



P.O. Box 827
Norwich, CT 06360
Phone: (860)-222-3997
Fax: (860)-222-3998
Email: admin@freeholdre.com

Application for Occupancy

Thank you for your interest in our community! Below is a list of instructions for all documents needed along with a completed application. We are unable to process incomplete applications. Please note that each occupant 18 or older must submit a completed Application for Occupancy.

IN ORDER TO ACCEPT YOUR APPLICATION FOR OCCUPANCY, WE MUST RECEIVE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:

1. A copy of your government issued photo ID. (A printed photo or scan)
2. The Application for Occupancy with all fields completed. If you do not have a previous landlord's phone number on hand, take a moment to locate it before submitting the application.
3. Proof of income or significant savings that you may have. You must have one of these included with the application.
 - 2 or More pay stubs from your employer
 - 1099
 - W-2
 - Social Security Statements
 - VA Statements
 - Bank Statements
4. A purchase agreement between the buyer (you) and the seller (owner of the home). This agreement must be signed by both parties and submitted with the application.

Connecticut and Ohio Applicants, a \$30 dollar processing fee, per person, must accompany the application.

Please check that all places with a large X are signed before application submission.

Thank you for applying!





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Community Applying for: _____ Unit/Lot Number Applying for: _____

Date: ____/____/____ Close Date: ____/____/____ Move in Date: ____/____/____

Monthly Rent: _____ Security Deposit: _____ Processing Fee: _____

Personal Information:

First Name: _____ MI: _____ Last Name: _____

Maiden Name or any other aliases: _____

Social Security #: ____ - ____ - ____ Date of Birth: ____/____/____

Email: _____ Phone Number: _____

Drivers License #: _____ State: _____ Exp: ____/____/____

Employment History:

Your Status (Circle One): Employed Full-Time Employed Part-Time Student Retired Unemployed

Current Employer (or Most Recent): _____

Dates Employed From: ____/____/____ To: ____/____/____ Position: _____

Income: \$ _____ (circle one) Hourly Weekly Bi-Weekly Monthly Yearly

Current Employer (or Most Recent): _____

Dates Employed From: ____/____/____ To: ____/____/____ Position: _____

Income: \$ _____ (circle one) Hourly Weekly Bi-Weekly Monthly Yearly



Unearned Income:

If you have other sources of income for us to consider, please list income source, and recipient (ssi, tanf, snap, alimony, child support, pension etc.) in the spaces provided. All sources of legal income will be considered.

Source: _____

Date First Started Receiving: ____/____/____ Phone Number: _____

Income Amount: _____ (circle one) Hourly Weekly Bi-Weekly Monthly Yearly

Source: _____

Date First Started Receiving: ____/____/____ Phone Number: _____

Income Amount: _____ (circle one) Hourly Weekly Bi-Weekly Monthly Yearly

List all people to live in Unit:

PLEASE NOTE ALL PERSONS 18 OR OLDER MUST FILL OUT AN APPLICATION FOR OCCUPANCY

____ Relationship: _____ Age: _____

____ Relationship: _____ Age: _____

____ Relationship: _____ Age: _____

____ Relationship: _____ Age: _____

____ Relationship: _____ Age: _____

Vehicle (if applicable):

Make of car #1: _____ Year: _____ License Plate #: _____ ST: _____ Color: _____

Make of car #2: _____ Year: _____ License Plate #: _____ ST: _____ Color: _____



Resident History:

Please provide your residence history for the past five years beginning with your most current.

Present Street Address: _____

City: _____ State: _____ Zip: _____

Length of Time (Estimate): _____ Monthly Rent/ Mortgage: \$ _____

Owned or Rented? _____ Do you have a lease? _____ Expires when? _____

Name of Landlord: _____ Phone Number: _____

Previous Street Address: _____

City: _____ State: _____ Zip: _____

Length of Time (Estimate): _____ Monthly Rent/ Mortgage: \$ _____

Owned or Rented? _____ Did you have a lease? _____ Expired when? _____

Name of Landlord: _____ Phone Number: _____

Previous Street Address: _____

City: _____ State: _____ Zip: _____

Length of Time (Estimate): _____ Monthly Rent/ Mortgage: \$ _____

Owned or Rented? _____ Did you have a lease? _____ Expired when? _____

Name of Landlord: _____ Phone Number: _____



Rental History Questions:

Please circle Yes or No for the following questions

Have you ever broken a rental agreement? Yes No

If yes, explain: _____

Have you ever been sued for non-payment of rent? Yes No

If yes, explain: _____

Have you ever been evicted from any premises? Yes No

If yes, explain: _____

Have you ever been foreclosed on from any premises? Yes No

If yes, explain: _____

Have you ever filed for bankruptcy? Yes No

If yes, when: ____ / ____ / ____

If yes, explain: _____

Are you currently being evicted, in foreclosure or filing for bankruptcy? Yes No

If yes, explain: _____

Have you ever been convicted of a crime? Yes No

If yes, explain: _____

Why are you leaving your present landlord? (If applicable): _____

Pets:

Do you have any pets? Yes No

Please refer to the pet policy

YOU MAY ONLY HAVE A PET IF APPROVED AND YOU SIGN A PET AGREEMENT

PET FEE & INSURANCE MAY BE REQUIRED

(We will need to conduct a meet and greet with the dog before move in)



Emergency Contact:

In case of emergency notify: _____ Relationship: _____

Phone Number: _____ Address: _____

Renters Only:

We will not guarantee the unit availability without the earnest money deposit. I have deposited the sum of \$_____ (hereinafter the "earnest money deposit") in consideration for the Owner/Manager taking the unit off the market while processing this application. If this application is approved, I agree to enter into a Lease Agreement and take possession of the unit by the move in date listed on this Application for Occupancy. The earnest money deposit shall be refunded to me if the application is NOT approved. I understand that I may cancel this application by written notice within 24 hours of initial submission and receive a full refund of this earnest money deposit. After 24 hours, I understand that:

**EARNEST MONEY DEPOSIT IS NON-REFUNDABLE IF YOU ARE APPROVED FOR
OCCUPANCY AND DO NOT TAKE THE UNIT**

Initial: **X**_____ Time: **X**_____

At the time the Lease Contract is executed, the earnest money deposit will be applied to and become a part of the first month's rent.

All Applicants:

I understand the processing fee is a non-refundable cost of processing this application. I understand the \$30.00 processing fee is a per applicant fee. (CT and OHIO ONLY)

I acknowledge that the above information is true and correct, and will authorize verification of ALL above information. Any false information or failure to provide backup documentation to complete the application may constitute cause for rejection of this application and forfeiture of my deposit.

I have read and agree to ALL of the terms contained here.

**FALSE INFORMATION GIVEN ON AN APPLICATION IS IN ITSELF GROUNDS
FOR REJECTION OF THE APPLICATION OR TERMINATION OF TENANCY.**

Date: **X**____/____/____ Applicant Signature: **X**_____





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Authorization for Release of Information

Applicant Name: _____

Authorization for Release of information: For the term of the relationship with Landlord, the Applicant hereby consents to and authorizes the Landlord's investigation into the Applicant's credit worthiness and criminal background check. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences, including unreported addresses and landlord verifications; income and employment history, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; and any other public records.

Such consent and authorization is given with respect to any and all persons who may conduct an investigation of the Applicant's credit worthiness and criminal background on behalf of the Landlord, including independent contractors and credit agencies retained by Landlord for such purpose. Applicant hereby holds liability for requesting or providing written or verbal information and/or discussing the quality or history of Applicant.

Any false information provided by Applicant or Applicant's failure to provide backup documentation for information provided herein may constitute cause for rejection of this application and forfeiture of my earnest money deposit.

Date: **X**____/____/____ Applicant Signature: **X**_____

Date: ____/____/____ Leasing Agent Signature: _____



Qualifying Guidelines

Freehold Real Estate LLC provides equal opportunity housing. We will not discriminate against applicants based on race, color, religion, sexual orientation, ethnic origin, familial status, disability or class membership. Management complies with all Federal, State and local Fair Housing and Civil Rights Laws.

Please note that these are the current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our community that all residents and occupants currently residing in our community have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect; additionally, our ability to verify whether these requirements have been met is limited to the information we receive from the various reporting services.

Application: Every future resident that is 18 years or older must complete an application. Please complete application in full. Understand that applications containing any untrue, incorrect, or misleading information will be declined. Each application must be accompanied by a government issued photo ID for each applicant (ie: driver's license, majority card, military ID, etc). All applicants in the United States on a Visa must provide a copy of the Certificate of Eligibility, which is completed upon arrival in the United States.

Roommates: Each resident is jointly and fully responsible for the entire rental payment and must sign the lease agreement.

