
The location or address where the records are maintained (A PO box is not a valid location or address):		
Address: 15 N BEACON ST. UNIT NR1A		
City or town, State, Zip code, Country: ALLSTON, MA 02134 USA		
The name and address of the Resident Agent:		
Name: TYLER HALL		
Address: 15 NORTH BEACON STREET NR1A		
City or town, State, Zip code, Country: ALLSTON, MA 02134-1936 USA		
The name and business address of each Manager:		
Title	Individual name	Address
MANAGER	ROSE HALL	49 WOODCHESTER DR WESTON, MA 02493 USA
MANAGER	TYLER HALL	49 WOODCHESTER DR WESTON, MA 02493 USA
In addition to the manager(s), the name and business address of the person(s) authorized to execute documents to be filed with the Corporations Division:		
Title	Individual name	Address
The name and business address of the person(s) authorized to execute, acknowledge, deliver, and record any recordable instrument purporting to affect an interest in real property:		
Title	Individual name	Address
REAL PROPERTY	ROSE HALL	49 WOODCHESTER DR WESTON, MA 02493 USA
REAL PROPERTY	TYLER HALL	49 WOODCHESTER DR WESTON, MA 02493 USA

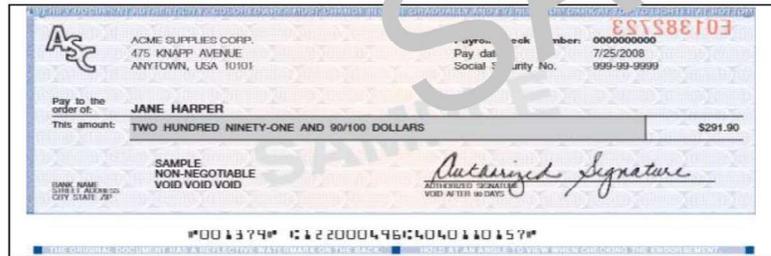
PROOF OF INCOME

Provide as many of the item listed as possible for an outstanding application and increase landlord's approval chance

1. Most recent 2 pay stubs including your name, company name, address, pay period

EMPLOYEE NAME		SOCIAL SEC. ID	EMPL OFF ID	CHECK No.	PAY PERIOD	PAY DATE
James Robert		XXX-XX-6565	454545	259248	01/23/14-01/29/14	01/31/14
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
GROSS WAGES			1,000.00	FICA MED TAX 14.50 FICA SS TAX 62.00 FED TAX 159.50 CA ST TAX 44.26 SDI 10.00	72.50 310.00 797.48 221.31 50.00	
YTD GROSS	5,000.00	YTD DEDTIONS	1,451.28	YTD NET PAY	3,548.72	TOTAL DEDTIONS 705.74

Earnings Statement	ADP																																																																		
Period ending: 7/18/2008 Pay date: 7/25/2008	JANE HARPER 101 MAIN STREET ANYTOWN, USA 12345																																																																		
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2. Self-employed applicant/co-signer must provide:

- FULL tax return document
- Last 6 months of bank statement showing consistent deposit of income

Form 1099 Department of U.S. India For the year Jan

W-9 Request for Taxpayer Identification Number and Certification
Form 1099-SS (1/17)
Department of the Treasury Internal Revenue Service
Go to www.irs.gov/Form990 for instructions and the latest information.

1120 U.S. Corporation Income Tax Return
Form 1120 (1/17)
Department of the Treasury Internal Revenue Service
Go to www.irs.gov/Form1120 for instructions and the latest information.

