# The Comprehensive Standard Rental Application Package for Greater Boston Area Use





15 N Beacon St, Suite NR1A, Boston MA 02134 617-206-5700

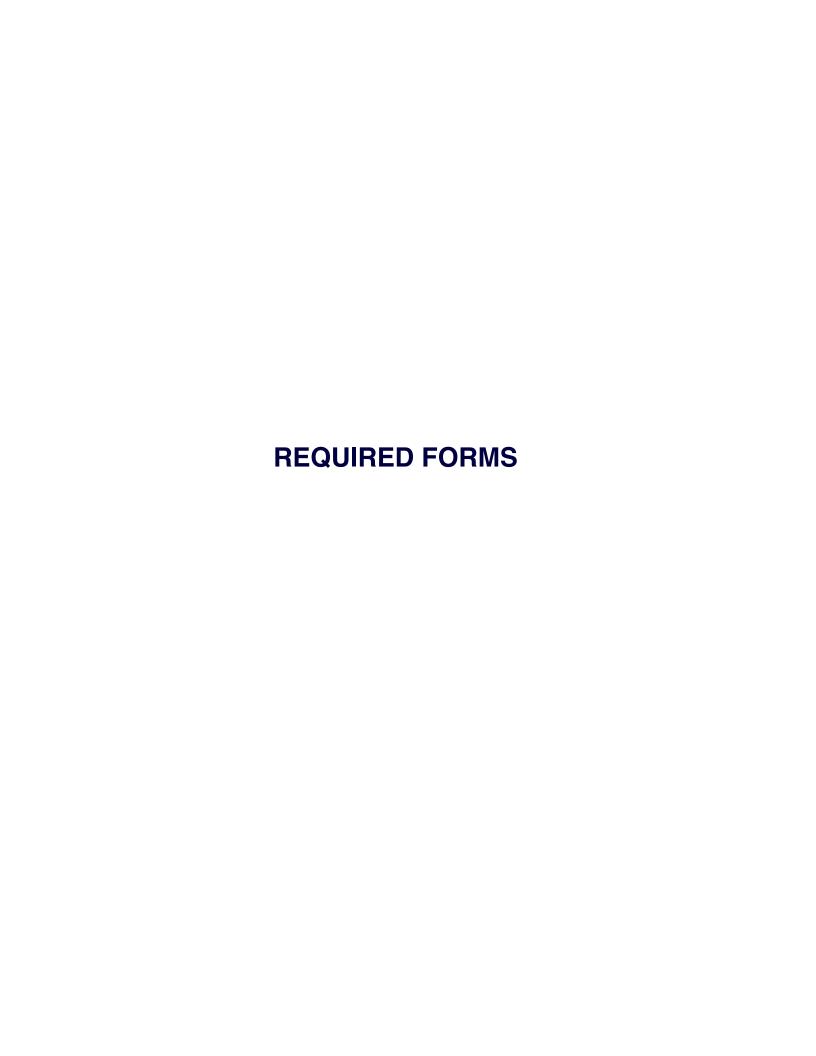
#### **Application Check List**

#### **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.

O Broker fee disclosure form
O Standard application form
Rental application provisional agreement
O New tenant offer and deposit agreement
O Copies of non-expired passport and state ID
O Copies of 2 recent pay stubs or tax return if self-employed
O Proof of current employment (job offer or employment letter)
O Recent 2 months of bank statement showing consistent income earning deposits
O Credit report (FICO, Credit Karma, or any other certified credit report)
*Combined income and bank statements of all members must be at least <u>3 times</u> 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 require
O Consent to check credit form (if no credit history) \$20 FEE WILL APPLY
<ul> <li>Notarized co-signer form (co-signer must have 700+ credit score)</li> </ul>
O Co-signer passport and ID
O Co-signer proof of income
O 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.