Occupancy: This site shall follow a two person per bedroom occupancy standard unless otherwise required by Federal, State, or Local Law.

Landlord Reference/Rental History: Management requires at least two years of monthly rental payment history. The rent payment history, to be confirmed with previous landlords, must reflect prompt payment history, compliance with community policies, and return of apartment in good condition. We will not accept a reference from a relative as your only previous landlord. Any legal proceedings or evictions filed by previous landlords will result in the application for residency being declined. Applicants with no rental history will require a guarantor or double security deposit.

Pets: Our sites accept pets with written permission only. Pet fees may apply. See pet Addendum.

Income: Applicants must have a **minimum of one year** verifiable employment and/or income history, such as two copies of the most recent pay stubs, leave and earning statement or offer letter. Self-employed persons must provide a copy of the last two years tax return. Unemployed applicants must provide documentation of unearned income sources e.g. - social security, pension, savings, interest, or provide guarantor/co-signer that meet the guarantor /cosigner qualifying standards below. Notarized documentation must be submitted with your application to support additional sources of income such as alimony, dividends, military housing allowance, child support, interest, retirement income, etc. Copies of all documentation will be retained in the lease file.

Gross annual income for all leaseholders is combined and entered into the credit-scoring model. Household gross monthly income must meet or exceed three times the monthly rental rate or a guarantor/cosigner must be included in the application.

Credit History: A credit report will be secured for all occupants of legal age to verify account credit ratings. The results will be entered into the credit-scoring model, which determines applicant eligibility to rent and security deposit level. Unfavorable accounts which will negatively influence this score, include, but are not limited to: Collection, Charge Off, Repossession, and Current Delinquency & Bankruptcy.

Applicants with Bankruptcies and Foreclosures that have been discharged within the last 24 months may be considered if they demonstrate a hardship that has since been cured, and they can produce a qualified co-signer.

Guarantors/Cosigners: Guarantors/cosigners must meet all the above qualifications and must have at least five times the monthly rent being applied for. The guarantor must physically sign the lease either in the office, or in front of a notary.

Criminal: A criminal background check will be conducted for each applicant. A CORI or BCI may be required. Any applicants who have been determined to have a criminal conviction of the following reported criminal related activities may be denied residency and occupancy:

- Conviction of any applicant or family member for a violent crime, theft, burglary, assault, battery, robbery, illegal manufacture, use or possession of a controlled and/or illegal substance
- Applicants who have been convicted for sexual or physical abuse
- Any terrorism related conviction
- Any cruelty to animals related conviction
- Any prostitution related conviction
- Misdemeanor conviction involving crime against persons or property
- Any applicant subject to a state sex offender registration requirement

I hereby acknowledge reviewing the above qualifications provided by **Freehold Real Estate, LLC** and the information I have provided is true and accurate.

Date: **X**____/____/____

Applicant Signature: **X**_____





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Pet Addendum:

The Applicant(s) understands that if the Application for Occupancy is approved, this Pet Addendum will therefore be attached to the Lease Agreement and will run concurrent with the lease terms.

Applicant Name: _____

Address: _____ Lot/Unit Number: _____

You must sign both sections "Applicants with Pets and Applicants without Pets"

Applicants Without Pets:

Applicant verifies that they do NOT have any pets that will be housed or visiting in the community and that if, in the future, one is acquired that they will immediately contact the property manager, have the pet approved to amend their lease and pay any such charges associated with having a new pet.

NO VISITING PETS ARE ALLOWED

Date: **X**____/____/____ Applicant Signature: **X**_____

Applicants With Pets:

Type of Pet: _____ If Other Explain: _____ Pet Name: _____

Pet Color: _____ Pet Breed: _____ Weight: _____ Date of Birth: ____/____/____

Type of Pet: _____ If Other Explain: _____ Pet Name: _____

Pet Color: _____ Pet Breed: _____ Weight: _____ Date of Birth: ____/____/____



Applicant Agrees to pay landlord a monthly pet fee of **\$20.00 PER PET** in addition to other monthly rent payments. Landlord agrees that the Applicant may keep approved pets on the leased premises subject to the following terms and conditions:

1. Applicant may have up to 2 cats or dogs residing with them in their home. Only the pet(s) listed & described in this pet addendum that have previously been approved by the Landlord are authorized per this agreement. Additional and/or other pets must be approved by the Landlord.
2. Management reserves the right to restrict any breed.
3. Applicant agrees to maintain Homeowners or Rental liability insurance at all times and must provide management with a copy of the Homeowners or Rental Liability Certificate within 30 days of the lease start date. The certificate must list the community as additionally insured. A list of excluded breeds the insurance company may have, or proof that there are none must accompany this certificate.
4. All pets must be spayed or neutered unless a veterinarian deems the procedure medically unsafe or professionally unreasonable for that pet (purebred, show animal). Certification of either is to be provided to Landlord.
5. Applicant agrees that the pet shall be subject to all town, county and state ordinances as applicable. An Up to date Proof of Vaccination must be provided annually.
6. No visiting pets are allowed.
7. Applicant agrees to accept full and sole responsibility for any injuries to persons caused by actions of the applicant's pet. Applicant agrees to identify and hold Landlord harmless against any claim for damage to property or injuries to person based on or caused by action of applicant's pet.
8. Applicant agrees to accept full responsibility for any damage to the home by the Applicant's pet. Damages include, but are not limited to, soiling, staining, and/or tearing of carpet and scratching of walls or doors. If the pet does damage the home in any manner, the Landlord will bill the applicant's, as additional rent, the cost of replacement of damaged items, or for any necessary repairs. **ANY NON-REFUNDABLE FEES OR MONTHLY RENT ARE FOR THE PRIVILEGE OF HOUSING A PET AND WILL NOT BE USED TO OFFSET THE COST OF ANY DAMAGES OR REPAIRS THAT ARE THE RESULT OF YOUR PET.**
9. The pet shall be considered an indoor pet and/or allowed outdoors only under the applicant's control on applicant's patio area on a hand-held leash or in a pet carrier. Even if tethered, the pet is never to be left unattended.
10. Applicant agrees that the pet will not constitute a nuisance in any manner on the premises. If pet constitutes a nuisance, of which the Landlord will be the sole judge, Applicant agrees to terminate pet's occupancy of the leased premises upon 5 days written notice from Landlord to Applicant. The termination of pet's occupancy shall not in any way affect the Applicant's liability under the lease. Examples of nuisance for purposes of this addendum are:

a) unruly behavior that causes personal injury or property damage;

b) failure to dispose of pet waste;

c) making noise continuously for a period of a ½ hour or more to the disturbance of other residents in the community;

d) Pets in common areas that are not under complete control on a hand-held leash or in a pet carrier;

e) Pets who relieve themselves on walls or floors of common areas or inside homes;

f) Pets who exhibit aggressive or otherwise potentially dangerous behaviors.

11. If there is reasonable cause to believe an emergency situation exists with respect to the pet, and if efforts to contact the applicant and emergency caretaker are unsuccessful, Landlord or its agents may contract the local animal control authority and assist its staff members in entering applicant's home. Examples of emergency situations include: suspected abuse, fire or other disaster, or prolonged disturbance. If it becomes necessary for the pet to be boarded, all costs incurred will be the sole responsibility of the applicant.

Provided all terms are met, this agreement will run concurrent with lease terms and is subject to review for renewal.

Date: **X**____/____/____ Applicant Signature: **X**_____

Date: ____/____/____ Leasing Agent Signature: _____



1.



THE COMMONWEALTH OF MASSACHUSETTS
Division of Banks
1000 Washington Street, 10th Floor, Boston, MA 02118
TEL: 617-956-1500 | TDD: 617-956-1577 | FAX: 617-956-1599
MASS.GOV/DOB



**Criminal Offender Record Information (CORI)
Acknowledgement Form**

To be used by organizations conducting CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

Freehold Real Estate, LLC is registered under the provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to **Freehold Real Estate, LLC** to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing **Freehold Real Estate, LLC** with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

The N/A may conduct subsequent CORI checks within one year of the date this Form was signed by me, provided, however, that N/A must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of Subject

Date

2.



THE COMMONWEALTH OF MASSACHUSETTS
Division of Banks
1000 Washington Street, 10th Floor, Boston, MA 02118
TEL: 617-956-1500 | TDD: 617-956-1577 | FAX: 617-956-1599
MASS.GOV/DOB



SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last **SIX** digits of Social Security Number: _____ -- _____ ☐ No Social Security Number

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

Current Address

Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

******* SUBJECT VERIFICATION – FOR OFFICE USE ONLY *******

The above information was verified by reviewing the following form(s) of government-issued identification: _____

Verified by: _____

Print Name of Verifying Employee

Signature of Verifying Employee

Date