Bank of America Your checking account
Account number: 4880 6707 2074

Your BofA Core Checking
Demarcus Jackson
2205 Hayes Rd #4709
Houston TX 77077

Account summary

Beginning Balance on December 31, 2016	7.29
Deposits and other additions	35,70
ATM and debit card subtracts	-273
Other subtracts	-74.21
Check	0.00
Services	-46.00
Ending balance on January 05, 2017	\$1195.89

Deposits and other additions

12/15/2016	Payroll Direct Deposit **Batch #00024078619 **	1737.35
1/22/2016	Misc Credit Adjustment on 1/27/2016	38.00
12/30/2016	Payroll Direct Deposit **Batch #00036912218 **	1737.35
Total deposits and other additions		\$3612.70

Withdrawals and other subtracts

Date	Description	Amount
12/09/2016	Checkcard 1206 HEB Supermarkets #31506 1701 W Aliah	-131.63
12/08/2016	Withdrawal Chase Atm #50316 Sam Houston	-404.50
12/09/2016	Checkcard 1204 Groupcon Inc 877-788-7858 B 240273342109132	-217.66
12/10/2016	Checkcard 1208 Pizza Lounge TX 249613027460285	-34.91
12/12/2016	Checkcard 1210 6735 Shell Oil Aldine Mail Rte 247329010530747	-53.86
12/15/2016	SE3186420000 1213 Withdrawal Cardtronics CCWF Houston TX	-262.50
12/15/2016	Checkcard 1214 Laquinta Inn Suites Normandy 713-451-0009	-347.84

Continued on next page

BANK STATEMENT

Applicants must provide at least **2 MONTHS** of bank statement showing consistent income deposits

Self-employed and cash earning applicants must provide at least 6 MONTHS

BANK OF AMERICA | November 21, 2020 to December 23, 2020

Deposits and other additions

Date	Description	Amount
11/23/20	Online Banking transfer from SAV	300.00
11/27/20	RESTAURANT DES:PAYROLL CO	1,046.75
11/30/20	Online Banking transfer from SAV	200.00
12/04/20	RESTAURANT DES:PAYROLL CO	1,046.75
12/08/20	Online Banking transfer from SAV	100.00
12/11/20	RESTAURANT DES:PAYROLL CO	923.79
12/18/20	RESTAURANT DES:PAYROLL CO	923.79
Total deposits and other additions		\$4,541.08

Santander

Statement Period 12/01/20 TO 12/31/20
SIMPLY RIGHT CHECKING

REVERE MA 02151

Financial Summary Statement Period 12/01/20 TO 12/31/20

Deposit Accounts	Account Number	Average Daily Balance	Current Balance
SIMPLY RIGHT CHECKING		\$824.15	\$613.11
SANTANDER SAVINGS		\$261.57	\$5,177.12
Total Deposits			\$5,790.23

SIMPLY RIGHT CHECKING Statement Period 12/01/20 - 12/31/20
Account # 9533019662

Balances

Beginning Balance	\$768.57	Current Balance	\$613.11
Deposits/Credits	\$824.15	Average Daily Balance	\$824.15
Withdrawals/Debits	\$979.59		