#### 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	

#### GREATER BOSTON REAL ESTATE BOARD

## Rental Application (Subject to Owners Approval)

DATE

NUMBER

NAME OF APPLICANT		PHONE (Indicate hom	e, work or cell)	EMAIL ADDRES	SS	INITIAL (if over 18 years of age)
PRESENT ADDRESS			DAT	ES OF CURRENT OCCUPANO	Y: FROM	TO BE PROVIDED UPON ACCEPTANC
CITY	STATE	ZIP CODE	AUTO	DMOBILE: MAKE/YEAR/REG. ST	TATE & NO.	SOCIAL SECURITY #
PRESENT LANDLORD	COMPLETE AD	DRESS				PHONE NUMBER
FORMER LANDLORD	OCCUPANCY	COMPL	ETE ADDRESS	5		PHONE NUMBER
CURRENT EMPLOYER	COM	PLETE ADDRESS				PHONE NUMBER
OCCUPATION/SOURCE OF INCOME		TYPE OF BUSINES	SS	SA	ALARY	LENGTH OF EMPLOYMENT
FORMER EMPLOYER	LENGTH	OF EMPLOYMENT	COMPLETE	ADDRESS		PHONE NUMBER
PERSONAL REFERENCE (NAME)		COMPLETE ADDR	ESS			PHONE NUMBER
IN CASE OF EMERGENCY NOTIFY (NAME)		COMPLETE ADDR	ESS			PHONE NUMBER
CREDIT REFERENCE TO BE PROVIDED UPON	LEASE S	COMPLETE ADDR	ESS			PHONE NUMBER
BANK - CHECKING ACCOUNT TO BE PROVIDED UPON	IFASES	BRANCH ADDRES	S			ACCOUNT NUMBER
BANK - SAVINGS ACCOUNT	LLAGE 5	BRANCH ADDRES	S			ACCOUNT NUMBER
APARTMENT NO./TYPE TO: ADDRESS  NAMES & AGES OF MINOR CHILDREN  CITY	AL NO. OF OCC	OCCUPANCY I	DATE	NO. OF PETS (SERVICE AN	NIWIAL ON ESA	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
TERM OF LEASE (MONTHS)	FROM	(DATE)	TO (DATE)			Deposit on Account
ARE YOU A CONVICTED FELON Base rent and other monthly cha	? (Y/N)	If "Yes" P	lease subm	it detail of conviction(s).  day of each month in a	ndvance.	Upon Acceptance
orientation, age, (except if a mine	or), ancestry,	gender identity ed forces or is h	, genetic in	formation or marital sta	tus of the	reed, color, national origin, sex, sexual Applicant or concerning the fact that the agement and/or Renting Agency to obtain
Neither the Owner nor the Managaused by their negligence.	gement is re	sponsible for the	e loss of pe	ersonal belongings caus	ed by fire,	theft, smoke, water or otherwise, unless
lease or Tenancy at Will agreeme agreement may be terminated by	ent in the use the Lessor in	ual form, a copy any statement	of which to herein mad	he Applicant has receive e is not true. Deposit is	ed or has h to be appli	esentation a Rental Housing Association ad occasion to examine, which lease or ed as shown above, or applied to actual er. This application and deposit are taken
THIS APPLICATION MUST BE AC	TED UPON	BY THE OWNE	R ON OR B	EFORE		
The Renting Agent is an independ authorized to show the apartment					concerning	the premises; the Renting Agent is only
Renting Agent				Applicant Signature		

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Blue Ocean Realty, PO Box 1418 Lynnfield, MA 01940

Phone: (857)207-7579 Fax:

application

Blue Ocean Realty www.BlueOceanBoston.com 15 N Beacon St, Suite NR1A, Boston MA 02134 617-206-5700

### 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 insistently 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:
APPLICANT NAME:	SIGN:	_ DATE:
APPLICANT NAME:	SIGN:	_ DATE:
APPLICANT NAME:	SIGN:	DATE:



#### **New Tenant Offer And Deposit Agreement**

Property Address	S:		
Total Number of	Occupants:	Rent:	
Lease Start Date	e:	Lease End Date:	<del> </del>
Move in Cost: □F	First Month Rent	□One Month Rent as the S	ecurity Deposit
⊐Last Month Rer	nt □One Month F	Rent as the Broker Fee □C	other \$100 Key Deposi
Rent includes:			
	Unit Maintena	nce/Preparation Requ	<u>iest</u>
I/We agree	to rent the apartme	nt referenced above with the pa	rameters listed within
		ndraw our applications or fail to	•
	rteit one month's rei posit is fully refunda	nt. In the event the Landlord rejuble.	ects our application(s)
		 Tenant	Doto
Tenant	Date	renant	Date
 Tenant	 Date	 Tenant	 Date

Phone: 417-206-5700 Address: 15 N Beacon St. NR1A Allston MA 02134

#### **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.



#### CONSENT TO PERFORM CREDIT, BACKGROUND, AND REFERENCE CHECKS

sales agent/broker], to perform be authorized credit reporting sources,	ackground checks ar , current and previou nployers etc. I under	
I also authorize and give permission about me to the prospective rental		to disclose any information requested with my application.
		nager to obtain updated information sideration and for collection purposes
Thanks to all parties for their coope	eration with this mat	ter.
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 Realty LLC
15 N Beacon St, Suite NR1A Boston MA 02134 rose@blueoceanboston.com

#### Guarantor Form

	GUARANTOR FORM	
l,	(Parent/Guardian	) from
	(addr	ress) will be responsible
	tion for rent owed, related services, or	
perpetrated or allowed	by(i	tenant), living in unit #
		// <b>5</b>
	s) and Guarantor(s) are jointly and several	lly bound
•	Date	
	(signature)	~·
	(Signature)	
Guarantor's Credit Inf	formation:	
Employer's Name:		
Length of Employmen	nt	
Employer's Address:		
Telephone: (Home)	(Work)	
Position:	Salary:	
Other Income:		
furthermore agree to abi	er/rental broker permission to investigate in ide by the laws of the commonwealth of Mayself to the judicial system in Massachuse	lassachusetts etts TO BE COMPLETI
		BY NOTARY PUB
Signed:		(Guarantor)
	Country	
State of:	County	
State of:		certify that