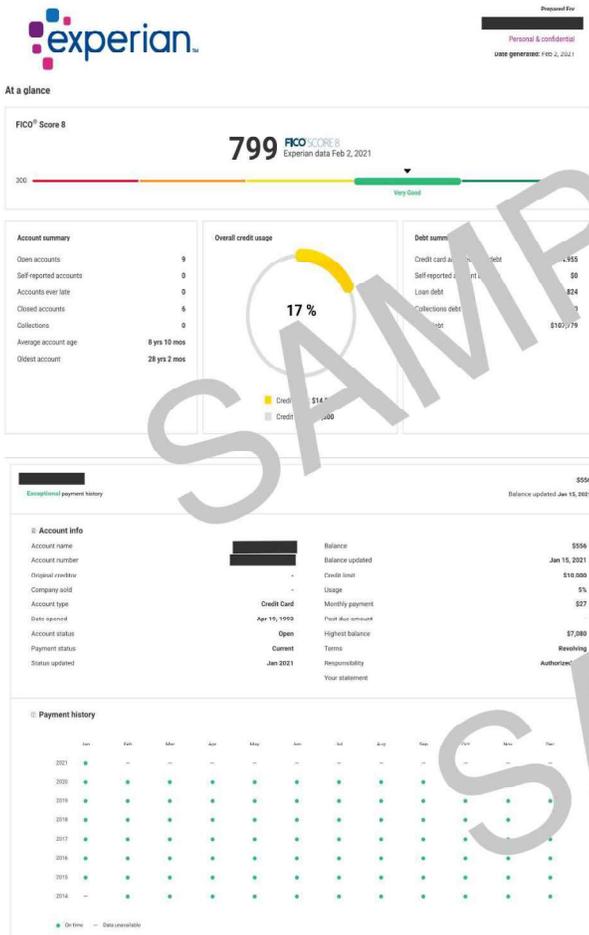
Account Activity

Date	Description	Additions	Subtractions	Balance
10-16	NATIONALISED NATIONAL BANK OF SWITZERLAND PURCHASE	\$694.82	\$79.78	\$1,044.74
10-17	PAYROLL 01016 *****	\$43.80		\$1,088.54
10-19			\$54.29	\$979.38
10-23	PAYROLL 201023 *****92	\$694.82		\$1,501.41
10-23			\$7.98	\$1,493.43
10-26			\$29.40	\$1,464.03
10-26	CASH WITHDRAWAL SANTANDER N350 Revere MA US		\$540.00	\$924.03
10-30	PAYROLL 201030 *****11	\$694.82		\$1,618.85
10-30	CASH WITHDRAWAL SANTANDER N350 Revere MA US		\$280.00	\$1,338.85
10-31	Ending Balance			\$426.90

CREDIT REPORT

**Must be full report produced by:
Credit Karma, Experian, Trans Union, Equifax
or any certified 3rd party that withdraws from US Credit Bureau**

**If you can't obtain any of the above credit reports, we can help you run a credit report for \$20/Person.
If you don't have an SSN with credit history or low credit, you must need a co-signer with 700+ credit**



experian.
Personal & confidential
Last generated: Feb 2, 2021

At a glance

FICO® Score 8
799 FICO SCORE 8
Experian data Feb 2, 2021
Very Good

Account summary

Open accounts	9
Self-reported accounts	0
Accounts ever late	0
Closed accounts	6
Collections	0
Average account age	8 yrs 10 mos
Oldest account	28 yrs 2 mos

Overall credit usage
17%
Credit: \$14,000
Limit: \$80,000

Debt summary

Credit card debt	\$1,955
Self-reported debt	\$0
Loan debt	\$24
Collections debt	\$10,079

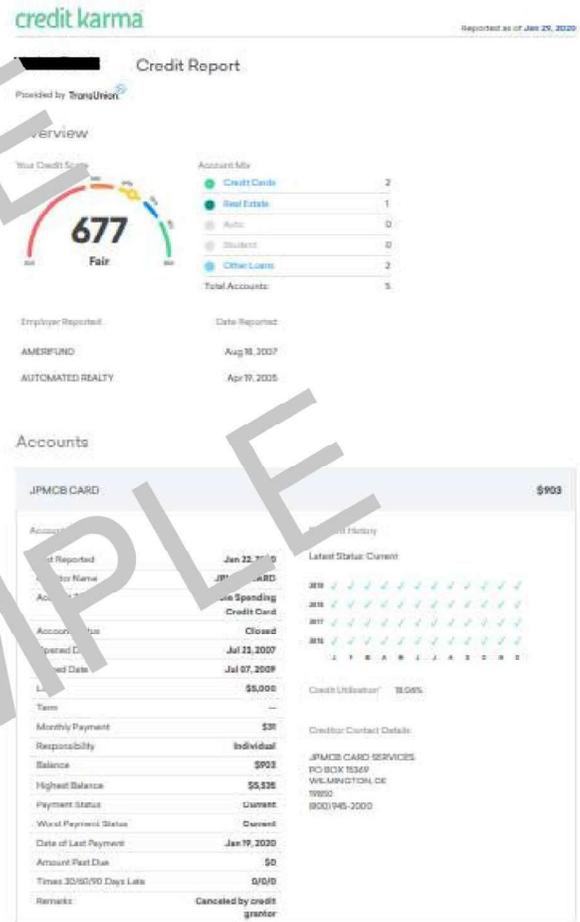
Essential payment history
Balance updated Jan 15, 2021

Account Info

Account name		Balance	\$556
Account number		Balance updated	Jan 15, 2021
Original creditor		Credit limit	\$18,000
Company sold		Usage	5%
Account type	Credit Card	Monthly payment	\$27
Date opened	Apr 19, 1993	Post-Avg amount	\$7,080
Account status	Open	Highest balance	\$7,080
Payment status	Current	Terms	Revolving
Status updated	Jan 2021	Responsibility	Authorized
		Your statement	

Payment history

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	On time											
2020	On time											
2019	On time											
2018	On time											
2017	On time											
2016	On time											
2015	On time											
2014	On time											



credit karma
Reported as of: Jan 29, 2020

Credit Report
Powered by TransUnion

Overview
Your Credit Score: **677** Fair

Account Mix

Credit Cards	2
Secured Estates	1
Auto	0
Student	0
Other Loans	2
Total Accounts	5

Employer Reported: AMERSFUND, AUTOMATED REALTY
Date Reported: Aug 18, 2020, Apr 19, 2020

Accounts

JPMCB CARD \$903

Account Info

Account Name	JPMCB CARD	Reported	Jan 22, 2010	Latest Status	Current
Primary Name	JPMCB CARD	Account Type	Secured Credit Card	2010	On time
Account Status	Closed	2011	On time	2012	On time
Opened Date	Jul 21, 2007	2013	On time	2014	On time
Closed Date	Jul 07, 2008	2015	On time	2016	On time
Limit	\$5,000	2017	On time	2018	On time
Term	—	2019	On time	2020	On time
Monthly Payment	\$30	2021	On time		
Responsibility	Individual				
Balance	\$903				
Highest Balance	\$5,336				
Payment Status	Current				
Worst Payment Status	Current				
Date of Last Payment	Jan 19, 2020				
Amount Past Due	\$0				
Times 30/60/90 Days Late	0/0/0				
Remarks	Cancelled by credit grantor				

Credit History
Credit Utilization: 18.06%

Creditor Contact Details
JPMCB CARD SERVICES
PO BOX 16349
WASHINGTON, DC
20010
(800) 946-2000



SCREEN SHOT FICO SCORES ARE NOT ACCEPTABLE

There are three major credit bureaus in the United States



EQUIFAX | **experian.** | **TransUnion**

REQUIRED FORMS

RENTAL BROKERAGE FEE DISCLOSURE and PROCURING CAUSE AGREEMENT
BLUE OCEAN REALTY, LLC

Blue Ocean Realty, LLC (“Blue Ocean”) is a real estate brokerage company representing both lessors and lessees. This RENTAL BROKERAGE FEE DISCLOSURE and PROCURING CAUSE AGREEMENT (“Fee Disclosure Form”) has been drafted in accordance with regulations adopted by the Massachusetts Board of Real Estate Brokers and Salesmen. All real estate agents and salesmen are required to provide rental applicants with such a form.

This Fee Disclosure Form sets forth the parties’ agreement regarding the amount of the fee that Blue Ocean charges for its services, when an applicant owes it and under what circumstances it will or will not be refunded.

Blue Ocean’s standard fee for locating an apartment, room or house (“Rental Unit”) is one month’s rent (“Rental Fee”).

This Rental Fee is due when the application is submitted.

If the application is accepted by the landlord or management company, the Rental Fee becomes non-refundable, whether or not a lease is signed or a tenancy is created.