#### REQUIRED DOCUMENT GUIDELINE

#### Required for ALL adult applicants & co-signers

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

#### STATE ISSUED ID or PASSPORT

#### Provide at least one form of official photo ID









#### PROOF OF EMPLOYMENT

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





Year-end bonus plan – eligible at year end, based on company profitability and individual contribution

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



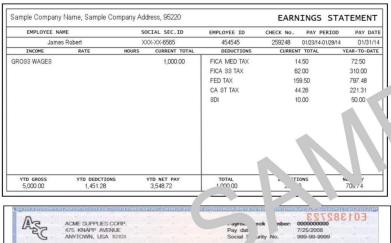
**Corporations Division** 

**Business Entity Summary** 

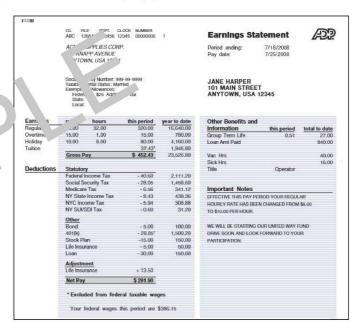
#### PROOF OF INCOME

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

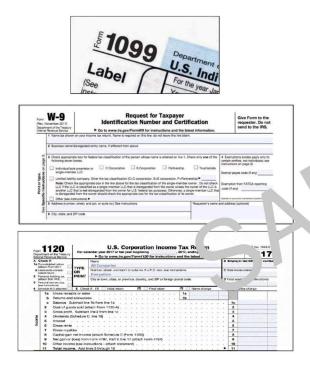
1. Most recent 2 pay stubs including your name, company name, address, pay period

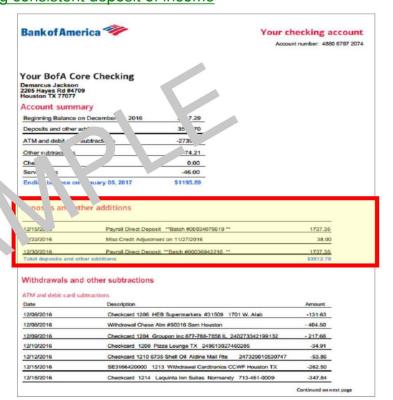






- 2. Self-employed applicant/co-signer must provide:
  - FULL tax return document
  - Last 6 months of bank statement showing consistent deposit of income



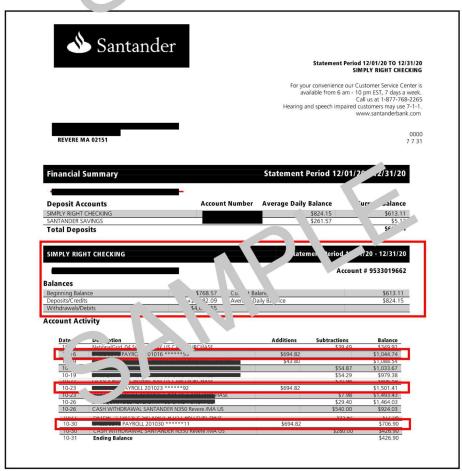


#### **BANK STATEMENT**

Applicants must provide at least <u>2 MONTHS</u> of bank statement showing consistent income deposits

<u>Self-employed and cash earning</u> applicants must provide at least <u>6 MONTHS</u>

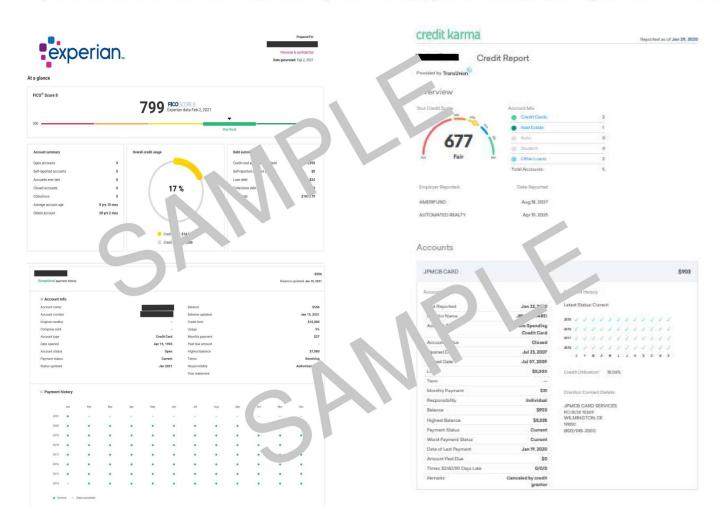




#### **CREDIT REPORT**

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





#### SCREEN SHOT FICO SCORES ARE NOT ACCEPTABLE