DO NOT APPLY FOR A RENTAL UNIT THROUGH BLUE OCEAN, UNLESS YOU INTEND TO LEASE THAT RENTAL UNIT UPON ACCEPTANCE OF YOUR APPLICATION.

If your application is not accepted, the Rental Fee will be refunded.

The undersigned applicants agree that if he or she, individually or as a part of any group that has been shown a Rental Unit through Blue Ocean and leases or otherwise creates a tenancy in the Rental Unit through any other source, including, but not limited to, another broker/agency, management company or landlord, within nine (9) months of first being introduced to the Rental Unit by Blue Ocean, Blue Ocean will be entitled to the Rental Fee. In the event that an applicant is shown a unit in a multi-unit building, the creation of a tenancy in another unit in that building, even if not specifically shown by Blue Ocean, shall subject the applicant to the same Rental Fee. The undersigned applicants agree to be jointly and severally responsible for paying the Rental Fee to Blue Ocean.

In the event that Blue Ocean has to take legal action collect the Rental Fee, it shall be entitled to all of its reasonable expenses, including, but not limited to, court costs and attorney’s fees.

The undersigned applicants agree that the Blue Ocean agent set forth below, introduced them to the Rental Units also set forth below.

THE UNDERSIGNED APPLICANTS STATE THAT EACH HAS READ THE ABOVE FEE DISCLOSURE FORM BEFORE SIGNING IT, UNDERSTANDS AND AGREES WITH ALL ITS TERMS AND ACKNOWLEDGE THAT EACH HAS RECEIVED A FULLY EXECUTED COPY.

Apartments Shown: _____

Leasing Agent: _____ # _____ # _____
Print Name Sign Date

Applicant: _____ # _____ # _____
Print Name Sign Date

Applicant: _____ # _____ # _____
Print Name Sign Date

Applicant: _____ # _____ # _____
Print Name Sign Date

Applicant: _____ # _____ # _____
Print Name Sign Date

Rental Application

(Subject to Owners Approval)

DATE _____ NUMBER _____

NAME OF APPLICANT _____ PHONE (Indicate home, work or cell) _____ EMAIL ADDRESS _____ INITIAL (if over 18 years of age) _____

PRESENT ADDRESS _____ DATES OF CURRENT OCCUPANCY: FROM _____ TO _____

TO BE PROVIDED UPON ACCEPTANCE

CITY _____ STATE _____ ZIP CODE _____ AUTOMOBILE: MAKE/YEAR/REG. STATE & NO. _____ SOCIAL SECURITY # _____

PRESENT LANDLORD _____ COMPLETE ADDRESS _____ PHONE NUMBER _____

FORMER LANDLORD _____ OCCUPANCY _____ COMPLETE ADDRESS _____ PHONE NUMBER _____

CURRENT EMPLOYER _____ COMPLETE ADDRESS _____ PHONE NUMBER _____

OCCUPATION/SOURCE OF INCOME _____ TYPE OF BUSINESS _____ SALARY _____ LENGTH OF EMPLOYMENT _____

FORMER EMPLOYER _____ LENGTH OF EMPLOYMENT _____ COMPLETE ADDRESS _____ PHONE NUMBER _____

PERSONAL REFERENCE (NAME) _____ COMPLETE ADDRESS _____ PHONE NUMBER _____

IN CASE OF EMERGENCY NOTIFY (NAME) _____ COMPLETE ADDRESS _____ PHONE NUMBER _____

CREDIT REFERENCE _____ COMPLETE ADDRESS _____ PHONE NUMBER _____

TO BE PROVIDED UPON LEASE SIGNING

BANK - CHECKING ACCOUNT _____ BRANCH ADDRESS _____ ACCOUNT NUMBER _____

TO BE PROVIDED UPON LEASE SIGNING

BANK - SAVINGS ACCOUNT _____ BRANCH ADDRESS _____ ACCOUNT NUMBER _____

NAME OF ALL CO-TENANTS (EACH ADULT MUST FILE A SEPARATE APPLICATION) _____

APARTMENT NO./TYPE _____ TOTAL NO. OF OCCUPANTS _____ NO. OF ADULTS _____ NO. OF PETS (SERVICE ANIMAL OR ESA) _____

ADDRESS _____

NAMES & AGES OF MINOR CHILDREN _____

CITY _____ OCCUPANCY DATE _____ RENT BEGINS _____

TERM OF LEASE (MONTHS) _____ FROM (DATE) _____ TO (DATE) _____

Base rent per month \$ _____
 (Subject to escalation as set forth in lease)
 Other Monthly Charges _____
 (e.g. parking, etc.) _____
 Key/Lock _____
 Last Month's Rent _____
 Security Deposit _____
 Deposit on Account _____
 Balance Due _____
 Upon Acceptance _____

ARE YOU A CONVICTED FELON? (Y/N) _____ If "Yes" Please submit detail of conviction(s).
Base rent and other monthly charges are due and payable on the first day of each month in advance.

Subject to Massachusetts law, the Management shall not make any inquiry concerning race, religious creed, color, national origin, sex, sexual orientation, age, (except if a minor), ancestry, gender identity, genetic information or marital status of the Applicant or concerning the fact that the Applicant is a veteran or a member of the armed forces or is handicapped. The Applicant authorizes the Management and/or Renting Agency to obtain or cause to be prepared a consumer credit report relating to the Applicant.

Neither the Owner nor the Management is responsible for the loss of personal belongings caused by fire, theft, smoke, water or otherwise, unless caused by their negligence.

The undersigned warrants and represents that all statements herein are true and agrees to execute upon presentation a Rental Housing Association lease or Tenancy at Will agreement in the usual form, a copy of which the Applicant has received or has had occasion to examine, which lease or agreement may be terminated by the Lessor if any statement herein made is not true. Deposit is to be applied as shown above, or applied to actual damages sustained by the Owner, except it is to be refunded if said application is not accepted by the Owner. This application and deposit are taken subject to previous applications.

THIS APPLICATION MUST BE ACTED UPON BY THE OWNER ON OR BEFORE _____

The Renting Agent is an independent contractor and has no authority to make any representation concerning the premises; the Renting Agent is only authorized to show the apartment for rent and to assist in the screening of Rental Applicants.

Renting Agent _____ **Applicant Signature** _____



RENTAL APPLICATION PROVISIONAL AGREEMENT
BLUE OCEAN REALTY, LLC

This Rental Application Provisional Agreement sets forth the applicant party's agreement to the following application provisions of the subjected rental premises ("the premises") serviced by Blue Ocean Realty, LLC ("Blue Ocean").

- 1. Disclosure of Information:** The undersigned applicants hereby state that all information and documents disclosed in this application package is true. Applicants shall also voluntarily disclose any supplemental information or document relevant to the terms and conditions for leasing the premises, regardless of whether asked to provide or not. If this application is approved, a non-executed lease will be enacted upon this application. If any statement herein made is examined or discovered not true, discrepant, intentionally misleading, or insistenty incomplete, then the Lessor reserves all rights to terminate the subjected application, agreement, or lease at any time.
- 2. Holding Deposit and Signing Fees:** Applicants hereby understand and acknowledge that in order for this application to be considered, a holding deposit equals to a month's rent must be paid to Blue Ocean. If this application progressed to an executed lease, this deposit will be held as rental security deposit. All required signing fees shall be paid timely once the lease signing process is initiated. Failure to pay such dues timely will result in termination of the subjected application, agreement, or lease. In the event of Lessor's rejection of this application or termination of the non-executed lease not at the fault of applicants, all holding deposit amount paid will be refunded in full.
- 3. Animal and Pet Policy:** Applicants hereby understand and acknowledge that any animal, reptile, or pet is strictly prohibited from the premises at all times unless stated otherwise on the lease. If any exemption is to be requested, applicants agree to submit all supplement documents for approval, including but not limited to doctor's letter of service animal or ESA, proof of ownership, medical and vaccination records with picture, training certificates, and any applicable document. Therefore, individuals who violate this agreement by non-disclosing in the initial application or having an unapproved animal, reptile, or pet on the premises after move-in are subject to immediate termination of the application, lease, or fines or eviction proceedings if signed into a lease.
- 4. Unit Conditions Acknowledgement:** Applicants hereby acknowledge that they have seen, in-person or virtually, the premises for which they intend to lease and understand that the unit is found to be in the following conditions applicable:

 - A) They intend to move into a unit that is currently vacant and will remain vacant until the day that they take occupancy of the premises. Any necessary cleaning, painting, or maintenance work had already been done or will be performed only if deemed reasonable by the Lessor.
 - B) They intend to move into a unit that is currently occupied and may remain occupied until the day that they take occupancy of the premises. Therefore, any cleaning, painting, or maintenance work approved by the Lessor may not be guaranteed prior to taking occupancy.
 - C) They intend to move into a unit that is currently vacant but may become occupied until the day that they take occupancy of the premises. Therefore, any cleaning, painting, or maintenance work approved by the Lessor may not be guaranteed prior to taking occupancy.

If the applicant party is signed into a lease, then they shall become the Lessee and agree to rent the premises in its as-is habitable conditions unless stated otherwise on the lease. They also agree to notify the maintenance contact listed in the lease immediately regarding any such issues after their initial move-in. Applicants also acknowledge that the Lessor will not reimburse any cost for any cleaning, painting, or maintenance work in the premises performed by any outside or non-approved vendor contracted by the Lessee; they shall also be liable for any nonconforming, unsatisfactory, or unexpected damage caused by contracted vendors without the approval of Blue Ocean.
- 5. Limited Liability of Blue Ocean Agent:** The Leasing Agent, Listing Agent, or Advertising Agent from Blue Ocean is an independent contractor and has no authority to make any representation concerning the premises; the Agent is only authorized to show the premises and to assist in the screening of rental applicants. The rights of final approval and interpretation of the application and lease belong to Blue Ocean, the Lessor, and condominium association of the premises.

SUBJECTED RENTAL PREMISES: _____

APPLICANT NAME: _____ **SIGN:** _____ **DATE:** _____



Blue Ocean Realty

New Tenant Offer And Deposit Agreement

Property Address:

Total Number of Occupants: _____ Rent: _____

Lease Start Date: _____ Lease End Date: _____

Move in Cost: First Month Rent One Month Rent as the Security Deposit

Last Month Rent One Month Rent as the Broker Fee Other \$100 Key Deposit

Rent includes: _____

Unit Maintenance/Preparation Request

I/We agree to rent the apartment referenced above with the parameters listed within and understand that if we decide to withdraw our applications or fail to proceed for any reason hereafter we will forfeit one month's rent. In the event the Landlord rejects our application(s) and/or offer, the deposit is fully refundable.

Tenant Date

Tenant Date

Tenant Date

Tenant Date

PAYMENT METHODS

To ensure the safety of our clients and staffs during the COVID-19 pandemic, we strongly recommend our clients to use the domestic wire transfer payment method.

Please note that all required payments should be fully received to our account or office in order to execute your lease. Please allow 3-7 business days for processing/mailing depending on your method.

METHOD 1. DOMESTIC TRANSFER (QUICKEST)

SEND RENT & DEPOSITS TO:

Bank Name: Bank of America (NOT via Zelle)
Bank Address: One Post Office Square, Lynnfield MA 01940
Account Name: Blue Ocean Realty LLC
Account Number: 004647392779
Routing Number: 011000138 (paper & electronic) 026009593 (wire)

Submit full payment of all required fees in a single transfer. Please also take a screenshot of the transaction confirmation receipt and send to the following contacts for record keeping.

- [your agent's email](#)
- accounting@blueoceanboston.com

METHOD 2. MAIL-IN CHECKS

If you prefer a physical check delivery, please mail-in or drop off check(s) to our office address:

Blue Ocean Realty LLC
15 North Beacon St, Suite NR1A
Boston, MA 02134

Please write checks according to the following format. Amounts for applicable First and Last Month + Security and Key Deposit can be combined in a single check. **Broker fee MUST be in a separate check.**



FRONT



BACK

Please use darker/black background when taking photo

Please take pictures of well written check(s), make sure front and back and all corners of the check are included, then submit pictures of the check(s) to the following contacts for approval prior to delivery.

- [your agent's email](#)
- accounting@blueoceanboston.com

BLUE OCEAN MANAGEMENT LLC
15 N. BEACON ST., SUITE NR1A
ALLSTON, MA 02134
617-206-5700

ADDITIONAL FORMS

ONLY FILL OUT IF YOU ARE ANY OF THE FOLLOWING:

- Currently a student without a full-time employment**
- Qualified as low income**
- Have no credit history**
- Have a credit score that is less than 700**

*If the co-sign guarantor form cannot be notarized, the guarantor may also fill out the standard application and be a co-signer to help the actual renter to get approved.



Blue Ocean Realty

CONSENT TO PERFORM CREDIT, BACKGROUND, AND REFERENCE CHECKS

I/We, _____, [rental applicant(s)], authorize and permit _____ at Blue Ocean Realty LLC, [leasing and sales agent/broker], to perform background checks and obtain information about me from authorized credit reporting sources, current and previous landlords, personal and professional references, current and previous employers etc. I understand that the credit check may show up as a hard inquiry on my credit report and could affect my credit score.

I also authorize and give permission for all parties listed to disclose any information requested about me to the prospective rental owner or manager with my application.

I further authorize and permit the rental owner or manager to obtain updated information annually and on future occasions for rental renewal consideration and for collection purposes should that be deemed necessary.

Thanks to all parties for their cooperation with this matter.

Rental Applicant Signature: _____

Date: _____ Phone Number: _____

Current Address: _____

Social Security Number: _____ Birth Date: _____

Rental Applicant Signature: _____

Date: _____ Phone Number: _____

Current Address: _____

Social Security Number: _____ Birth Date: _____

Agent Signature: _____

Date: _____

**BLUE OCEAN BOSTON, LLC
15 N. BEACON ST. SUITE NR1A, ALLSTON, MA 02134
BLUEOCEANBOSTON.COM
617-206-5700**

Blue Ocean Realty LLC

15 N Beacon St, Suite NR1A Boston MA 02134
rose@blueoceanboston.com

Guarantor Form

GUARANTOR FORM

I, _____ (Parent/Guardian) from
_____ (address) will be responsible
for any financial obligation for rent owed, related services, or damage or waste
perpetrated or allowed by _____ (tenant), living in unit # _
located at: _____

Tenant(s) and Guarantor(s) are jointly and severally bound.

_____ Date ____ / ____ / ____.

(signature)

Guarantor's Credit Information:

Name of Guarantor: _____
Social Security #: _____
Guarantor's Address: _____
Employer's Name: _____
Length of Employment _____
Employer's Address: _____
Telephone: (Home) _____ (Work) _____
Position: _____ Salary: _____
Other Income: _____

*I give the owner/rental broker permission to investigate my credit. I
furthermore agree to abide by the laws of the commonwealth of Massachusetts
and subject myself to the judicial system in Massachusetts.*

**TO BE COMPLETED
BY NOTARY PUBLIC**

Signed: _____ (Guarantor)

State of: _____ County _____

I, _____, a Notary Public, do hereby certify that
_____, personally appeared before me and signed the
above agreement, of their own will, and acknowledged the same to be their own act and
deed.